



Hillcrest / Washington – Coles Voluntary Real Estate Acquisition & Relocation Program

Business Relocation Process and Options

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PORT CORPUS CHRISTI



Neighborhood Eligibility

Business must have conducted a lawful activity on a property located in the Neighborhood as of January 1, 2016 and continuously thereafter.

- Primarily for the sale of products or services to the members of the Neighborhood or surrounding community for which the business is reliant on the Neighborhood for the majority of its sales.
- A nonprofit organization that has established its nonprofit status under applicable Federal or State law.
- A home based business located within an Owner Occupied Property.
- Business owner is lawfully present in the United states.

Relocation Assessment

The relocation process starts with a personal visit with each business.

- Business interview – confidential questions
- Inspection of business operation and FF&E
- Supporting documentation requested

Relocation Agent will counsel business on the 2 relocation assistance payments available to businesses:

1. Actual Move Payment
2. Fixed In Lieu Payment

**BUSINESSES ARE ONLY ELIGIBLE FOR ONE OF
THE PAYMENT OPTIONS ABOVE**

Furniture, Fixtures & Equipment (FF&E)

- Furniture, fixtures and equipment, abbreviated **FF&E** or FFE, are movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities.
- Often requires an appraisal
- Is not a relocation benefit
- Is considered part of the acquisition program
- No duplication of payments

Actual Moving Cost

If a business selects the Actual Move Cost Option, it will be considered for a host of benefits including;

Reimbursement on the basis of actual, reasonable and necessary moving costs, up to a 50 mile radius from displacement site.

Eligible cost under this payment option may require a certain number of bids for services requested and or required.

The test for most payments under this payment option is: **ACTUAL, REASONABLE AND NECESSARY.**

Expenses may include:

- Packing, crating, moving, unpacking and uncrating
- Insurance for reasonable replacement value of property lost, stolen or damaged in the moving process

Actual Moving Costs – continued

- Disconnection, reconnection, dismantling, reassembling, reconnection, reinstalling machinery, equipment, other personal property, and substitute property.
- Professional services
- Storage
- Licenses, permits or certifications
- Cost for modification, re-lettering signs and replacing stationery, business cards, promotional items, etc.
- Costs for utility, telephone, and computer service transfer fees

Searching expenses

Displaced businesses and nonprofit organizations are reimbursed for actual reasonable expenses incurred in searching for a replacement property, not to exceed \$2500.

Expenses may include:

- Transportation
- Meals and lodging when away from home
- Reasonable value of time spent during search
- Fees paid to real estate agents, brokers, or consultants excluding commissions
- Feasibility Study

Reestablishment expenses

A small business (not more than 500 employees), or nonprofit organization maybe eligible to receive a payment, not to exceed \$25,000 for expenses actually incurred in relocating and reestablishing at a replacement site.

Expenses may include:

- Repairs or improvements required by Federal, State or local law.
- Modifications to the replacement structure
- Installation costs for signing

Reestablishment - continued

- Replacement of soiled or worn surfaces (paint, paneling, etc.)
- Licenses, fees, and permits not paid as moving expenses
- Advertisement of replacement location
- Estimated increased operating costs during the first 2 years for personal/ real property taxes, insurance premiums, utility charges, lease charges, etc.

Fixed Payment in Lieu

If you so chose, you maybe eligible to receive a fixed relocation payment. This payment is based on the annual net earnings of the business not to exceed \$40,000. For nonprofit organization the fixed payment is the average of two years annual gross revenues less administrative costs. The fixed payment may not be less than \$1,000 or more than \$40,000.

Eligibility

- Cannot relocate without substantial loss of its existing patronage.
- Not solely for the purpose of renting such dwelling to others

In Lieu Eligibility - continued

- Not part of a commercial enterprise having more than 3 other entities not being relocated, and are under the same ownership and engaged in the same/ similar business
- Contribute materially to the income of displace during the 2 taxable years
- Non-profit must furnish proof of its non-profit status under applicable Federal and State law

Notices

- You will receive 3 required notices. Each notice is important and should be saved.
- **General Information Notice**
- **Notice of Relocation Assistance Eligibility**
(Entitlement Notice)
- **Notice to Vacate**
(90 Day / 30 Day)

Payments

Actual Moving Payments

- Advance Payment
- Installment/reimbursement payments based on eligible expenditures

In Lieu Payments

- Advance payment
- Balance once site is vacant

To All Business Owners

Do NOT execute any contract or lease agreement until a representative from DRA has reviewed the expense and approved it as an eligible relocation expense.

For More Information

CALL: 361-232-5083

Or visit our office at

2301 N. Port Ave

Mon – Fri 9am – 6pm

Saturday 10am – 2pm

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