



REAL ESTATE SERVICES OFFICE

# NON-RESIDENTIAL RELOCATION ASSISTANCE PROGRAM

BUSINESS/FARM/NPO  
QUESTIONS AND ANSWERS

JUNE 2024



## Translation Services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-8233 or email us at:

[HQDesignAdminTeam@WSDOT.WA>GOV](mailto:HQDesignAdminTeam@WSDOT.WA>GOV)

### Español - Spanish

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### tiếng Việt-Vietnamese

#### các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-8233 hoặc email cho chúng tôi tại:

[HQDesignAdminTeam@WSDOT.WA>GOV](mailto:HQDesignAdminTeam@WSDOT.WA>GOV)

### 한국어 - Korean

#### 번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-8233 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다:

[HQDesignAdminTeam@WSDOT.WA>GOV](mailto:HQDesignAdminTeam@WSDOT.WA>GOV)

### русский-Russian

#### Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-8233 или написав нам на электронную почту: [HQDesignAdminTeam@WSDOT.WA>GOV](mailto:HQDesignAdminTeam@WSDOT.WA>GOV)

### العَرَبِيَّةُ - Arabic

#### خدمات الترجمة

إذا كنت تجد صعوبة في فهم اللغة الإنجليزية، فيمكنك مجانًا طلب خدمات المساعدة اللغوية عن

طريق الاتصال بالرقم 360-705-8233 أو مراسلتنا عبر البريد الإلكتروني: [HQDesignAdminTeam@WSDOT.WA>GOV](mailto:HQDesignAdminTeam@WSDOT.WA>GOV)

### Af-soomaaliga - Somali

#### Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-8233 ama iimayl noogu soo dir: [HQDesignAdminTeam@WSDOT.WA>GOV](mailto:HQDesignAdminTeam@WSDOT.WA>GOV)

### 中文 - Chinese

#### 翻译服务

如果您难以理解英文，则请致电：360-705-8233，或给我们发送电子邮件：

[HQDesignAdminTeam@WSDOT.WA>GOV](mailto:HQDesignAdminTeam@WSDOT.WA>GOV)，请求获取免费语言援助服务。

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## Introduction

The Relocation Assistance Program is designed to establish uniform procedures in relocation assistance that will assure legal entitlements and provide fair, equitable, and consistent treatment to persons displaced by projects administered by the Washington State Department of Transportation (WSDOT).

The program is administered in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA).

This brochure is designed to answer some of your questions about your relocation entitlements. Specific information about relocation assistance is contained in the law. While every effort has been made to assure the accuracy of this brochure, it does not have the force and effect of the law. Should any difference or error occur, the law will take precedence. The law is contained in Chapter 8.26 of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) 468-100.

Your concerns are important to us. We will do everything we can to minimize any disruptions and other impacts of the project. Thank you for taking the time to read this brochure.

## Relocation Advisory Assistance

### What is “Relocation Advisory Assistance?”

Your relocation specialist will interview you to:

- Explain relocation services, eligibility requirements, payments available, and procedures for obtaining assistance.
- Determine the relocation needs and preference for your operation by completing an occupancy survey.
- Provide advice as to other sources of assistance and technical help.
- Explain substitute personal property and actual direct loss of tangible personal property so you can make informed decisions regarding your relocation.

The level of advisory services may be different for each displaced business depending on the complexity of the business operation.

### Lawfully Present in the United States

You will be required to sign a form certifying you are lawfully present and authorized to conduct your business, farm, or NPO in the United States before the relocation process can begin.

### Not Lawfully Present in the United States

According to WAC 468-100-208, any owner of an unincorporated business, farm, or nonprofit organization that is an alien not lawfully present in the United States is ineligible for relocation assistance. Any incorporated business that is not authorized to conduct business within the United States is also ineligible for relocation assistance.



## General Relocation Program

### When do I become eligible for relocation assistance?

You will become eligible for relocation assistance on the day WSDOT makes a written offer to buy the property you are occupying, if the agency determines that there are persons or personal property which must be moved.

### When do I have to move?

You cannot be required to move unless given a written assurance of at least 90-days prior to the date by which you will be required to vacate the property. In most cases, WSDOT will provide this assurance in the relocation letter titled, "Notice of Relocation Eligibility, Entitlements, and 90-Day Assurance."

If occupancy of the property beyond the date the state acquires possession is allowed, you will be required to sign a rental agreement with the state and pay rent. The relocation 90-day assurance should not be confused with the required 30-day notice to cancel or terminate your lease, which is administered by our Property Management Program. For information regarding the cancellation/termination of your lease, please refer to the term clause in your Displacee Lease or contact your Property Management Specialist.

It is our desire to work with you to enable you to move with the least amount of disruption to your operation.

### Are relocation payments considered income?

Relocation payments are not considered income for the purpose of the Internal Revenue Code of 1986.

### When do I get paid for my relocation expenses?

In most cases, you will be reimbursed for relocation expenses after you have moved or incurred an eligible expense. In some cases, progress payments can be made if WSDOT determines it is necessary.

## **If I move before WSDOT's written offer, am I eligible for relocation assistance?**

You may jeopardize your relocation rights unless you have reached a prior written agreement with WSDOT.

## **How long do I have to claim my relocation benefits?**

All claims for relocation payments shall be filed with WSDOT within 18 months after:

- If you are a tenant - the date you move from the acquired property.
- If you are an owner - the latter of the date you move or the date you receive final payment for your property.



## Definitions

### What is a business?

The term “business” means any lawful activity, except a farm operation, that is conducted:

1. Primarily for (a) the purchase, sale, lease, or rental of personal or real property; (b) the manufacture, processing, or marketing of products, commodities, or any other personal property; or (c) any combination of these activities.
2. Primarily for the sale of services to the public.
3. Primarily for outdoor advertising display purposes, when the display must be moved as a result of the project.
4. By a nonprofit organization that has established its nonprofit status under applicable federal or state law.

### How do I qualify as a business?

In order to qualify to receive relocation assistance as a business displacement, you must:

1. Meet the definition of a business.
2. Report income on an annual tax return. A complete, certified copy of your most recent tax return may be required.

### What is a farm operation?

The term “farm operation” means any activity conducted solely or primarily for the production and/or sale of one or more agricultural products or commodities, including timber, and customarily producing such products or commodities in sufficient quantity to be capable of contributing materially to the operator’s support.

### What is a nonprofit organization?

The term “nonprofit organization” means an organization that is incorporated under the applicable laws of a state as a nonprofit organization, and exempt from paying federal income taxes under Section 501 of the Internal Revenue Code (26 U.S.C. 501).

### What is the Uniform Act?

The term “Uniform Act” means the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (84 Stat. 1894; 42 U.S.C. 4601 et seq.; Pub. L. 91.646), and amendments thereto.

## Moving Assistance

### If you have to move...

It is sometimes necessary to acquire property in connection with state transportation projects. When these acquisitions require the occupants of the property to move, the state will work with the persons displaced through the relocation and moving process.

### Will WSDOT find a replacement site for my business?

A relocation specialist will provide information on the availability, purchase price, and rental costs of available commercial and farm properties and locations and/or refer you to real property specialists in your area. The relocation specialist will assist a business or farm operation to become established in a replacement location.

It is important to understand that the law does not require an agency to find a replacement for a business operation. WSDOT will offer assistance but ultimately it is the business owner's responsibility to locate a suitable replacement site.

### What are my moving options?

You may move yourself, be professionally moved, or choose a combination of both.

#### Self Move

If you choose to move yourself, the amount WSDOT pays you for your move will be based upon moving estimates. In most instances, WSDOT will secure three moving estimates from professional movers to determine the reasonable and necessary amount for moving your operation. With your consent, the relocation specialist can develop a Specialist Move Estimate if the move is considered low cost and uncomplicated.

#### Commercial Move

If you choose a commercial move, the amount WSDOT pays for your move will be based on the lowest acceptable bid. In most cases, WSDOT will

Please do not move until you discuss your moving plans with your relocation specialist. Before moving, you will need to sign a "Moving Expense Agreement."

If you move without signing a Moving Expense Agreement, you may jeopardize your entitlement to relocation assistance.

secure three moving estimates from professional movers in the local area.

### **Fixed Payment Move**

Alternatively, if you meet certain requirements, you may select a fixed payment move that is based upon your average annual net earnings for the last two years. The maximum payment is \$53,200 and the minimum payment is \$1,000 (see “What is the fixed payment?”). Landlords are not eligible to receive the fixed payment.

### **What types of relocation payments are businesses entitled to receive?**

Relocation payments are broken down into four types:

- 1. Moving Expenses**
- 2. Related Non-Residential Eligible Expenses**
- 3. Fixed Moving Payment**
- 4. Reestablishment Expenses**

### **What costs are reimbursable as “moving expenses?”**

Eligible expenses for moving personal property include:

- Transportation costs for a distance up to a maximum of 50 miles.
- Packing, crating, unpacking, and uncrating. Includes only the work necessary to accomplish the move of the personal property. This may include the cost necessary to box, bundle, or palletize the personal property.
- Disconnecting, dismantling, removing, and reassembling.
- Reinstalling relocated machinery, equipment, and other personal property. Reinstallation of equipment includes connection to utilities. This may include installing utilities from the relocated equipment to the box or meter depending upon your particular situation. Reinstallation also includes modifications to the equipment necessary to adapt it to the replacement structure, site, or utilities, or adapting the utilities at the replacement site to the relocated equipment.
- Modifications to personal property required by code.

## **Additional Moving and Related Moving Expenses**

### **Replacing Printed Materials and Business Items**

Expenses to replace existing stocks of printed materials and business items made obsolete by the move that require an address or phone number change are eligible for reimbursement. This includes such items as invoices, stationery, business cards, and promotional items. Your relocation specialist will require a copy of the old item and the newly printed item.

### **Search Expenses**

You are entitled to reimbursement for expenses in searching for a replacement property not to exceed \$5,000. Expenses may include transportation, meals, and lodging when away from home; reasonable value of the time spent during search must be preapproved; fees paid to real estate agents, brokers, or consultants to locate a replacement site exclusive of any fees or commissions related to the purchase of the site; time spent in obtaining permits and attending zoning hearings; and time spent negotiating the purchase of a replacement site based on a reasonable salary or earnings.

You will be required to document your search efforts in a site search log that will be provided by your relocation specialist. Reimbursement for search expenses are typically limited within 50 miles of the displacement location.

### **Direct Loss of Tangible Personal Property or Purchase of Substitute Personal Property**

You may be eligible for a payment if personal property is relinquished or replaced as a result of your move or if you discontinue your operation.

### **Direct Loss of Tangible Personal Property**

If you choose to relinquish an item of personal property rather than relocating the item, the payment is based upon the lesser of the cost to move the item, or the market value in place "as is," less any proceeds from the sale of the item. A reasonable attempt to sell the item is required.

Your relocation specialist will assist you with the process. Appropriate documentation is required, i.e., copy of ad, receipts, bill of sale.

Unsuccessful attempts to sell personal property will require a transfer of ownership to WSDOT.

## Substitute Personal Property

If you choose to promptly replace an item of personal property rather than relocating the item, the payment is the lesser of the cost to move the item, or the cost of providing the substitute item, less any proceeds from the sale of the item. A reasonable attempt to sell the item is required.

Your relocation specialist will assist you with the process. Appropriate documentation is required, i.e., copy of ad, receipts, bill of sale.

Unsuccessful attempts to sell personal property will require a transfer of ownership to WSDOT.

## Insurance for the Move

Your property may be insured for its full replacement value (over and above the movers standard coverage) in connection with the move. Your relocation specialist will require a copy of your insurance declaration.

## Licenses, Permits, and Certificates

Licenses, permits, or certification requirements that are eligible for reimbursement are those that are required to operate the business. The payment will be based upon the remaining useful life of the existing license, permit, or certification at the replacement site. The focus of this category is on license/permits necessary to operate the business such as a business license or occupancy permit, not construction related permits.

## Move Planning Expenses

Depending on the complexity of your move, you may wish to hire a professional to help with planning the move of your personal property. You must hire a professional in order to be eligible for reimbursement.

Planning expenses include only those expenses necessary to plan the move, placement, and layout of the **personal property** and must be supported by documentation, i.e., floor plan layout, log of work performed. You will need to secure a minimum of two scopes of works from potential planners and get preapproval of expenses prior to entering into a contractual obligation.

### Suggestion to Business Owners:

Prior to entering into a contractual obligation with a Professional Services Consultant, it is highly recommended that you have WSDOT review the Scope of Work to determine which items listed are eligible for reimbursement.

In some instances, a displaced business can apply for a waiver and request that their business perform the work. Your business must offer the particular service as part of your daily business operation. You will be required to submit qualifications, reasons for wanting to complete work, hourly rate, and scope of work.

### Move Supervision Expenses

Supervision expenses include reimbursement for your time to supervise the move. Supervision is sometimes necessary to direct the placement of personal property and to facilitate the moving process. Your time to supervise the move (does not include planning) is limited to no more than the length of time it would take a professional mover to complete the actual move.

### Temporary Storage

You may be eligible for the cost to store your personal property in a commercial storage facility. Storage expenses will be reimbursed if they are considered reasonable and necessary by WSDOT. Storage must be preapproved and is limited to 12 months. Your request must be in writing.

### What costs are reimbursable as “related non-residential eligible expenses?”

- Professional services performed prior to the purchase/lease of a replacement site to determine suitability for the business operation.
- Impact fees and one-time assessments for anticipated heavy utility usage.
- Utility connection expenses associated with running the utilities from the property line adjacent to the replacement site to the improvement on the replacement site (not related to personal property).



## Fixed Moving Payment

### What is the “Fixed Moving Payment?”

A “Fixed Moving Payment” provides an option for moving expenses based on the net earnings of your business. Landlords are not eligible to receive a fixed moving payment.

If you choose the fixed moving payment option you will be ineligible to receive reimbursement for any other relocation expenses. For this reason, this benefit is often referred as a monetary “In Lieu” payment.

For you to be eligible for a fixed payment your operation must move and you must meet the following requirements:

- You must have personal property to move and you actually move from the displacement site.
- You cannot be relocated without a substantial loss of existing patronage.
- Your operation is not operated at the displacement site solely for the purpose of renting a dwelling or site to others.
- Your operation must have contributed materially to your income during the two taxable years prior to displacement.
- Your business is not part of a commercial enterprise having more than three other entities which are not being acquired by WSDOT, and which are under the same ownership and engaged in the same or similar business activities.

### How is the “Fixed Moving Payment” calculated?

The fixed payment is based upon the average annual net earnings of your operation for two taxable years immediately preceding the taxable year in which you were displaced.

The minimum fixed payment is \$1,000 and the maximum fixed payment cannot exceed \$53,200. The actual amount of the fixed payment will be based on actual net earnings.

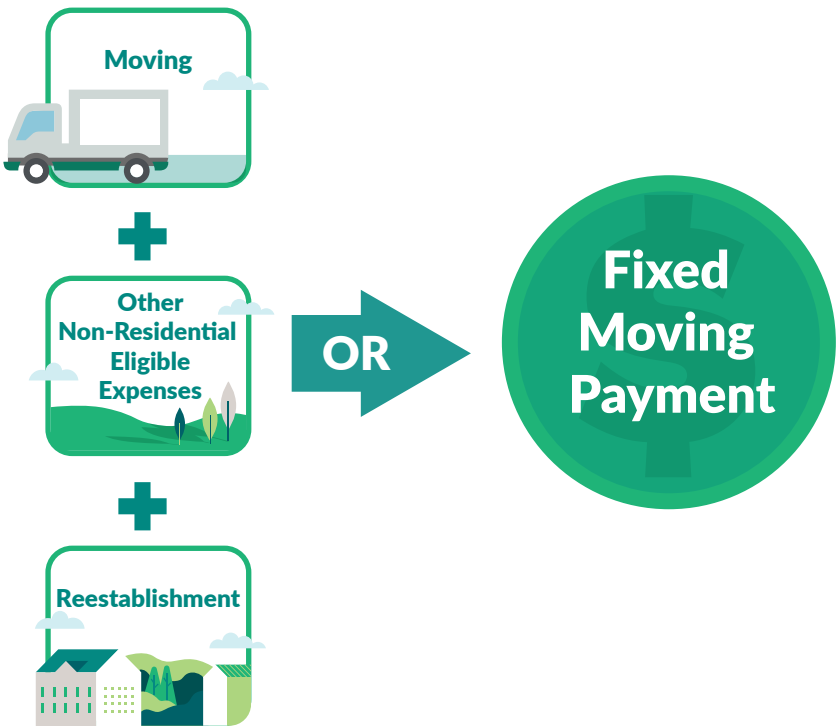
**Example**

2021	2022	2023
Annual Net Earnings \$38,000	Annual Net Earnings \$39,000	Year Displaced
Average \$38,500= Fixed Payment		

You must provide information to WSDOT to support your claim. Proof of net earnings can be documented by providing recent complete certified copies of income tax information as reported to the IRS.

For a nonprofit organization, the amount of the fixed payment is based on the average of two years annual gross revenues less administrative expenses.

## Fixed Moving Payment in Lieu of Moving and Reestablishment Expenses





## Reestablishment Expenses

### What are reestablishment expenses?

You may be eligible to receive a payment, not to exceed \$50,000, for all expenses actually incurred in relocating and reestablishing your operation that are considered by WSDOT to be reasonable and necessary. The focus of reestablishment expenses is on the replacement real property. These may include, but are not limited to, the following:

- Repairs or improvements to the replacement real property as required by federal, state, local law, code, or ordinance.
- Modifications to the replacement real property to accommodate the business operation or make replacement structure suitable for conducting the business.
- Construction and installation costs for exterior signing to advertise the business.
- Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.
- Advertisement of replacement location.
- Estimated increased cost for two years at the replacement site for such items as:
  - Lease or rental charges.
  - Personal or real property taxes.
  - Insurance premiums.
  - Utility charges, excluding impact fees.

**Note:** *Payment of reestablishment entitlements cannot be made to a part-time business in the home which does not contribute materially to the household income.*

## Ineligible Expenses

### What are some relocation expenses that are not reimbursable?

- The cost of moving items considered to be real estate or any personal property purchased by WSDOT as part of the real estate acquisition.
- Loss of business, profits, goodwill, trained employees (includes loss due to downtime), or personal injury.
- Additional operating expenses because of operating a new location except as provided for as reestablishment expenses.
- Any legal fee or other cost for preparing a claim for a relocation payment or for any appeal of your relocation benefits.
- Physical changes to real property at the replacement location except as provided for as reestablishment expenses.
- Costs for storage on real property already owned or leased by you.
- Interest on loans to cover moving expenses, reestablishment expenses, or purchase of the replacement property.
- Cost of new construction, or costs to construct, reconstruct or rehabilitate an existing building.
- Purchase of capital assets, manufacturing materials, production supplies, or other items used in normal business operation.
- Interior or exterior refurbishments of the replacement site for aesthetic purposes.

## Finally...

### Reconsideration of a WSDOT Decision

If you disagree with a determination WSDOT makes as to your eligibility for or the amount of your relocation entitlement, you may seek an informal reconsideration of such determination by sending a letter explaining your grievance within 30 days after receipt of such determination to:

Washington State Department of Transportation  
Relocation Program Manager  
Real Estate Services  
PO Box 47338  
Olympia, WA 98504-7338

If you disagree with the reconsideration decision of the Relocation Program Manager, you may request an adjudicative hearing as outlined in the “Right to Appeal a WSDOT Decision” section below.

### Right to Appeal a WSDOT Decision

You also have the right to appeal a WSDOT determination which includes a relocation specialist decision and the decision of the Relocation Program Manager (RPM), without seeking reconsideration by the RPM by filing an application for an adjudicative hearing before an administrative law judge of the Office of Administrative Hearings. You may file an application for an adjudicative hearing by serving a request for an adjudicative hearing pursuant to WAC 468-100-010 within 60 days of receipt of the WSDOT decision that you would like to appeal by certified mail, registered mail, or personal service addressed to:

Washington State Department of Transportation  
Office of the Secretary  
Transportation Building  
310 Maple Park Drive  
Olympia, WA 98504-7316

## WSDOT Real Estate Services Offices

- 1. Northwest Region**  
(Seattle/Everett/Bellingham)  
15700 Dayton Avenue N  
Seattle, WA 98133-9710  
Mailing Address:  
PO Box 330310  
Seattle, WA 98133-9710  
206-440-4160
- 2. North Central Region**  
(Wenatchee/Moses Lake/  
Okanogan)  
2830 Euclid Avenue  
Wenatchee, WA 98801-5916  
509-667-3000
- 3. Olympic Region**  
(Tacoma/Olympia/Port Angeles/  
Aberdeen)  
7407 31<sup>st</sup> Ave NE  
Lacey WA 98516  
Mailing Address  
PO Box 47440  
Olympia, WA 98504-7440  
360-357-2697
- 4. Southwest Region**  
(Vancouver/Raymond/Chehalis/  
Goldendale)  
11018 NE 51st Circle  
Vancouver, WA 98682-6686  
360-905-2149
- 5. South Central Region**  
(Yakima/Ellensburg/Tri-Cities/  
Clarkston)  
2809 Rudkin Road  
Union Gap, WA 98903-1648  
509-577-1650
- 6. Eastern Region**  
(Spokane/Colville/Ritzville/  
Pullman/Republic)  
2714 N Mayfair Street  
Spokane, WA 99207-2090  
509-324-6286
- 7. HQ. Headquarters and Mega  
Projects**  
7345 Linderson Way SW  
Tumwater, WA 98501  
Mailing Address:  
PO Box 47338  
Olympia, WA 98504-7338  
360-705-7307

## ENGLISH

### Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

### Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

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## ESPAÑOL

### Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

### Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

**한국어 – KOREAN****제6조 관련 공지사항**

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090 으로 OECR의 타이틀 VI 담당자에게 연락해주시십시오.

**미국 장애인법(ADA) 정보**

본 자료는 또한 평등 및 민권 사무국에 이메일 [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각 장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

**русский – RUSSIAN****Раздел VI Общественное заявление**

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

**Закон США о защите прав граждан с ограниченными возможностями (ADA)**

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

**tiếng Việt – VIETNAMESE****Thông báo Khoản VI dành cho công chúng**

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phối Trí Viên Mục VI của OECR số (360) 705-7090.

**Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)**

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) hoặc gọi điện thoại miễn phí số, 855-362-4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

**العَرَبِيَّة – ARABIC****العنوان إشعار للجمهور**

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو (WSDOT) تتمثل سياسة وزارة النقل في ولاية واشنطن الأصل القومي من المشاركة في أي من برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخلاف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام 1964.

ويمكن لأي شخص يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية (OECR)

التابع لوزارة النقل في ولاية واشنطن. للحصول على معلومات إضافية بشأن إجراءات الشكاوى/أو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى الاتصال بمنسق الباب. (360) 705-7090 السادس في مكتب المساواة والحقوق المدنية على الرقم

**معلومات قانون الأمريكيين ذوي الإعاقة (ADA)**

يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة

أو عن طريق الاتصال بالرقم المجاني ADA (4232) والحقوق المدنية على. 855-362-4

[wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) يمكن للأشخاص

على الرق Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

## 中文 – CHINESE

### 《权利法案》Title VI公告

<華盛頓州交通部(WSDOT)政策規定,按照《1964年民權法案》第六篇規定,確保無人因種族、膚色或國籍而被排除在WSDOT任何計畫和活動之外,被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯,則可向WSDOT的公平和民權辦公室(OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊,請聯絡OECR的第六篇協調員,電話(360) 705-7090。

### 《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件[wslotada@wsdot.wa.gov](mailto:wslotada@wsdot.wa.gov)或撥打免費電話 855-362-4ADA(4232),以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

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## Af-soomaaliga – SOMALI

### Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

### Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraaqa Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso [wslotada@wsdot.wa.gov](mailto:wslotada@wsdot.wa.gov) ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.