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

SELF-MOVE
A move of personal property where the displacee elects to take full responsibility. Levels and types of documentation are dependent upon the scope and type of move. In general, payment will be limited to an amount less than the lower of two firm bids from competent movers.

COMMERCIAL MOVE
Moves performed by competent, licensed and insured moving firms and are based on firm bids. The displacee will contract with the commercial mover of his or her choice, but reimbursement by the Iowa Department of Transportation is limited to the lower of two bids.

REESTABLISHMENT EXPENSES
Payment, not to exceed, $10,000 for expenses actually incurred in relocating and reestablishing a small business, farm operation or nonprofit organization at a replacement site. These expenses must be reasonable and necessary as determined by the Iowa Department of Transportation.

FIXED PAYMENT
A payment available to a business, farm operation or nonprofit organization in lieu of payments for actual moving and related expenses and actual reasonable reestablishment expenses. Payment under this provision is not less than $1,000 nor more than $20,000.

UTILITY COSTS
The term “utility costs” means expenses for heat, electricity, water and sewer.

TENANT
A tenant is a person who has the temporary use and occupancy of real property owned by another.

OVERVIEW OF NON-RESIDENTIAL RELOCATION ASSISTANCE

This area of relocation deals with all non-residential aspects of moving businesses, farm operations, nonprofit organizations, simple personal property only moves and moving advertising devices, both on and off premise.

Simple personal property moves and advertising device moves are limited to reimbursement of moving expenses.

Businesses, farm operations and nonprofit organizations may choose either of two methods for computing non-residential moving expense payments. They may choose:

- Actual Cost Payment Method and Reestablishment Expenses

OR

- Fixed Payment for Moving Expenses Based on Average Net Earnings

These various options available to each type of relocation will be discussed in greater detail on the following pages.

THE INITIAL INTERVIEW

The initial interview with the displacee is the most important part of the entire relocation process. This is the time in which the relocation advisor can make a positive impression with the displacee, gain their trust and establish the rapport that can either make the experience a success or failure.

Prior to the meeting the relocation advisor should become familiar with the general locale of the property to be acquired, the specifics of the proposed acquisition and the potential impacts on the remaining property, if any.

The relocation advisor should make every effort to schedule an appointment with the displacee at a time that is convenient and at a location that is comfortable with the relocatee, within reason. For example, it is important to minimize your intrusion into the business during their busy time of the day, or into a farm operation during planting or harvest time. Organization and preparation are important.

The purpose of the initial meeting is the giving and getting of information. The relocation advisor may be the first person from the Iowa Department of Transportation who the displacee has met one on one.

It is important that we refrain from using acronyms and other phrases that are commonplace to us but not to our client. This will increase the displacee's understanding of our purpose and the options that are available to them. The advisor should be prepared to take the time necessary to ensure that the Relocation Assistance program is explained in a manner that the displacee understands.

The advisor also needs to receive information from the displacee in order to ascertain the nature of the business, how the property is utilized to accomplish the functions of the business and what plans, if any, are contemplated for the move. During this initial interview the "Relocation Assistance and Advisory Services" brochure is presented, a receipt signed and the Non-Residential Relocation Inspection Sheet form completed.