

# RELOCATIONS Factor Sheet

09-23-2025

Wisconsin Department of Transportation

|              |                                                                                                              |             |
|--------------|--------------------------------------------------------------------------------------------------------------|-------------|
| Alternative: | Preferred: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None identified | Project ID: |
|--------------|--------------------------------------------------------------------------------------------------------------|-------------|

A separate Relocations 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. In other instances, it may make sense to discuss relocations on one factor sheet. Define your approach in the Alternatives box above.

For assistance completing this Factor Sheet talk to your Region Environmental Coordinator (REC) or real estate staff. If relocation will be occurring on this project involve your Relocation Specialist 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 specialist, or representative, complete a Conceptual Relocation Plan (CRP) for any project that may acquire an occupied building. If this has been completed for the project, it should be consulted for the information needed to complete this Factor Sheet. Please attach the CRP to the environmental document if there are various 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/](https://www.fhwa.dot.gov/real_estate/uniform_act/relocation/)

WisDOT Real Estate Program Manual, Chapter 5:

<https://wisconsindot.gov/dtsdManuals/re/repchap5/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>

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. Indicate the number and type of any residential buildings, businesses or other buildings/structures that will be acquired because of the alternative. If a., b. and c. are checked below, this Factor Sheet is not needed. If d. or e. is checked, complete this Factor Sheet.**

- a. ☐ No occupied buildings have been identified. Provide number and description of non-occupied buildings and/or acreages to be acquired:
- b. ☐ No occupied residential building will be acquired because of this project.
- c. ☐ No occupied business buildings will be acquired because of this project.
- d. ☐ 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.:
- e. ☐ 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:

A building could be mixed-use, and therefore both residential and business. For example, the building could have commercial space on the first floor and apartments on the second story.

**2. Residential Relocations:**

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

Complete table below: (Note that this number may be greater than the number shown in 1d 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.)

1. Estimated number of households:

|                                                 |                                                  |
|-------------------------------------------------|--------------------------------------------------|
| Number of households who own the occupied unit: | Number of households who rent the occupied unit: |
|-------------------------------------------------|--------------------------------------------------|

2. Estimated number of bedrooms per unit:

|                              |                              |                                |                                       |
|------------------------------|------------------------------|--------------------------------|---------------------------------------|
| Number of one-bedroom units: | Number of two-bedroom units: | Number of three-bedroom units: | Number of four or more-bedroom units: |
|------------------------------|------------------------------|--------------------------------|---------------------------------------|

3. Estimated number of relocated units by type:

|                                |                              |    |
|--------------------------------|------------------------------|----|
| Number of single-family units: | Price range (value or rent): | to |
| Number of multi-family units:  | Price range (value or rent): | to |

The intent of question 3 is to collect information on estimated number of households that will be displaced, including owner/tenant status. For the price range, please indicate if it is the estimated market value of the unit or if it is the amount of rent paid on a monthly or other basis. 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. 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 question 3 may be found in the CRP or by talking to your WisDOT relocation specialist. The CRP information should be included on the Factor Sheet. Please attach the CRP to the environmental document if there are various or complex relocations, or if, on a case-by-case basis, it makes sense to attach the CRP. If you are uncertain whether the CRP should be attached to the environmental document, contact your REC or BTS-EPDS Liaison.

- b. Describe the estimated available and comparable options for potential residential relocations:

1. Estimated number of available (decent, safe, sanitary) housing units by the number of bedrooms:

|                    |                     |                      |                             |
|--------------------|---------------------|----------------------|-----------------------------|
| One-bedroom units: | Two- bedroom units: | Three-bedroom units: | Four or more-bedroom units: |
|--------------------|---------------------|----------------------|-----------------------------|

2. Estimated number of available and comparable units by location:

|                       |                        |
|-----------------------|------------------------|
| 1 bds.: within: miles | 2 bds.: within: miles  |
| 3 bds.: within: miles | 4+ bds.: within: miles |

3. Estimated number of available and comparable units by type and price (include units in price ranges comparable to those being displaced, if any):

|                      |                              |    |         |
|----------------------|------------------------------|----|---------|
| Single-family units: | Price range (value or rent): | to | dollars |
|                      | Price range (value or rent): | to | dollars |
|                      | Price range (value or rent): | to | dollars |
|                      | Price range: (value or rent) | to | dollars |
| Multi-family units:  | Price range (value or rent): | to | dollars |
|                      | Price range (value or rent): | to | dollars |
|                      | Price range: (value or rent) | to | dollars |
|                      | Price range: (value or rent) | to | dollars |

For the price range, please indicate if it is the estimated market value of the unit or if it is the amount of rent paid on a monthly or other basis.

- c. 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 |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Minority                                              |                                                                                             |
| Handicapped                                           |                                                                                             |
| Elderly                                               |                                                                                             |
| Large or multi-generation family                      |                                                                                             |
| Low-income                                            |                                                                                             |
| Households having special composition, please explain |                                                                                             |
| Not known, please explain                             |                                                                                             |

- d. Indicate the source of information that was used to fill out the above questions in 3b and c. Please include the date on which this information was generated:
- e. Describe any special considerations:

The Relocation Specialist should help you 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 3c., on projects where there are very few displacements and relocations, information on race, ethnicity and income levels should not be included in the environmental document to protect the privacy of households meeting those demographic characteristics. Please indicate if this is the case.

There may be more households listed above in 3c. 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 5-9 below.

#### 4. Business Relocations:

- a. Indicate the number of estimated businesses that will be relocated from the business buildings identified in item 1e., above:

1. Estimated number by owner/tenant status:

|                                                   |                                                    |
|---------------------------------------------------|----------------------------------------------------|
| Number of businesses in owner-occupied buildings: | Number of businesses in tenant-occupied buildings: |
|---------------------------------------------------|----------------------------------------------------|

2. Estimated number of relocated businesses by type and price range.

|                             |                              |    |
|-----------------------------|------------------------------|----|
| Type of business, describe: | Price range (value or rent): | to |
| Type of business, describe: | Price range (value or rent): | to |
| Type of business, describe: | Price range (value or rent): | to |

This information may be found in the CRP or by talking to your WisDOT relocation specialist. The CRP information should be included on the Factor Sheet. Agricultural operations are considered businesses. Rental properties are not considered businesses.

For the price range, please indicate if it is the estimated market value of the unit or if it is the amount of rent paid on a monthly or other basis.

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. 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.

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.

- b. Describe the estimated available and comparable options for potential business relocations:
1. Number of available and comparable buildings by type and price, indicate if for sale or rent (include buildings in price ranges comparable to those being displaced):

|                 |                              |    |         |
|-----------------|------------------------------|----|---------|
| Type, describe: | Price range (value or rent): | to | dollars |
|                 | Price range (value or rent): | to | dollars |
|                 | Price range (value or rent): | to | dollars |
|                 | Price range: (value or rent) | to | dollars |
| Type, describe: | Price range: (value or rent) | to | dollars |
|                 | Price range: (value or rent) | to | dollars |
|                 | Price range: (value or rent) | to | dollars |
|                 | Price range: (value or rent) | to | dollars |
| Type, describe: | Price range: (value or rent) | to | dollars |
|                 | Price range: (value or rent) | to | dollars |
|                 | Price range: (value or rent) | to | dollars |
|                 | Price range: (value or rent) | to | dollars |

For the price range, please indicate if it is the estimated market value of the unit or if it is the amount of rent paid on a monthly or other basis.

- c. 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 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Minority                                               |                                                                                                           |
| Handicapped                                            |                                                                                                           |
| Elderly                                                |                                                                                                           |
| Low-income                                             |                                                                                                           |
| Businesses having special composition, please explain: |                                                                                                           |
| Not known, please explain:                             |                                                                                                           |

- d. Indicate the source of information that was used to fill out the above questions in 3b and c. Please include the date on which this information was generated:
- e. Describe any special considerations:

The Relocation Specialist should help you 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 3c., on projects where there are very few displacements and relocations, information on race, ethnicity and income levels should not be included in the environmental document to protect the privacy of individuals meeting those demographic characteristics. Please indicate if this is the case.

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

- Indicate the estimated number of other relocations:
- Indicate the type of other relocations:
- Indicate the market value or rent of each of the other relocations:

It may be useful to use a numbered list to answer Questions 5b and 5c. Keep the numbers consistent between the two lists.

**d. Describe the estimated available and comparable options for potential other relocations:**

**1. Estimated number of available and comparable units by type and location:**

|       |         |       |       |         |       |
|-------|---------|-------|-------|---------|-------|
| type: | within: | miles | type: | within: | miles |
| type: | within: | miles | type: | within: | miles |
| type: | within: | miles | type: | within: | miles |

**2. Estimated number of available and comparable units by type and price (include units in price ranges comparable to those being relocated, if any):**

|       |                              |    |         |
|-------|------------------------------|----|---------|
| type: | Price range (value or rent): | to | dollars |
|       | Price range (value or rent): | to | dollars |
|       | Price range (value or rent): | to | dollars |
|       | Price range: (value or rent) | to | dollars |

For the price range, please indicate if it is the estimated market value of the unit or if it is the amount of rent paid on a monthly or other basis.

- Indicate the source of information that was used to fill out the above questions in 5a - 5d. Please include the date on which this information was generated:
- Describe any special considerations:

The Relocation Specialist 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:**

The Relocation Specialist should help you define difficulties and unusual conditions.

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 service will be needed. Describe any special services or housing programs needed to remedy identified difficulties or unusual conditions noted in questions 6 and question 3c above:**

- ☐ None identified
- ☐ Yes, describe services that will be required:

Examples include: transportation assistance, communication assistance, translators for non-English speaking persons, local or federal housing programs for low-income residents. For residential relocations, be sure the information is consistent with the answers in question 3c 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:**

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 residential and business 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 9 is consistent with the information in the environmental document about public involvement, local government coordination and agency coordination.

All environmental commitments made to avoid, minimize or compensate for impacts must be included in Question 22 of the ER and EA Template or Questions XIII of the CEC Templates.