

ACQUISITION AND RELOCATION Factor Sheet

08-10-2026

Wisconsin Department of Transportation

Alternative:	Preferred: ☐ Yes ☐ No ☐ None identified	Project ID:
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A separate Acquisition and Relocation Factor Sheet may need to be completed for each alternative under consideration. In some instances, it may be reasonable to have a separate factor sheet completed for each alternative carried forward for each distinct community, neighborhood, business district or area with relocations or substantial acquisitions. In other instances, it may make sense to discuss on one factor sheet. Define your approach in the Alternative box above.

For assistance completing this factor sheet work with the Region Environmental Coordinator (REC) or real estate staff. If relocation will be occurring on the project, involve the Relocation Program Coordinator before completing this factor sheet or the environmental document.

Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended (42 U.S. Code Chapter 61), it is required that a WisDOT Relocation Program Coordinator, or representative, complete a Conceptual Relocation Plan (CRP) for any project that may acquire an occupied building. If a CRP has been completed for the project, it should be consulted for the information needed to complete this factor sheet.

Per a 2012 decision by FHWA and WisDOT, if an Environmental Impact Statement (EIS) is being prepared, the CRP must be included as a part of the EIS. For all other environmental document types, relocation data must be clearly presented in the document, but the CRP does not need to be included as a standard practice. Please attach the CRP to the environmental document if there are numerous or complex relocations, or if, on a case-by-case basis, it makes sense to attach the CRP. If you are unsure if the CRP should be attached, talk to the REC or real estate staff.

For additional guidance, see FHWA relocation information at:
https://www.fhwa.dot.gov/real_estate/uniform_act/relocation/

WisDOT Real Estate Program Manual, Chapter 5:
<https://wisconsindot.gov/dtsdManuals/re/repmchap5/REPM-Chapter-5-FHWA-Approved-Updated-05-23-2023.pdf>

FDM 25-5-30: <https://wisconsindot.gov/rdwy/fdm/fd-25-05.pdf#fd25-5-30>

Any acquired buildings will require an asbestos inspection prior to removal or demolition. Complete the asbestos section of the Hazardous Substances, Contamination and Asbestos Factor Sheet.

The information included on this factor sheet should be consistent with information included elsewhere in the environmental document, including any other factor sheets that are used and any environmental document attachments.

1. Acquisition:

- a. Substantial acquisition(s) Select – Substantial acquisitions are not determined purely based on the proportion of the parcel to be acquired, though that can certainly be a factor. Access considerations, imminent development, or situations where the property owner can document on the basis of health, safety or financial reasons that remaining in the property poses an undue hardship compared to others, can also be factors that may lead to an acquisition being deemed substantial. If a substantial acquisition may occur, discuss with the REC and Region Real Estate Specialist.

Parcel ID	Existing Acreage of Parcel	Acquisition Acreage and Type	Buildings to be acquired?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

b. Indicate the number and type of any residential, commercial/business, or other buildings/structures that will be acquired because of the alternative. If 1, 2, and 3 are checked below, the remainder of this Factor Sheet is **not** needed. If any of 4, 5, 6 or 7 are checked, complete the remainder of this Factor Sheet.

1. ☐ No occupied residential buildings will be acquired because of this project.
2. ☐ No occupied business buildings will be acquired because of this project.
3. ☐ No other occupied buildings or structures will be acquired because of this project, e.g. billboards/other signs, community centers, non-profits, food pantries, etc.
4. ☐ Occupied residential building(s) will be acquired. Provide number and description of buildings, e.g., residential buildings that are built or zoned as a single-family dwelling unit, multi-unit residential buildings such as condominiums, duplexes and apartments, etc.:
5. ☐ Occupied business building(s) will be acquired. Provide number and description of businesses, e.g., single offices, grocery stores, farming operations, mixed-use commercial buildings, etc. If a residential home contains a business, please note that in the description:
6. ☐ A billboard(s), or other permitted sign(s), will be acquired. Provide number and description:
7. ☐ Other occupied structure(s), such as community centers, food pantries, churches, schools, non-profits, etc. will be acquired. Provide number and description of buildings, e.g. facility type:

A building/structure could be mixed-use and therefore combine multiple purposes such as residential, commercial, industrial, or other uses. Examples include housing above retail or office locations.

2. Residential Displacements:

a. Indicate the number of estimated households in the occupied buildings that will be relocated identified in item 1b4, above:

(Note that this number may be greater than the number shown in 1b4 above because an occupied residential building may have multiple households. For example, an occupied apartment building may have many households, or an occupied single-family dwelling unit may have two or more households sharing rent. Households can be defined in different ways. A household may be an owner or renter of a single residential building zoned single-family. A household may be a renter in a unit of an apartment building. A single-family home may have three renters on the lease who constitute three different households.)

- b. Estimated number of households in owner-occupied buildings:
- c. Estimated number of households in tenant-occupied buildings:

The intent of question 2a-c is to collect information on estimated number of households that will be displaced, including owner/tenant status. If a tenant occupied residential building will be relocated, the number of households counted should include both the number of tenant households and the number of owners/landlords that are impacted. Multi-family buildings may include duplexes, tri-plexes, condominiums, apartments, rowhouses, etc. Single-family buildings are typically a residence that is zoned single-family or residential. Some single-family residences may have multiple households.

For the purposes of counting and planning for residential relocations, a residential building that is rented by a landlord should not be counted as a business or a business relocation and instead included here in question 2. However, if an apartment building is being relocated, there may be employment positions that are impacted such

as a groundskeeper or a building manager. These employment positions should be captured on the Business and Economics Factor Sheet if there are impacts.

The information needed for questions 2a-c may be found in the CRP or by talking to the WisDOT Relocation Program Coordinator. The CRP information should be included on the factor sheet. Please see the guidance at the beginning of this factor sheet on when it is appropriate to attach the CRP. If you are uncertain whether the CRP should be attached to the environmental document, contact the REC.

- d. Describe the estimated number of households with individuals with demographic characteristics that may require special consideration:

Demographic characteristics	Estimated number of households with individuals with the demographic characteristics listed
Disabled	
Elderly	
Large or multi-generation family	
Low-income	
Minority	
Households having special composition, please explain	
Not known, please explain	

- e. Indicate the source of information that was used to fill out the above questions in 2d. Please include the date on which this information was generated:
- f. Describe any special considerations:

The Relocation Program Coordinator should help define the required special considerations.

Please see the WisDOT Real Estate Program Manual for low-income definitions for relocations. For relocations, low-income is defined as income which does not exceed 80-percent of the median family income for the applicable area as determined by the U.S. Department of Housing and Urban Development.

For additional guidance, please refer to FHWA guidance on relocations in the link provided at the beginning of this factor sheet. For question 2d, on projects where there are very few displacements/relocations, information on demographic characteristics should not be included on this factor sheet for household privacy reasons. When there are small numbers of relocations, demographic information should be generalized and captured on the Demographics Factor Sheet within the environmental document. Please indicate if this is the case.

There may be more households listed above in 2d than the actual total number of households to be potentially relocated. For example, one household may contain elderly and disabled individuals or the sole occupant of a household may be both elderly and disabled.

Residential relocation questions continue in question 6-10 below.

3. Business Displacements:

- Indicate the number of estimated businesses that will be relocated from the business buildings identified in item 1b5, above:
- Estimated number of businesses in owner-occupied buildings:
- Estimated number of businesses in tenant-occupied buildings:
- Describe the estimated number of businesses per type of business to be relocated:

Description of type of business	Estimated number of businesses per type

If a tenant occupied commercial building will be relocated, the number of businesses counted should include both the number of tenant businesses and the number of owners/landlords that are impacted.

This information may be found in the CRP or by talking to the WisDOT Relocation Program Coordinator. The CRP information should be included on the factor sheet. Agricultural operations are considered businesses. Residential rental properties are not considered businesses.

For the purposes of counting and planning for business relocations, a residential building that is rented out by a landlord should not be counted as a business relocation and instead included in question 2. Apartment buildings that are being relocated may have employment positions that will be impacted such as a groundskeeper or apartment manager. Those types of impacts should be captured on the Business and Economics Factor Sheet.

- e. Describe the estimated number of businesses with individuals with demographic characteristics that may require special consideration:

Demographic characteristics	Estimated number of businesses owned or rented by individuals with the listed demographic characteristics
Disabled	
Elderly	
Low-income	
Minority	
Businesses having special composition, please explain:	
Not known, please explain:	

- f. Indicate the source of information that was used to fill out the above questions. Please include the date on which this information was generated:
- g. Describe any special considerations: [The Relocation Program Coordinator should help define the required special considerations.](#)

For additional guidance, please refer to FHWA guidance on relocations in the link provided at the beginning of this factor sheet. For question 3e, on projects where there are very few displacements and relocations, information on demographic characteristics should not be included on this factor sheet for privacy reasons. When there are small numbers of relocations, demographic information should be generalized and captured on the Demographics Factor Sheet within the environmental document. Please indicate if this is the case.

4. Billboard and Sign Relocations:

Project teams should check with the WisDOT Outdoor Advertising Section to determine if the billboard or sign is permitted and conforming.

- a. Indicate the number and type of any billboards or signs that will be acquired as a part of this alternative:
- ☐ No billboards, or other permitted signs, will be acquired because of this project.
 - ☐ A billboard(s), or other permitted sign(s), will be acquired. Provide number and description of billboards:

It may be useful to use a numbered list to answer Questions 4a.

- c. Describe any special considerations: Describe or N/A – The Relocation Program Coordinator will help define any necessary special considerations.

5. Other Displacements (community centers, food pantries, churches, schools, non-profits, etc.):

- a. Indicate the estimated number of other relocations:

If a tenant occupied building that is an 'other' type facility will be relocated, the number of relocations counted should include both the number of tenant facilities and the number of owners/landlords that are impacted.

- b. Indicate the type of other relocations:

It may be useful to use a numbered list to answer Questions 5b.

- c. Describe any adverse or beneficial effects and any neighborhood impacts due to other displacements:
- d. Indicate the source of information that was used to fill out the above questions. Please include the date on which this information was generated:
- e. Describe any special considerations: Describe or N/A - The Relocation Program Coordinator should help you define the required special considerations.

6. Identify any difficulties or unusual conditions for households, businesses or other relocations impacted by the proposed alternatives:

Describe or N/A - The Relocation Program Coordinator should help you define difficulties and unusual conditions. For example, it may be difficult to find adequate housing for large or multi-generational households, unique businesses (adult bookstores, chemical plants, fireworks manufacturer or sellers), farm operations, etc.

7. Indicate whether special relocation assistance or services will be needed. Describe any special services or housing programs needed to address identified difficulties or unusual conditions noted in questions 6 and questions 2f and 3g above:

Select - Examples include transportation assistance, communication assistance, translators for non-English speaking persons, local or federal housing programs for low-income residents. For residential displacements, be sure the information is consistent with the answers in question 2f on this Factor Sheet.

8. Describe any additional measures that will be used to minimize adverse effects or provide benefits to those relocated, those remaining or to community facilities affected:

Describe or N/A - Community facilities are facilities or amenities provided by government or non-governmental entities for the benefit, and use of, the community (such as schools, grocery stores, food pantries, churches, hospitals, parks, etc.).

9. Describe any measures taken where the existing housing inventory is insufficient, does not meet relocation standards or is not within the financial capability of those being relocated:

If none, please indicate not applicable or N/A.

10. Discuss any contact with local governments, organizations, groups or individuals regarding relocation impacts. Include any measures or coordination needed to reduce general or specific impacts:

If none, please indicate not applicable or N/A. Be sure that the information provided in the answer to question 10 is consistent with the information in the environmental document about public involvement, local government coordination and agency coordination.

All environmental commitments, including but not limited to mitigation, those made to avoid, minimize or compensate for impacts, must be included in the environmental commitments section of the project environmental document.