

RELOCATION PLAN

Centre City
Development
Corporation

401 B Street, Fourth Floor
San Diego, California 92101

St. Joseph's Park Project

Prepared by:

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ATTACHMENT A

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I. INTRODUCTION

The Centre City Development Corporation (“CCDC”), on behalf of the Redevelopment Agency of the City of San Diego (“Agency”), has made offers to purchase property within the City of San Diego, in the County of San Diego, in accordance with the implementation of the Centre City Redevelopment Plan, for a future use as a public park called St. Joseph’s Park (“Project”). As a result, 78 residential units and 7 commercial and non profit organization tenants will be affected. These residents, businesses and non profit organizations will have to be permanently displaced for this project to go forward.

CCDC has retained Epic Land Solutions, Inc. to provide relocation assistance and to prepare a Relocation Plan (the “Plan”). Epic’s Relocation Specialists can be reached at: (619) 822-2763; 2815 Camino del Rio South, Suite 245, San Diego, CA 92108. The purpose of the Plan is to provide the Agency, CCDC, and the public with information on the potential impact of the residents, businesses and non profit organizations, if the Agency acquires the property and implements the project, in the project area. This Plan provides:

- ❖ Preliminary Needs Assessment of the residential tenants
- ❖ Preliminary Needs Assessment of the commercial and non profit tenants
- ❖ A Study of the available residential and commercial properties
- ❖ An overview of CCDC’s residential relocation program
- ❖ An overview of CCDC’s commercial and non profit organization relocation program

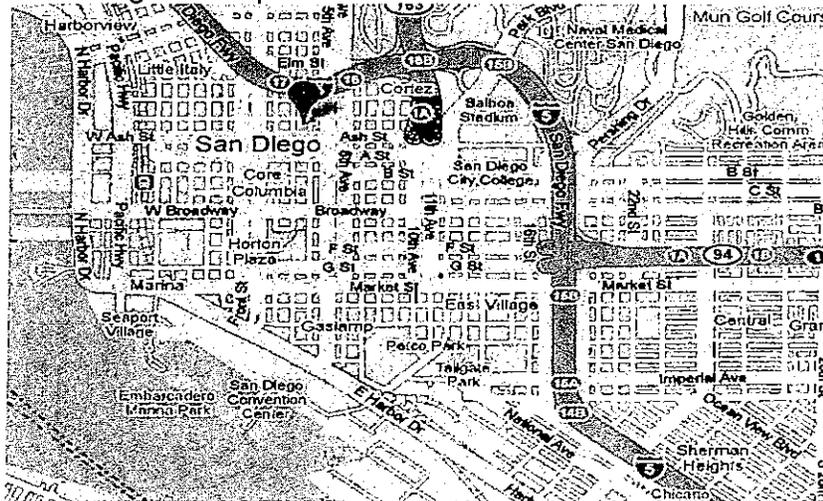
The Plan also sets forth policies and procedures necessary to conform with the statutes and regulations established by the State of California (CCR Title 25).

II. PROJECT AREA DESCRIPTION

Project Area Location

The affected properties are located between 3rd and 4th Avenues and Ash and Beech Streets, in the Cortez neighborhood of downtown San Diego. The total gross lot size is approximately .85 acres. Figure 1 below is an area map showing the regional location of the project area.

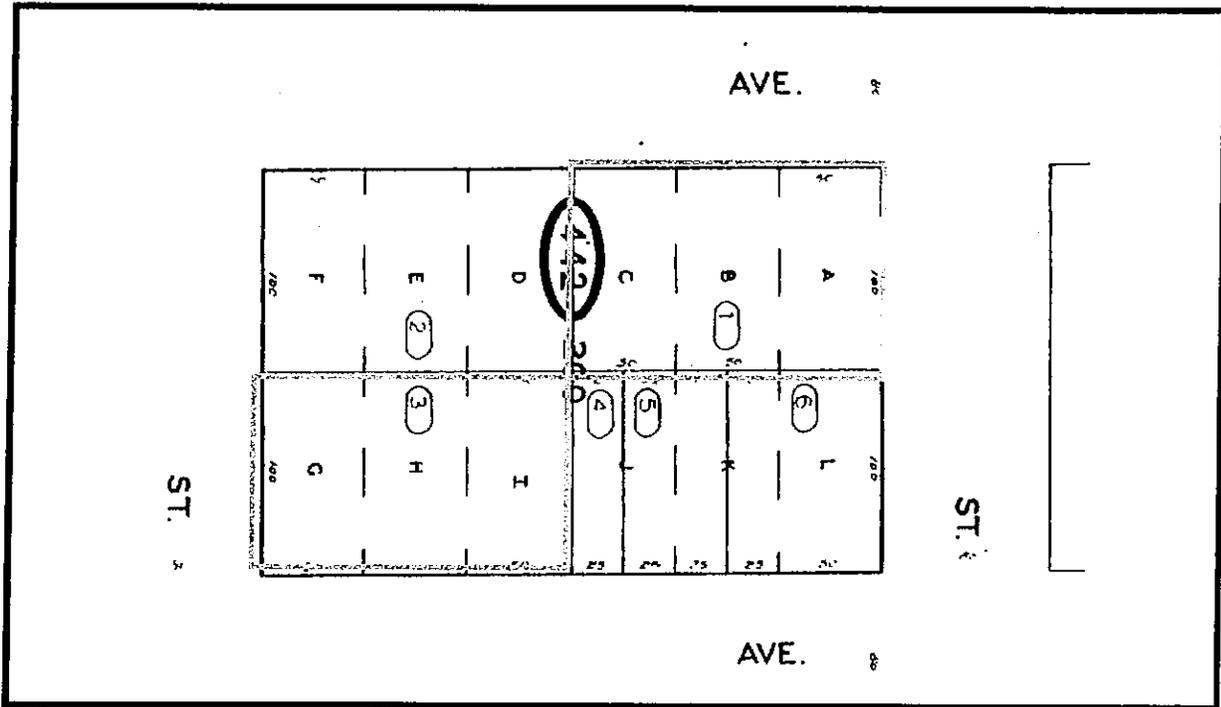
Figure 1: Project Area Regional Map



Property Description

The affected residential and commercial properties are generally located between 3rd and 4th Avenues and Ash and Beech Streets. Figure 2 is an Assessor's parcel map showing the project site outlined in yellow.

Figure 2: Tax Assessor's Plat Map Depicting the Affected Properties



Project Site Photographs

Centre City Manor & G&S Deli



Parking Lots



III. RESIDENTIAL RELOCATION IMPACT AND REPLACEMENT RESOURCES

Assessment of Needs

The U.S. Department of Housing and Urban Development (HUD) establishes income limits to determine eligibility for HUD's Section 8 housing program. These are also considered in determining a household's eligibility for the Last Resort Housing Program (discussed below). The income limits for the "very low" through "moderate" income categories as established by HUD for San Diego County are presented below.

Table 1: Housing and Urban Development Income Limits, San Diego County, February, 2008

Standard	Number of People in Family							
	1	2	3	4	5	6	7	8
Very Low Income (40% of AMI)	\$22,100	\$25,300	\$28,450	\$31,600	\$42,650	\$45,800	\$49,000	\$52,150
Lower Income (60 % of AMI)	\$33,180	\$37,920	\$42,660	\$47,400	\$51,180	\$54,960	\$58,800	\$62,580
Median Income (100 % of AMI)	\$50,450	\$57,700	\$64,900	\$72,100	\$77,850	\$83,650	\$89,400	\$95,150
Moderate Income (110 % of AMI)	\$55,500	\$63,450	\$71,350	\$79,300	\$85,650	\$92,000	\$98,350	\$114,200

Source: HCD, HUD Income Limits, February, 2008.

Residential Project Occupants

Based on the information provided by the tenants at the Centre City Manor Hotel and the rent roll provided by the property managers, the table below was developed to reflect the known characteristics and anticipated relocation needs for the households impacted by the project. Tenants who are participating in the Impact and Catholic Charities Programs are receiving relocation assistance directly through their program coordinators and are not included in this Plan.

Table 2: Centre City Manor Characteristics and Relocation Needs

Household	Tenant	Number of Adults	Number of Children	Number of Persons with Physical Disabilities	Number of Elderly Persons	Permanent Move	Current Monthly Rent	Current Double or Single	Bedrooms Needed	Have/Need bathroom	Special Language Needs
1	Room #102	2	0			yes	\$520	D	D	No	None
2	Room #103	1	0			yes	\$760	S	S	No	None
3	Room #105	1	0			yes	\$760	S	S	No	None
4	Room #106	1	0			yes	\$780	S	S	No	None
5	Room #108	1	0			yes	\$760	S	S	No	None



Household	Tenant	Number of Adults	Number of Children	Number of Persons with Physical Disabilities	Number of Elderly Persons	Permanent Move	Current Monthly Rent	Current Double or Single	Bedrooms Needed	Have/Need bathroom	Special Language Needs
6	Room #109	1	0			yes	\$860	S	S	No	None
7	Room #111	1	0			yes	\$760	S	S	No	None
8	Room #200	1	0			yes	\$860	S	S	No	None
9	Room #201	1	0			yes	\$760	S	S	No	None
10	Room #203	2	0			yes	\$1,060	D	D	No	None
11	Room #204	1	0			yes	\$760	S	S	No	None
12	Room #208	1	0			yes	\$823.33	S	S	No	None
13	Room #210	1	0			yes	\$760	S	S	No	None
14	Room #211	1	0	1		yes	\$760	S	S	No	None
15	Room #214	1	0			yes	\$760	S	S	No	None
16	Room #215	1	0			yes	\$700	S	S	No	None
17	Room #217	2	0			yes	\$1,200	Apt	Apt	yes	None
18	Room #303	2	0			yes	\$578.76	D	D	No	None
19	Room #305	2	0			yes	\$860	D	D	No	None
20	Room #306	2	0			yes	\$760	D	D	No	None
21	Room #307	1	0			yes	\$760	S	S	No	None
22	Room #308	1	0			yes	\$400	S	S	No	None
23	Room #311	1	0			yes	\$760	S	S	No	None



Household	Tenant	Number of Adults	Number of Children	Number of Persons with Physical Disabilities	Number of Elderly Persons	Permanent Move	Current Monthly Rent	Current Double or Single	Bedrooms Needed	Have/Need bathroom	Special Language Needs
24	Room #312	2	0			yes	\$756	S	S	No	None
25	Room #314	2	0			yes	\$960	D	D	No	None
26	Room #317	2	0			yes	\$1,200	Apt	Apt	yes	None
27	Room #400	1	0			yes	\$873	S	S	No	None
28	Room #401	1	0			yes	\$700	S	S	No	None
29	Room #404	1	0			yes	\$760	S	S	No	None
30	Tenant #405	2	0			yes	\$960	D	D	No	None
31	Tenant # 408	1	0			yes	\$700	S	S	No	None
32	Tenant #409	1	0			yes	\$760	D	D	No	None
33	Tenant #410	1	0			yes	\$760	S	S	No	None
34	Tenant #411	1	0			Yes	\$570	S	S	No	None
35	Tenant #414.2	1	0			Yes	\$520	DORM	DORM	No	None
36	Tenant #415	1	0			Yes	\$760	S	S	No	None
37	Tenant #417	1	0	1		Yes	\$1,200	Apt	Apt	yes	None
38	Tenant #502	0	0			Yes	\$760	DORM	DORM	No	None
39	Tenant #503	1	0			Yes	\$786	D	D	No	None
40	Tenant #504	0	0			Yes	\$480	D	D	No	None
41	Tenant #505	2	0			Yes	\$760	D	D	No	None



Household	Tenant	Number of Adults	Number of Children	Number of Persons with Physical Disabilities	Number of Elderly Persons	Permanent Move	Current Monthly Rent	Current Double or Single	Bedrooms Needed	Have/Need bathroom	Special Language Needs
42	Tenant #508	1	0			Yes	\$840	S	S	No	None
43	Tenant #512	1	0			Yes	\$467.50	S	S	No	None
44	Tenant #514	2	0			Yes	\$1,180	D	D	No	None
45	Tenant #517	1	0			Yes	\$760	S	S	No	None
Total		55	0	1							

Occupancy

Term of occupancy is important in relocation for two reasons: understanding the needs of the occupants and estimating the type of relocation benefits for which the occupants may be entitled. Table 3 reflects these findings.

Table 3: Term of Occupancy (residential households)

Time Period	Number of Households (SRO)
less than 1 year	22
1-2 years	14
3-5 years	7
6-10 years	2

Ethnicity

The ethnicity of the people living in the project area is an important consideration in relocation. Often, a high proportion of project occupants will express their desire to move to a similar community; understanding the ethnic composition of a replacement area is one important consideration when identifying a similar community. According to the San Diego Association of Governments (SANDAG), the ethnic breakdown of the subject census tract in 2008 was as follows:

Table 4

Census Tract for zip code area 92101		
Ethnicity	Population	Percent of Population
Total Population	35,242	
White Population	17,362	49.3%
Black Population	3,355	9.6%
Hispanic Population	10,647	30.2
Asian Population	2,109	6.0%
American Indian Population	248	.7%



Native Hawaiian/Other Pacific Islander	65	0.1%
Other	1,456	4.1%

Language

Language is an integral factor when planning a relocation program. Relocation laws, policies and procedures are complex and can be difficult to explain even when both the relocation advisor and the occupant speak the same language. Different languages make adequate understanding of the relocation process even more challenging. It is integral that relocation advisors make whatever provisions are necessary to communicate effectively with the project occupants. Through the course of onsite community meetings and interviews, it has been determined that English is the primary language of the residents at the Centre City Manor SRO Hotel.

Age

Table 5 below summarizes the age distribution of the residents in the project area based on the information available at the time of this report:

Table 5: Age Distribution of Residential Occupants

Age	Number of People
0-9 years	0
10-17 years	0
18-30 years	4
31-45 years	12
46-65 years	29
over age 65	0

Residential Relocation Needs

Table 6 below summarizes the replacement housing resources needed for the SRO households within the project area.

Table 6: Summary of Replacement Housing Resources Needed for Residential Households

Tenants	Double, Single & APT	Number Needed
SRO	Double (2 in a room)	20
	Single	22
	Apt (w/bathroom)	2
	Double Room	1

All of the residents interviewed indicated a preference for residing in the same area in a similar SRO facility or small apartment.

Replacement Housing Resources

For purposes of preparing this relocation plan, a survey was conducted to identify comparable, decent, safe and sanitary units in close proximity to the Project Site. Comparability includes the required number of rooms including bathrooms if applicable and adequate size for each household (habitable living space). The survey focused on confirming three rental comparables for each tenant. It was determined that there are adequate single room occupancy dwellings available.



Resource Survey Results

A summary of the resource survey is provided below and shows the number of available comparable, decent, safe and sanitary units which are of adequate size, contain the required number of bedrooms for each household, and are available for similar rental rates as the displacement site.

According to the housing survey, the availability of comparable replacement housing is adequate. There were many rooms available at each of the contacted SROs below.

Table 7:

Available Single Room Occupancy (SRO) Units in Downtown San Diego As of August 2009 **			
Name	Address	Rent	Availability
500 West Hotel 619-234-5252	500 W. Broadway San Diego 92101	\$60 Single Nightly \$79-99 Double Nightly \$292 Weekly \$125 Deposit \$631 Monthly \$400 Deposit	16 available units
Arlington Hotel 619-231-2385	701 7 th Ave San Diego, Ca 92101	\$450 Monthly \$300 Deposit \$30 Credit Checks	1 available units in August
Baltic Inn 619- 237-0687	521 6 th Street San Diego, CA 92101	\$160 -221 Weekly	7 units available
Chadwick Hotel 619-239-3950	646 A Street San Diego 92101	\$515 Monthly without shower \$550 Monthly with shower \$250 Deposit for all rooms	1 available unit
Coast Hotel 619- 239-4604	501 7 th Ave San Diego 92101	\$155 Weekly \$50 Deposit \$620 Monthly \$50 Deposit	4 available units
Hotel Heritage 619-237-8026	547 9 th Ave San Diego 92101	\$220 Weekly \$10 Deposit \$760 Monthly \$300 Deposit	4 available units
Island Hotel 619- 237-1242	461 5 th Ave San Diego 92101	\$400-450 Monthly \$100 deposit	No vacancy
Island Inn 619- 232-4138	202 Island Ave	\$290 Weekly \$200 Deposit	4 available units September 1
Sara Frances Hotel 619 239-7272	943 10 th Ave San Diego 92101	\$600	No vacancy
Workman Hotel 619-234-7771	1335 J Street San Diego 92101	\$25 Nightly \$20 Deposit \$175 Weekly \$20 Deposit	16 available units
West Park Inn 619-236-1600	1840 4 th Ave San Diego 92101	\$260 Single Weekly \$100 Deposit \$320 Double Weekly \$100 Deposit	30 available units in September
Friendship Hotel 619-298-9898	3942 8 th Ave San Diego 92103	\$160 Weekly w/out bath \$215-250 Weekly w/bath \$80 Deposit for 1 person, \$100 for 2	2 available units
Golden West Hotel	720 4 th Ave San Diego 92101	\$37 Nightly \$5 Deposit \$150 Weekly \$5 Deposit \$485 Monthly \$5 Deposit	2 available units

** Availability subject to change without notice



Temporary Housing Section

There is no anticipated need for temporary housing, because it is anticipated that all occupants will be permanently relocated to available comparable units. Should such a need arise for temporary housing, the Agency will respond appropriately and in conformance with all applicable laws and requirements.

Concurrent Residential Displacement

Epic contacted CCDC to determine if any concurrent displacement is planned in the immediate area. Epic was informed there were no future projects in the immediate area of the park site which would cause concurrent displacements.

The City of San Diego Redevelopment Agency was also contacted and indicated the existence of projects in the surrounding areas which will result in concurrent low-income displacements. However, there are no Single Room Occupancy (“SRO”) displacements, nor displacements in the immediate downtown San Diego area which will be impacted by these projects. As such, there are no concurrent displacements which will result in displacees competing for the available resources identified above.

IV. COMMERCIAL RELOCATION IMPACT AND REPLACEMENT RESOURCES

Assessment of Needs

There are seven commercial and non profit organization tenants in the proposed project site area. The commercial and non profit tenants are:

Table 8:

<u>Name</u>	<u>Type of Organization</u>	<u>Facility Area (Sf)</u>	<u>No. of Employees</u>
Centre City Manor	Commercial-SRO Hotel	19,750 sf	10
Ace Parking Lot	Commercial- Parking Lot	15,000 sf	0
G &S Deli	Commercial- Deli & Liquor Store	350 sf	1
Five Star Parking	Commercial- Parking Lot	15,000 sf	0
Community Research	Non Profit Organization	n/a	n/a
Catholic Charities	Non Profit Organization	n/a	n/a
EARP	Non Profit Organization	n/a	n/a

Relocation Resources

The following table represents a sample of the commercial space available in Downtown San Diego and surrounding areas:



Table 9: Price Per Square Foot for Properties for Lease:

Space For :	No. of Units Identified	Rental Rate	Total Space Available
Liquor and Deli	1	\$21.60- \$32.40/SF/Year	369 SF
Liquor and Deli	1	\$21.60- \$24.60/SF/Year	474 SF
Liquor and Deli	1	\$18-\$36/SF/Year	417 SF
Parking Lot	1	\$0.90- \$1.33/SF/Year	14,000 SF
Parking Lot	1	\$5.40/SF/Year	19,000 SF
Parking Lot	1	Negotiable	9,750 SF
Non Profit	11 SROs	See Table 7 above	n/a

V. RELOCATION PROGRAM

Program Assurances and Standards

There are adequate funds to relocate all of the households, businesses and non profit organizations. Services will be provided to ensure that displacement does not result in different or separate treatment of displacees based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the Federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any other arbitrary or unlawful discrimination.

No household will be displaced without 90 days notice and unless "comparable" replacement housing can be located and is available. "Comparable" housing includes standards such as: decent, safe, and sanitary (as defined in § 6008(d) of the Guidelines); comparable as to the number of bedrooms, living space, and type and quality of construction of the acquired dwelling but not lesser in rooms or living space than necessary to accommodate the displaced household; in an area that does not have unreasonable environmental conditions; not generally less desirable than the acquired dwelling with respect to location to schools, employment, health and medical facilities, and other public and commercial facilities and services; and within the financial means of the displaced household (as defined in § 6008, subdivision (c)(5) of the Guidelines). The relocation program to be implemented by the displacing entity conforms with the standards and provisions set forth in Government Code section 7260 et seq., the Guidelines, California Health and Safety Code section 33410 et seq., if applicable, and all other applicable regulations and requirements.

Citizen Participation/Plan Review

This Plan was made available to the public for the mandatory thirty (30) day review period. No comments were received.

A community meeting sponsored by CCDC was held for the project area residents on June 18, 2009.



Residential Relocation Assistance Program

Staff is available to assist any displaced household with questions about relocation and/or assistance in relocating. A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to the households being displaced. Close contact will be maintained with each household. Specific activities will include:

- A. A General Information notice will be sent to all tenants who will be displaced (See Appendix A).
- B. Distribution of informational handbook (See Appendix B- Residential Relocation Brochure)
- C. Timely referrals to at least three comparable replacement dwellings as defined above and, if necessary, transportation will be provided to inspect potential replacement dwellings.
- D. Assistance with completion and filing of relocation claims, rental applications, and appeals forms, if necessary.

Relocation Benefit Categories

Relocation benefits will be provided in accordance with the California Relocation Assistance Law, California Government Code section 7260 et seq.(CRAL), the Guidelines, and all other applicable regulations and requirements. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved procedures. The displacing entity will provide appropriate benefits for each displaced household as required by the above laws and requirements.

The following describes the relocation benefit categories for residential displaced:

A. Residential Moving Expense Payments

The subject households will be eligible to receive a payment for moving expenses. Payments will be made based upon either a fixed room count schedule or an invoice for actual reasonable moving expenses from a licensed professional mover.

- 1. Fixed Payment – A fixed payment for moving expenses based on the number of rooms containing furniture or other personal property to be moved. The fixed moving payment will be based upon the most recent Federal Highway Administration schedules maintained by the California Department of Transportation.
- 2. Actual Reasonable Moving Expense Payments – The displaced households may elect to have a licensed, professional mover perform the move; if so, the displacing entity will pay for the actual cost of the move up to 50 miles and all reasonable charges for packing, unpacking, insurance, and utility connection charges. The payment will be made directly to the mover or as reimbursement to the displaced household.



B. Assistance to Tenants

1. Rental Assistance/Down Payment Assistance – Displaced households who are residential tenants and who have established residency within the Project site for a minimum of 90 days prior to the “initiation of negotiations” will be eligible for both Rental Assistance and Moving Expense Payments. The “initiation of negotiations” is defined as the first written offer to buy the property from which the households will be displaced. Except in the case of Last Resort situations, Rental Assistance Payments will be limited to a maximum of \$5,250 based upon the monthly housing need over a forty-two (42) month period. In addition, the households may opt to apply the amount to which they are entitled toward the purchase of a replacement dwelling. Tenants must occupy a replacement dwelling within one year of the date that the household vacates the acquired dwelling.

3. Last Resort Housing Payments for Tenants – When there is an adequate supply of replacement housing available but at an increased monthly rental cost, there is a need to provide Last Resort Housing Payments to tenants. “Last Resort Housing” payments are authorized by statute if affordable “comparable replacement housing” cannot be found for the displaced tenant household (i.e., housing not more than 30% of the household’s average monthly income). In this case, payments may be made beyond the \$5,250 statutory cap for up to 42 months of rental assistance. The supplemental increment beyond \$5,250 may be paid in installments or in a lump sum at the discretion of the displacing entity.

Commercial and Non Profit Relocation Assistance Program

Each business and non profit organization will be personally interviewed to gather appropriate information to determine needs and preferences with regard to new business locations. Specific activities will include:

- A. Inquiries made of business and non profit operators by relocation personnel with focus on building size, cost, location preferences and zoning related issues.

- B. Printed General Information Notice and Commercial Relocation Brochure (See Appendices A and C) will be personally delivered to all displaced persons. Signed acknowledgements will be obtained to verify receipt of this material.

- C. Transportation will be provided, if necessary, for any displaced occupant to inspect replacement sites within the local area.

- D. Eligible business and non profit organization owners will receive referrals to replacement sites that match, as closely as possible, the requirements and preferences of each organization with regard to size, cost, and location.

- E. Relocation staff will assist organizations in preparing a scope of services for



physical moves and help to select contractors, sub-contractors and trades people. Staff will also coordinate the physical move of the organization and act as a liaison with appropriate agencies.

- F. Assistance will be offered to all displacees in connection with arrangements for the lease or purchase of real property, the filing of claim forms to request relocation benefits from the Agency, and to obtain services from other public agencies.

Commercial and Non Profit Relocation Benefit Categories

Relocation benefits will be provided in accordance with the California Relocation Assistance Law, California Government Code section 7260 et seq. (CRAL), the Guidelines, the Uniform Relocation Act, and all other applicable regulations and requirements. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved procedures. The displacing entity will provide appropriate benefits for each displaced business and non profit as required by the above laws and requirements.

The following categories describe the relocation benefits for commercial and non-profit entities:

- A. Search Expenses
Each business or non profit organization will be entitled to reimbursement for actual expenses, not to exceed \$1,000, which are incurred in searching for a replacement location.
- B. Reestablishment
Eligible businesses and non profits will be entitled to receive up to \$10,000 for reestablishment expenses actually incurred in relocating and reestablishing at a replacement site.
- C. Moving Expenses
 - 1. Commercial Move, based on the lower of two bids or estimates prepared by a commercial mover.
 - 2. Self-Move based on the lower of two bids or estimates prepared by a commercial mover, or based on receipted bills for labor and equipment

Payment of Relocation Benefits

Relocation benefit payments will be made expeditiously. Claims and supporting documentation for relocation benefits must be filed with the displacing entity within eighteen (18) months from: (i) the date the claimant moves from the acquired property; - or - (ii) the date on which final payment for the acquisition of real property is made, whichever is later. Procedures for preparing and filing claims and processing and delivering of payments will be as follows:

- 1. Claimant to provide all necessary documentation to substantiate eligibility for assistance.



2. Assistance amounts will be determined and required claim forms prepared by relocation staff in consultation with claimant.
3. Original signed claims supported by documentation and relocation staff recommendation will be submitted to the designated CCDC staff member or his/her designee.
4. Payments will be prepared and delivered to relocation staff for distribution. Payments will be delivered personally by relocation staff unless circumstances dictate otherwise. When payments can not be personally delivered, they will be sent by certified mail.
5. Payment receipts and other signed acknowledgments will be obtained by relocation staff and kept in the case file.
6. Unless otherwise instructed by CCDC, relocation staff will not deliver final payments until the project site premises of the claimant has been completely vacated. Before issuance of final payments, actual residency at the replacement site must be verified.
7. CCDC will provide an advance payment, when necessary, in order to assist with the securing of replacement housing.

No household will be displaced until available “comparable” housing is located as defined above and in section 6008, subdivisions (c) and (d) of the Guidelines. Relocation staff will inspect any replacement dwellings to which referrals are made to verify that they meet all the standards of decent, safe and sanitary as defined in section 6008, subdivision (d) of the Guidelines.

Eviction Policy

The Agency recognizes that eviction is permissible only as a last resort and that relocation records must be documented to reflect the specific circumstances surrounding any eviction. Eviction will only take place in cases of nonpayment of rent, serious violation of the rental agreement, a dangerous or illegal act in the dwelling unit, or if the household refuses all reasonable offers to move. Eviction will not affect the eligibility of a person legally entitled to relocation benefits.

Appeals Policy

The appeals policy will follow the standards described in section 6150 et seq. of the Guidelines. Briefly stated, the displaced tenant will have the right to ask for review when there is a complaint regarding any of its rights to relocation and relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral. A copy of the established appeals policy and procedures is available from the Agency and/or relocation staff.

Projected Dates of Displacement

Every household, business and non profit organization will receive a 90-day notice to vacate before they are required to move. Notices are not expected to be delivered for several months.



Last Resort Housing

According to the housing survey, the availability of comparable replacement housing is adequate, however, because the residents are very low income and comparable housing rents exceed the household's ability to pay (30% of the household's average monthly income), it is anticipated that additional assistance will be required. Whenever comparable replacement dwellings are not available, or are not available within the monetary limits of Government Code Sections 7263 and 7264, the agency must provide additional or alternative assistance.

Displaced occupants who are eligible for Last Resort Housing may receive a replacement housing payment in excess of the monetary limits of Government Code Sections 7263 and 7264 or some other form of mitigation as determined by CCDC.

Estimated Relocation Costs

This estimate should not be interpreted as firm, "not to exceed," or actual entitlement costs. The estimate is based on the data obtained through occupant interviews, current project scope, replacement site availability, estimated moving costs, and the judgment and experience of the consultant staff and is subject to change. Actual costs are determined on a case-by-case basis. The Agency is obligated to make funds available to compensate for actual, eligible costs.

Total estimated relocation costs for this project: \$520,000.00



VI. APPENDICES



APPENDIX A
GENERAL INFORMATION NOTICE



GENERAL INFORMATION NOTICE
THIS NOTICE DOES NOT REQUIRE YOU
TO MOVE AT THIS TIME
IF YOU MOVE PRIOR TO RECEIVING
A NOTICE OF ELIGIBILITY,
YOU WILL NOT BE ELIGIBLE FOR RELOCATION BENEFITS

DATE:

NAME
ADDRESS
CITY ZIP CODE

Dear:

The (Agency), is interested in acquiring the property you occupy at (Address), for the (Project Name). This notice is to inform you of your rights. If the (Agency) acquires the property and you are displaced for the project, you will be eligible for relocation assistance.

The (Agency) has retained the services of Epic Land Solutions, Inc., a qualified professional relocation firm, to assist you. The firm is available to explain the relocation program and benefits. Epic's address and telephone number are listed above.

I will be your Epic Relocation Consultant. Please contact me at the above number before you proceed with signing any relocation documents. Also, call me if you have any questions about the project or the information contained in the enclosed Informational statement.

Displaced individuals, families, businesses, farms and nonprofit organizations may be eligible for relocation advisory services and payments provided by Title 25 of the California Code of Regulations, hereinafter referred to as "Title 25." The following is information about available relocation services and payments.

MOVING EXPENSES may be paid to those who are required to relocate from property acquired by the (Agency).

RESIDENTIAL OWNER-OCCUPANTS may be paid replacement housing payments, increased interest cost payments and some of the costs incidental to purchase of replacement homes if they have actually owned and occupied their homes for at least 180 days immediately before the (Agency) makes its first written offer to purchase their home.

RESIDENTIAL OWNER-OCCUPANTS who have actually owned and occupied their homes for less than 180 days, but more than 90 days before the (Agency) makes its first written offer to purchase the property, may be eligible for the same payments made to residential tenants described in the next paragraph.

RESIDENTIAL TENANTS may be eligible for increased rental cost payments or a payment toward the purchase of their own home if they have actually occupied their dwelling for at least 90 days immediately before the (Agency) makes its first written offer to purchase that property.

BUSINESSES, FARMS AND NONPROFIT ORGANIZATIONS may be eligible for various payments including reestablishment costs.



WHEN PAYMENTS CAN BE MADE – No relocation payment can be made until the (Agency) has made a written offer to acquire the real property where the person lives or operates their business, farm or nonprofit organization, and the person has moved from the premises.

Residential homeowners or tenants of dwelling units may receive relocation assistance payments only if they either purchase or rent and occupy a dwelling which meets the (Agency) standards as decent, safe, and sanitary. The (Agency)'s Relocation Consultant should be asked to inspect the replacement dwelling before you rent or buy it.

RESIDENTIAL OWNER-OCCUPANTS of 180 days or longer must purchase and occupy a decent, safe and sanitary dwelling unit within one year of receiving final payment for the acquired property or had at lease one comparable replacement property made available to them, whichever occurrence is later.

RESIDENTIAL TENANTS must occupy a decent, safe and sanitary dwelling within one year after vacating the acquired property to receive a relocation assistance payment. No person who is lawfully occupying real property required for the project will be asked to move without first being given at least 90 days advance notice, in writing. No occupants of any type of dwellings, eligible for relocation payments, will be required to move unless adequate decent, safe and sanitary replacement housing, which is open to all persons regardless of race, color, religion, sex, or national origin, has been made available to them by the (Agency)'s Relocation Consultant or they have secured such housing for themselves.

APPEALS – Title 25 provides that a person may appeal to the head of the responsible (Agency) if the person believes that the (Agency)'s Relocation Consultant has failed to properly determine the person's eligibility or the amount of payment authorized by Title 25. You have the right to be represented by legal counsel, but this is not required.

If you still believe a proper determination has not been made, you may seek judicial review.

NONDISCRIMINATION – All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex in compliance with Title VI of the 1964 Civil Rights Act.

If you have any questions, please contact me at Epic Land Solutions, Inc.: (619) 822-2763, 2815 Camino del Rio South, Suite 245, San Diego, CA 92108

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the Agency decides not to purchase the property, you will be notified in writing.

Sincerely,

Received by: _____ Date: _____



APPENDIX B
RESIDENTIAL RELOCATION BROCHURE



RELOCATION ASSISTANCE TO TENANTS DISPLACED FROM THEIR HOMES

Introduction

This booklet describes the relocation payments and other relocation assistance provided under Title 25 of the California Code of Regulations to tenants displaced from their homes. This includes any family or individual that must move as a direct result of rehabilitation, demolition or acquisition for a project in which State or local funds are used. If you are notified that you will be displaced, it is important that you **do not move** before you learn what you must do to receive the relocation payments and other assistance to which you are entitled. This booklet may not answer all of your questions. If you have more questions about your relocation, contact the consultant for the Agency responsible for the project. Ask your questions before you move. Afterwards, it may be too late.

Summary of Relocation Assistance

As an eligible tenant displaced from your home, you will be offered the following advisory and financial assistance:

- **Advisory Services.** This includes referrals to comparable and suitable replacement homes, the inspection of replacement housing to ensure that it meets established standards, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.
- **Payment for Moving Expenses.** You may choose either a:
 - **Payment for Your Actual Reasonable Moving and Related Expenses,** or
 - **Fixed Moving Expense and Dislocation Allowance.**
- **Replacement Housing Assistance.** To enable you to rent, or if you prefer, buy a comparable or suitable replacement home, you may choose either:
 - **Rental Assistance,** or
 - **Purchase Assistance.**

If you disagree with the Agency's decision as to the relocation assistance for which you are eligible, you may appeal that decision.

General Questions

How Will I Know I Am Eligible For Relocation Assistance?

You should receive a written notice explaining your eligibility for relocation assistance. You should not move before receiving that notice. If you do, you may not receive relocation assistance.

How Will The Agency Know How Much Help I Need?

You will be contacted at an early date and personally interviewed by a representative of the Agency to determine your relocation needs and preferences for replacement housing and advisory services. The interviewer will ask certain questions about you and other members of your household, including questions about your income. It is to your advantage to provide the information so that the Agency can assist you in moving with a minimum of hardship. The information you give will be kept in confidence.

How Soon Will I Have To Move?

If possible, a mutually agreeable date for the move will be worked out. You will be given enough time to make plans for moving. Unless there is a health or safety emergency, you will not be required to move without at least 90 days advance written notice of (1) at least one "comparable replacement home" that is available to you and (2) the earliest date by which you must move.



What Is A Comparable Replacement Home?

A comparable replacement home is:

- Decent, safe, and sanitary.
- Functionally equivalent to (and equal or better than) your present home.
- Actually available for you to rent.
- Affordable.
- Reasonably accessible to your place of employment.
- Generally as well located with respect to public and commercial facilities, such as schools and shopping, as your present home.
- Not subject to unreasonable adverse environmental conditions.
- Available to all persons regardless of race, color, religion, sex, or national origin.

What is Decent, Safe, and Sanitary Housing?

Decent, safe, and sanitary housing is housing that:

- Meets applicable housing and occupancy requirements.
- Is structurally sound, weathertight, and in good repair.
- Contains a safe, adequate electrical wiring system.
- Has adequate living space for the occupants.
- Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator (if you were displaced from a housekeeping unit).
- Has a separate, complete bathroom with hot and cold running water.
- Has heating as required by climatic conditions.
- Has an unobstructed exit to safe, open space at ground level.
- Meets standards protecting occupants from lead-based paint hazards.
- If you are physically handicapped, is free of any barriers which would preclude your reasonable use of the unit.

Will The Agency Help Me Find A Replacement Home?

Yes. You will be provided with referrals to housing that has been inspected to ensure that it meets established standards. If possible, you will be referred to at least three comparable replacement homes.

The maximum financial assistance for which you may qualify will be based on the cost of the most representative comparable replacement home that is available to you. Promptly after you become eligible for relocation assistance, the Agency's representative will inform you of such unit and the maximum payment available. Once the Agency representative has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing. The Agency's representative will offer you appropriate transportation to inspect these units. If you would like to move to government-owned housing or obtain a Section 8 "housing voucher" or "certificate," let the Agency representative know of your interest. Generally, an eligible displaced person receives preference for such long term housing assistance. You will be given assistance in completing any required application forms.

What If I Find My Own Replacement Housing?

You have every right to find your own replacement housing. However, before you rent or buy, ask the Agency's representative to inspect the unit to make sure that it is decent, safe, and sanitary. If the housing unit is not decent, safe, and sanitary, you will not receive a replacement housing payment.

What If I Encounter A Problem In Obtaining Housing Of My Choice?

If you encounter a problem in buying or renting housing of your choice, notify the Agency's representative immediately. The Agency's representative will look into the matter and try to resolve it. You will receive this help whether you were referred to the housing unit or found it yourself. If you are unable to buy or rent a housing unit because of discriminatory practices on the part of a real estate broker, rental agent, lender, or a property owner, the Agency's representative will help you file a formal housing discrimination



complaint with the U.S. Department of Housing and Urban Development or the appropriate State or local fair housing agency.

What Other Services Will I Receive?

In addition to help in obtaining a comparable replacement home, other assistance, as necessary, will be provided in order to minimize the impact of your move. This assistance may include referral to appropriate public and private agencies that provide services concerning housing financing, employment, health, welfare, or legal assistance. The range of services depends on the needs of the person being displaced. You should ask the Agency representative to tell you about the specific services that will be available to help you and your family.

What Is a Payment For Actual Reasonable Moving and Related Expenses?

You may choose to receive a relocation payment to cover the reasonable cost of your move. If you choose a Payment For Actual Reasonable Moving And Related Expenses, you may include in your claim the reasonable and necessary costs for:

- Transportation for you and your family.
- Packing, moving and unpacking your household goods.
- Disconnecting and reconnecting household appliances and other personal property (e.g., telephone and cable TV).
- Storage of household goods, as may be necessary.
- Insurance for the replacement value of your property during the move and necessary storage.
- The replacement value of property lost, stolen or damaged in the move (but not through your neglect) if insurance is not reasonably available.

The Agency's representative will explain all eligible moving costs, as well as those which are not eligible. You must be able to account for any costs that you incur, so keep all your receipts. Select your mover with care. The Agency's representative can help you select a reliable and reputable mover. You may elect to pay your moving costs yourself and be repaid by the Agency or, if you prefer, you may have the Agency pay the mover. In either case, let the Agency know before you move.

What Is A Fixed Moving Expense And Dislocation Allowance?

If you choose a Fixed Moving Expense and Dislocation Allowance, you will receive an allowance which is based on the number of rooms in your home or the number of rooms of furniture you will be moving, as shown on a schedule. The Agency's representative has a copy of the schedule and will help you decide whether choosing this allowance is in your best interest. If you do not have a large amount of personal property to move, this payment should be more advantageous.

No special documentation is required to support your claim. You need only move your personal property and complete the appropriate claim form in order to receive your payment.

How Much Rental Assistance Will I Receive?

You may be eligible to receive Rental Assistance for a 42-month period. The assistance is computed in the following manner:

The assistance needed for one month is determined by subtracting the "base monthly rent" for your present home from the cost of rent and utilities for your new home (or a comparable replacement home, if that cost is lower). That monthly need, if any, is multiplied by 42, to determine the total amount that you will receive. This amount will be paid directly to you. However, the Agency may elect to provide the assistance in monthly installments or other periodic payments. Generally, the base monthly rent for your present home is the lesser of: (1) the monthly rent and average monthly cost for utilities, or (2) thirty (30) percent of your average monthly gross household income.



Examples: Let's say that the monthly rent and average cost for utilities for your present home are \$250; the monthly rent and estimated average utility costs for a comparable replacement home are \$350; and your monthly gross income is \$700. In this case your "base monthly rent" would be \$210 because that amount (30 percent of your income) is less than the monthly cost of rent and utilities at your present home (\$250).

- If you rent a replacement home for \$360 per month, including estimated average monthly utility charges, you will receive \$5,880. That amount is 42 times \$140 (the difference between the "base monthly rent" for your present home (\$210) and the cost for a comparable replacement home (\$350)).
- If you rent a replacement home for \$310, including estimated average monthly utility charges, you will receive \$4,200. That amount is 42 times \$100 (the difference between the "base monthly rent" for your present home (\$210) and the actual cost of your new home (\$310)).

To qualify for rental assistance, you must rent and occupy a decent, safe, and sanitary home within one year after the date you move. However, the Agency will extend this period for good cause.

If I Decide to Buy, Rather Than Rent, How Much Assistance Will I Receive?

If you buy a replacement home, you may be eligible for assistance to make a down payment equal to the amount you would receive if you rented a comparable replacement home (i.e., 42 times the amount obtained by subtracting the "base monthly rent" for your present home from the monthly rent and estimated average monthly utility costs for a comparable replacement home). A down payment assistance payment will be paid in a lump sum.

Example: Assuming the information in the prior examples, the down payment assistance payment would be \$5,880. That amount is 42 times \$140 (the difference between the "base monthly rent" for your present home (\$210) and the monthly rent and estimated average monthly utilities cost for a comparable replacement home (\$350). The full amount of the payment must be applied to the purchase of the replacement dwelling.

Must I File A Claim To Obtain A Relocation Payment?

Yes. You must file a claim for each relocation payment. The Agency's consultant will, however, provide you with the required claim form, help you to complete it, and explain the type of documentation, if any, that you must submit in order to receive the payment.

If you must pay any relocation expenses before you move (e.g., a security deposit when you sign a lease for your new home), discuss your financial needs with the Agency's consultant. You should be able to obtain an advance payment to meet these costs. An advance payment may be placed in "escrow" or paid directly to a contractor to ensure that the move will be completed on a timely basis.

You must file your claim within 18 months after the date you move. However, it is to your advantage to file as soon as possible after you move. The sooner you submit your claim, the sooner it can be processed and paid.

If you are unable to file your claim within 18 months, ask the Agency to extend this period. Be careful not to confuse this 18-month period with the 12-month period within which you must rent (or buy) and occupy a replacement dwelling in order to be eligible for a replacement housing payment. You will be paid promptly after you file an acceptable claim. If there is any question regarding your right to a relocation payment or the amount of the payment, you will be notified, in writing, of the problem and the action you may take to resolve the matter.

Will I Have To Pay Rent To The Agency Before I Move?

If the Agency acquires the property in which you live, you may be required to pay a fair rent to the Agency for the period between the acquisition of the property and the date that you move. Such rent will not exceed the market rent for comparable properties in the area.



Do I Have To Pay Federal Income Taxes On My Relocation Payments?

No. Section 216 of the URA states that you need not report relocation payments as part of your gross income for Federal tax purposes. For information on State or local income taxes, you should check with the State or local income tax office in your area or with your personal tax advisor.

What If I Don't Receive The Required Assistance. Can I Appeal?

If you disagree with the Agency's decision as to your right to relocation assistance or the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to the Agency. The Agency will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with the Agency after you receive written notification of the Agency's determination on your claim. Your appeal must be in writing. However, if you need help, the Agency will assist you in preparing your appeal.

If you are a low- or moderate-income person and are dissatisfied with the Agency's determination on your appeal, you may have an additional right to request administrative review of that decision (e.g., by HUD or the State).

You can expect a fair decision on any appeal. However, if you are not satisfied with the final administrative decision on your appeal, you may seek review of the matter by the courts.

I Have More Questions. Who Will Answer Them?

If you have further questions after reading this booklet, contact the Agency's consultant and discuss your concerns.



APPENDIX C
COMMERCIAL AND NON PROFIT ORGANIZATION
RELOCATION BROCHURE



RELOCATION ASSISTANCE TO DISPLACED BUSINESSES, NONPROFIT ORGANIZATIONS AND FARMS

Introduction

This booklet describes the relocation payments and other relocation assistance provided under **Title 25 of the California Code of Regulations** to displaced businesses, nonprofit organizations and farms. This includes any such occupant that moves from real property, or moves personal property from real property, as a direct result of rehabilitation, demolition or acquisition for a government project. If you are notified that you will be displaced, it is important that you **do not move** before you learn what you must do to receive the relocation payments and other assistance to which you are entitled.

This booklet may not answer all of your questions. If you have more questions about your relocation, contact the Agency's representative responsible for the project. (Check the back of this booklet for the name of the person to contact.) Ask your questions before you move. Afterwards, it may be too late.

Summary of Relocation Assistance

As an eligible displaced person, you will be offered the following advisory and financial assistance:

- **Advisory Services.** These include referrals to suitable replacement locations, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.

- **Payment for Moving and Reestablishment Expenses.** Payments for moving, reestablishment and related expenses fall into two general categories:

- * Every displaced person is eligible to receive a **Payment for**

- Actual Reasonable Moving and Related Expenses.** If you choose this payment, you may also be eligible for a **Payment for Reestablishment Expenses**, up to \$10,000.

- * Certain persons are eligible to choose a **Fixed Payment** as an alternative to the payments for moving and reestablishment expenses.

If you disagree with the Agency's decision as to the relocation assistance for which you are eligible, you may appeal that decision.

General Questions

How Will I Know I Am Eligible For Relocation Assistance?

You should receive a written notice explaining your eligibility for relocation assistance. You should not move before receiving that notice. If you do, you may not be eligible for relocation assistance.

How Will The Agency Know How Much Help I Need?

You will be contacted at an early date and personally interviewed by a representative of the Agency to determine your relocation needs and preferences for a replacement location and other services. The interviewer will ask about such matters as your space requirements. It is to your advantage to provide the



information so that the Agency can assist you in moving with a minimum of hardship. The information you give will be kept in confidence.

How Soon Will I Have To Move?

Every reasonable effort will be made to provide you with sufficient time to find and reestablish your business in a suitable replacement location. If possible, a mutually agreeable date for the move will be worked out. You will be given enough time to make plans for moving. Unless there is a health or safety emergency, you will not be required to move without at least 90 days advance written notice. It is important, however, that you keep in close contact with the Agency so that you are aware of the time schedule for carrying out the project and the approximate date by which you will have to move.

How Will I Find A Replacement Location?

The Agency will provide you with current information on available replacement locations that meet your needs. The Agency may also provide you with the names of real estate agents and brokers who can assist you in finding the type of replacement location you need.

While the Agency will assist you in obtaining a suitable replacement location, you should take an active role in finding and relocating to a location of your choice. No one knows your needs better than you. You will want a facility that provides sufficient space for your planned activities. You will also want to assure that there are no zoning or other requirements which will unduly restrict your planned operations. The Agency will explain the kinds of moving and reestablishment costs that are eligible for repayment and which are not eligible. That will enable you to carry out your move in the most advantageous manner.

What Other Assistance Will Be Available To Help Me?

In addition to help in finding a suitable replacement location, other assistance, as necessary, will be provided by the Agency. This includes information on Federal, State, and local programs that may be of help in reestablishing a business. For example, the Small Business Administration (SBA) provides managerial and technical assistance to some businesses. The Agency will assist you in applying for help available from government agencies.

The range of services depends on the needs of the business being displaced. You should ask the Agency representative to tell you about the specific services that will be available to help you.

I Have A Replacement Location And Want To Move. What Should I Do?

Before you make any arrangements to move, notify the Agency, in writing, of your intention to move. This should be done at least 30 days before the date you begin your move. The Agency will discuss the move with you and advise you of the relocation payment(s) for which you may be eligible, the requirements to be met, and how to obtain a payment.

I Plan To Discontinue My Business Rather Than Move. What Should I Do?

If you have decided to discontinue your business rather than reestablish, you may still be eligible to receive a payment. Contact the Agency and discuss your decision to discontinue your business. You will be informed of the payment, if any, for which you may be eligible and the requirements that must be met to obtain the payment.



I Own This Property. Will I Be Paid For It Before I Have To Move?

If you reach a negotiated agreement to sell your property to a public Agency, you will not be required to move before you receive the agreed purchase price. If the property is acquired through an eminent domain proceeding, you cannot be required to move before the estimated fair market value of the property has been deposited with the court. (You should be able to withdraw this amount immediately, less any amounts necessary to pay off any mortgage or other liens on the property and to resolve any special ownership problems. Withdrawal of your share of the money will not affect your right to seek additional compensation for your property.)

Ask the Agency to provide you a copy of the HUD information brochure, *When a Public Agency Acquires Your Property*. If you have any questions about the acquisition of your property, please contact the public Agency.

What Is A Payment For Actual Reasonable Moving And Related Expenses?

If you choose a Payment For Actual Reasonable Moving and Related Expenses, you may include in your claim the reasonable and necessary cost of:

- Transportation of personal property from your present location to the replacement location. (Generally, transportation costs are limited to a distance of 50 miles. If you plan to move beyond 50 miles, discuss your planned move with the Agency.)
- Packing, crating, uncrating, and unpacking the personal property.
- Disconnecting, dismantling, removing, reassembling, and installing relocated and "substitute" machinery, equipment and other personal property. This includes connection to utilities available nearby. It also includes modifications to the personal property that are necessary to adapt it to the replacement structure, the replacement site or the utilities at the replacement site and modifications necessary to adapt the utilities at the replacement site to the personal property.
- Storage of personal property for a reasonable period of time, if required.
- Insurance for the replacement value of the personal property in connection with the move and necessary storage. Where insurance is not available on reasonable terms, the Agency may elect to "self-insure" the replacement value of property lost, stolen, or damaged in the move (but not through your neglect).
- Any license, permit or certification required of the displaced person at the replacement location. However the cost must be reasonable and necessary to reestablishment at the replacement location and the payment may be based on the remaining useful life of the existing license, permit, or certification.
- Professional services, necessary for (1) planning the move of the personal property, (2) moving the personal property, or (3) installing relocated or "substitute" personal property at the replacement location.
- Re-lettering signs and replacing stationery on hand at the time of the displacement and made obsolete as a result of move.
- The reasonable cost incurred in attempting to sell an item that is not relocated.



- Actual direct loss of tangible personal property. This payment provides compensation for property that is neither moved nor promptly replaced with a "substitute" item at the replacement location. Payment is limited to the lesser of:

(1) the estimated cost of moving and reinstalling the personal property or (2) the market value of the property for its continued use at the old location, less any proceeds from its sale. To be eligible, you must make a good faith effort to sell the property, unless the Agency determines that such effort is not necessary. Payment for the loss of goods held for sale shall not exceed the cost of the goods to the displaced person.

- Purchase and installation of "substitute" personal property. This payment is made when an item of personal property is not moved but is promptly replaced with a substitute item that performs a comparable function at the replacement site. Payment will be limited to the lesser of: (1) the estimated cost of moving and reinstalling the item, or (2) the actual cost of the substitute item delivered and installed at the replacement location, less any proceeds from the sale or trade-in of the replaced item. It is important that you discuss your plans with the Agency before you proceed.

- Searching for a replacement location. Generally, this payment may not exceed \$1,000. It covers costs for:

- * Transportation expenses.
- * Time spent searching for a replacement location, based on reasonable salary or earnings.
- * Reasonable fees paid to a real estate agent or broker to find a replacement location (not fees related to the purchase of the site).
- * Meals and lodging away from home.

The Agency will explain all eligible moving and related costs, as well as those which are not eligible. You must be able to account for all costs that you incur; so keep all your receipts. The Agency will inform you of the documentation needed to support your claim.

You may minimize the amount of documentation needed to support your claim, if you elect to "self-move" your personal property. Payment for a self-move is based on the amount of an acceptable low bid or estimate obtained by the Agency. If you self-move, you may move your personal property using your own employees and equipment or a commercial mover. If you and the Agency cannot agree on an acceptable amount to cover the cost of the "self-move," you will have to submit full documentation in support of your claim.

You may elect to pay your moving costs yourself and be repaid by the Agency or, if you prefer, you may have the Agency pay the mover. In either case, select your mover with care. The Agency can help you select a reliable and reputable mover.

Also, keep the Agency informed about your moving plans. You must provide the Agency reasonable advance written notice of the approximate date of the start of your move or disposition of your personal property and a list of the items to be moved, unless the Agency agrees to waive this requirement. And you must permit the Agency to make reasonable and timely inspections of the personal property at the old and new locations and to monitor the move.

When a payment for "actual direct loss of personal property" or "substitute personal property" is made for an item, the estimated cost of moving the item will be based on the lowest acceptable bid or estimate



obtained by the Agency. If not sold or traded in, you must transfer ownership of the item to the Agency in order to receive the payment.

What Is A Payment For Reestablishment Expenses?

If you choose to receive a payment for your actual moving and related expenses, you may also be eligible to receive Payment for Reestablishment Expenses, not to exceed \$10,000. Such expenses include the reasonable and necessary cost of:

- Repairs or improvements to the replacement real property as required by Federal, State or local law, code or ordinance.
- Modifications to the replacement property to accommodate the business operation or make a replacement structure suitable for conducting the business.
- Construction and installation costs for exterior signs to advertise the business.
- Provision of utilities from the right-of-way to improvements on the replacement site.
- Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling or carpeting.
- Licenses, fees and permits that are not paid as part of moving expenses.
- Feasibility surveys, soil testing and marketing studies.
- Advertisement of the replacement location.
- Professional services and incidental expenses in connection with the purchase or lease of a replacement property.
- Estimated increased costs of operation during the first 2 years at the replacement site for such items as (1) lease or rental charges, (2) personal or real property taxes, (3) insurance premiums, and (4) utility charges, excluding impact fees.
- Impact fees or one-time assessments for anticipated heavy utility usage.

What Is A Fixed Payment (Alternative Allowance)?

Certain businesses, nonprofit organizations and farms are eligible to obtain a Fixed Payment (Alternative Allowance). If you receive this payment, you will not receive a Payment for Actual Reasonable Moving and Related Expenses or a Payment for Reestablishment Expenses. The Fixed Payment to a business or farm operation is based on the average annual net earnings of the business or farm operation; the Fixed Payment to a nonprofit organization is based on average annual expenses and revenue. A Fixed Payment will not be less than \$1,000, nor more than \$20,000.



To qualify for a Fixed Payment:

- A displaced business must (1) either discontinue operations or be unable to relocate without a substantial loss of existing patronage (measured in terms of clientele or net earnings at the discretion of the Agency), (2) meet certain minimum income requirements, and (3) not be part of a commercial enterprise having more than three other entities under the same ownership, engaged in the same or similar business activities, that are not being displaced. (Also, certain rental businesses are excluded.)
- A displaced nonprofit organization must discontinue operations or be unable to relocate without a substantial loss of its existing patronage.
- A displaced farm operation must meet certain minimum income requirements.

Ordinarily, to be eligible for the minimum Fixed Payment, a displaced business or farm must have (1) had average annual gross receipts of at least \$5,000, or (2) had average annual net earnings of at least \$1,000, or (3) contributed 1/3 of the owner's or operator's average gross income, for the two tax years prior to displacement. The Agency, however, may use other criteria if it determines that the test would cause an inequity or hardship.

The Agency will inform you as to your eligibility for this payment and the documentation you must submit to support your claim.

Remember, when you elect to take this payment you are not entitled to reimbursement for any other moving expenses.

Must I File A Claim For A Relocation Payment?

Yes. You must file a claim for a relocation payment. The Agency will, however, provide you with the required claim form, help you to complete it, and explain the type of documentation that you must submit in order to receive the payment.

If you must pay any relocation expenses before you move (e.g., a security deposit to lease a new location), discuss your needs with the Agency. You should be able to obtain an advance payment. An advance payment may be placed in "escrow" to ensure that the move will be completed on a timely basis.

If you are a tenant, you must file your claim within 18 months after the date you move. If you are displaced from property that you own, you must file within 18 months after the later of: the date you move, or the date you receive the final acquisition payment. However, it is to your advantage to file as soon as possible after you move. The sooner you submit your claim, the sooner it can be processed and paid. If you are unable to file your claim within 18 months, ask the Agency to extend this period.

You will be paid promptly after you file an acceptable claim. If there is any question regarding your right to a relocation payment or the amount of the payment, you will be notified, in writing, of the problem and the action you must take to resolve the matter.



Will I Have To Pay Rent To The Agency Before I Move?

If the Agency acquires your property, you may be required to pay a fair rent to the Agency for the period between the acquisition of the property and the date that you move. Such rent will not exceed the market rent for comparable properties in the area.

Do I Have To Pay Federal Income Taxes On My Relocation Payments?

No. Section 216 of the URA states that you need not report relocation payments as part of your gross income for Federal tax purposes. For information on State or local income taxes, you should check with the State or local income tax office in your area or with your personal tax advisor.

If I Don't Receive The Required Assistance, Can I Appeal?

Yes. If you disagree with the Agency's decision as to your right to a relocation payment or the amount of a payment, you may appeal the decision to the Agency. The Agency will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with the Agency after you receive written notification of the Agency's determination on your claim. Your appeal must be in writing. However, if you need help, the Agency will assist you in preparing your appeal.

If you are not satisfied with the Agency's final decision on your appeal, you may seek review of the matter by the courts.

I Have More Questions. Who Will Answer Them?

If you have further questions after reading this booklet, contact the Agency's representative and discuss your concerns with the Agency representative

