



LONG BEACH REDEVELOPMENT AGENCY

333 WEST OCEAN BOULEVARD, THIRD FLOOR • LONG BEACH, CA 90802 • (562) 570-6615 • FAX (562) 570-6215

January 22, 2007

REDEVELOPMENT AGENCY BOARD MEMBERS

City of Long Beach

California

RECOMMENDATION:

Recommendation to approve the Relocation Plan for the proposed Central Housing Action Plan Project. (Central – Districts 1 and 6)

DISCUSSION

On June 1, 2004, the City Council adopted a five-year Housing Action Plan (HAP) for Fiscal Years 2005-2009 to serve as the framework for developing affordable housing in the City of Long Beach. The HAP allocated a total of at least \$69 million over a five-year period for affordable housing programs. Sixty-five percent (65%) of these funds were allocated to three focus areas: Washington School, Central, and North King School.

Following the adoption of the HAP, a detailed needs assessment of the selected neighborhoods was undertaken in order to determine strategies that would address the specific needs of each neighborhood. The assessment involved field surveys of property and neighborhood conditions, a review of existing City plans affecting these neighborhoods, and meetings with other City department management staff, as well as the Long Beach Unified School District, to make sure that proposed strategies are congruent with other existing plans and programs. Based on this assessment, preliminary strategies for each neighborhood have been developed.

One of the recommended strategies is to acquire parcels that are currently vacant or have substandard improvements and, in certain instances, some properties adjacent to these parcels. On June 21, 2006, The Long Beach Housing Development Company (LBHDC) authorized the purchase of two parcels for future housing development projects in the Central Focus Area (Exhibit A). Four additional residential properties were approved for acquisition on August 23, 2006, and two commercial properties were approved on November 15, 2006. The LBHDC may eventually demolish the existing structures to prepare sites for new residential development. The eight properties

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January 22, 2007

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encompass 32 tenant occupied multi-family units and 3 businesses that require relocation.

Under California Law, a Relocation Plan (Plan) must be prepared and approved which demonstrates the availability of replacement housing for displaced households. The Plan also describes the assistance that will be provided to both displaced residents and businesses, including monetary compensation for moving and related expenses and for replacement housing.

In accordance with Title 25 of the California Administrative Code, the Plan must be available for public review and comment for at least 30 days prior to Agency consideration of approval. On December 15, 2006, a cover letter (Exhibit B) and copy of the Plan (Exhibit C) was delivered to all on-site occupants by staff of Overland, Pacific and Cutler, Inc., the Agency's acquisition and relocation consultants. No comments were received during the 30-day review period, which ended January 15, 2007.

SUGGESTED ACTION:

Approve recommendation.

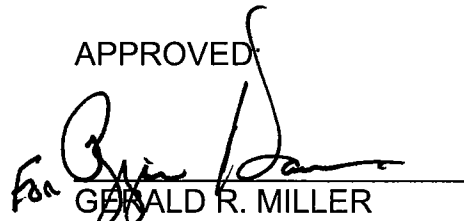
Respectfully submitted,



PATRICK H. WEST
EXECUTIVE DIRECTOR

PHW:CB:MM:mm

APPROVED:



GERALD R. MILLER
CITY MANAGER

Attachments: Exhibit A – Site Map
 Exhibit B – Cover Letter
 Exhibit C – Relocation Plan



100 W. Broadway, Suite 500, Long Beach, CA 90802
phone: (562)304-2000, fax: (562)304-2020

December 15, 2006

Dear OCCUPANT:

Re: **Long Beach Housing Department
Central Housing Action Plan Project
Availability of Relocation Plan for Public Review**

The Relocation Plan, relative to the proposed Central Housing Action Plan Project, affecting the property in which you reside, is attached to this notice for your review and comments, if any. A reference copy of the Plan may also be found at the following locations:

Long Beach Community Dev't Dept.
333 W. Ocean Blvd, 3rd Floor
Long Beach, CA 90802-4604

Long Beach Public Library - Main Branch
333 W. Ocean Boulevard
Long Beach, CA 90802-4604

The Plan will be available for review and comment from **Friday, December 15, 2006** through **Monday, January 15, 2007** during *normal, open business hours* of each respective location. Comments to the plan can be made in writing to:

Natasa Lenic
Overland, Pacific & Cutler, Inc.
100 W. Broadway, Suite 500
Long Beach, CA, 90802.

The Plan will be considered for adoption at the regular meeting of the City of Long Beach Redevelopment Agency, commencing at **9:00 a.m., Wednesday, January 17, 2007**, at Long Beach City Hall Council Chambers, 333 W. Ocean Boulevard, Long Beach.

Sincerely,

David Stadler^{NL}

David Stadler, Principal
Overland, Pacific & Cutler, Inc.
Relocation Consultants to the City of Long Beach

15 de diciembre de 2006

Estimado OCUPANTE:

Ref.: **Departamento de Vivienda de Long Beach
Proyecto de Central Housing Action Plan
Plan de Reubicación para Revisión Publica**

El Plan de Reubicación en relación con el proyecto propuesto de Central Housing Action Plan, el cual afecta su propiedad, ya está disponible para que usted lo examine y dé sus comentarios al respecto si es que tiene alguno. Usted podrá encontrar copias del plan en las siguientes localidades:

Long Beach Community Dev't Dept.
333 W. Ocean Blvd, 3rd Floor
Long Beach, CA 90802-4604

Long Beach Public Library - Biblioteca Central
333 W. Ocean Boulevard
Long Beach, CA 90802-4604

El plan estará a su disponibilidad desde la fecha **viernes 15 de diciembre de 2006** hasta el **lunes 15 de enero de 2007** durante horas hábiles del horario de cada localidad.

El Departamento de Vivienda de Long Beach le anima a los residentes, comerciantes y organizaciones comunitarias en el área de desplazo a que formen un comité, si lo desean, para que participen en la revisión del plan de reubicación, y para que lleven control del programa de asistencia de reubicación. Si está interesado(a) en participar ya sea en el comité o en proveer sus comentarios escritos tocante al Plan, favor de enviar sus comentarios o su nota de participación en el comité a:

Natasa Lenic
Overland, Pacific & Cutler, Inc.
100 W. Broadway, Suite 500
Long Beach, CA 90802

El Plan será considerado para su adopción en la junta rutinaria de la Agencia de Reurbanización de la Ciudad de Long Beach, la cual comenzará a las **9:00 a.m. el miércoles 17 de enero de 2007** en el Ayuntamiento de Long Beach (City Hall) localizado en el 333 W. Ocean Bulevar en la Ciudad de Long Beach.

Atentamente,

David Stadler, Principal
Overland, Pacific & Cutler, Inc.
Relocation Consultants to the City of Long Beach

Relocation Plan

*Central Housing Action Plan
Project*

Prepared for:
The City of Long Beach Redevelopment Agency

By:

Overland, Pacific & Cutler, Inc.
100 West Broadway, Suite 500
Long Beach, California 90802
(562) 304-2000

November 15, 2006

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LIST OF EXHIBITS

EXHIBIT A:	Business Interview Form
EXHIBIT B:	Residential Interview Form
EXHIBIT C:	HUD Income Limits - County of Los Angeles
EXHIBIT D:	Business Informational Brochure (English and Spanish)
EXHIBIT E:	Residential Informational Brochure (English and Spanish)
EXHIBIT F:	Public Comments and Response to Public Comments

INTRODUCTION

The Redevelopment Agency of the City of Long Beach (the Agency) has committed to provide financial, legal and administrative assistance to assist with the property acquisition and relocation components associated with the Central Housing Action Plan (HAP) Project (the Project) located in the Central Long Beach Redevelopment Project Area. The Project site currently contains several small, substandard residential dwellings and outdated commercial structures and the property owners are encouraged to sell their properties on a voluntary basis to enable the redevelopment efforts in the general area. The Agency is proposing to construct an affordable housing residential complex with common open space and ample parking spaces and will select a developer with proved history of collaboration with local providers to cause as little disruption in the area as possible.

Within the Project boundaries there are 30 occupied residential dwellings and 3 businesses subject to displacement should the Project proceed as planned. Prior to undertaking any displacing activity, the Agency is required by law (California Government Code Section 7260 et seq.), and regulation (California Code of Regulations, Title 25 Chapter 6) to prepare a relocation plan subject to public review and City Council approval. The general purposes of a relocation plan are to describe the circumstances of affected parties, the availability of replacement housing, the general market for commercial properties and the Agency's program to provide required technical and financial assistance. It is important to be aware that the preparation and approval of a relocation plan fulfills an administrative requirement but does not, by itself, constitute a commitment to proceed with the Project.

This Plan was written by Overland, Pacific & Cutler, Inc. (OPC), a professional consulting firm specializing in public authority acquisition and relocation projects. The Plan is organized in four sections:

1. A description of the Project area and specific Project site (**SECTION I**);
2. An assessment of the relocation needs of persons and businesses subject to displacement as a result of the Project (**SECTION II**);
3. An assessment of available replacement housing units and commercial properties within Long Beach and surrounding communities (**SECTION III**); and
4. The steps and procedures that the Agency will follow to ensure a fair and equitable relocation program (**SECTION IV**).

I. PROJECT AREA DESCRIPTION

A. THE REGIONAL LOCATION

The Central HAP Project is located to the east of the I-710 Long Beach Freeway at Pine Avenue and Pacific Coast Highway. The City of Long Beach is located in the southeastern portion of the County of Los Angeles, approximately 32 miles south of downtown Los Angeles. Long Beach is immediately accessible from the 710, 405 and 91 freeways. Adjacent communities include Lakewood, Seal Beach, Signal Hill, Wilmington, Paramount, Bellflower, Compton, Rancho Dominguez, Hawaiian Gardens, Carson, Rossmoor, and Los Alamitos. (See Figure 1: Regional Project Location)

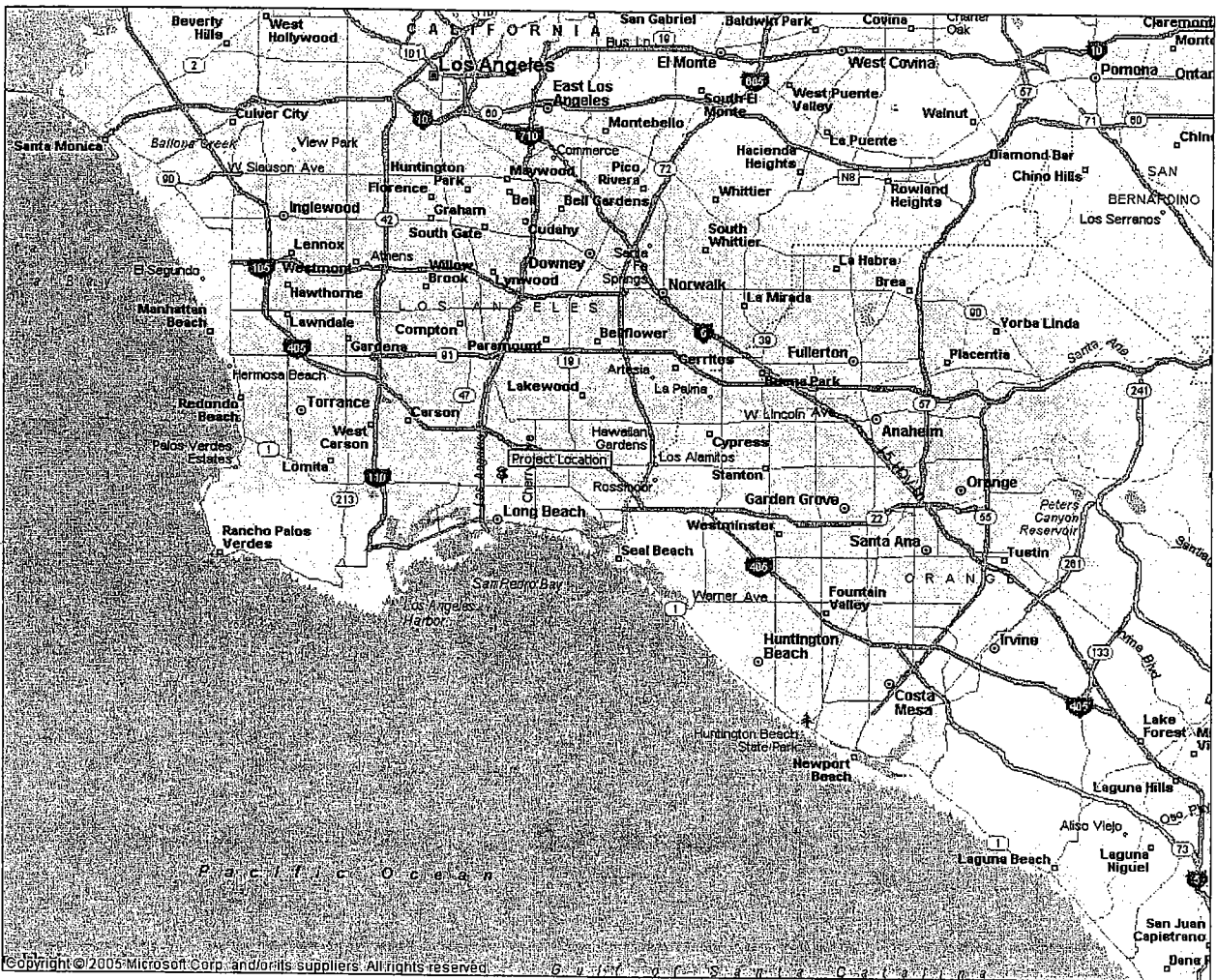


Figure 1: Regional Project Location

B. PROJECT SITE LOCATION

The Project is generally bounded by East 20th Street on the north, North Palmer Court on the east, Pacific Avenue on the west and East Pacific Coast Highway on the south encompassing Pine Avenue and Locust Avenue between 20th Street and Pacific Coast Highway. The Project includes 2 multi-family properties on Henderson Avenue and 2 commercial properties on Long Beach Boulevard. (See Figure 2: Project Site Location)

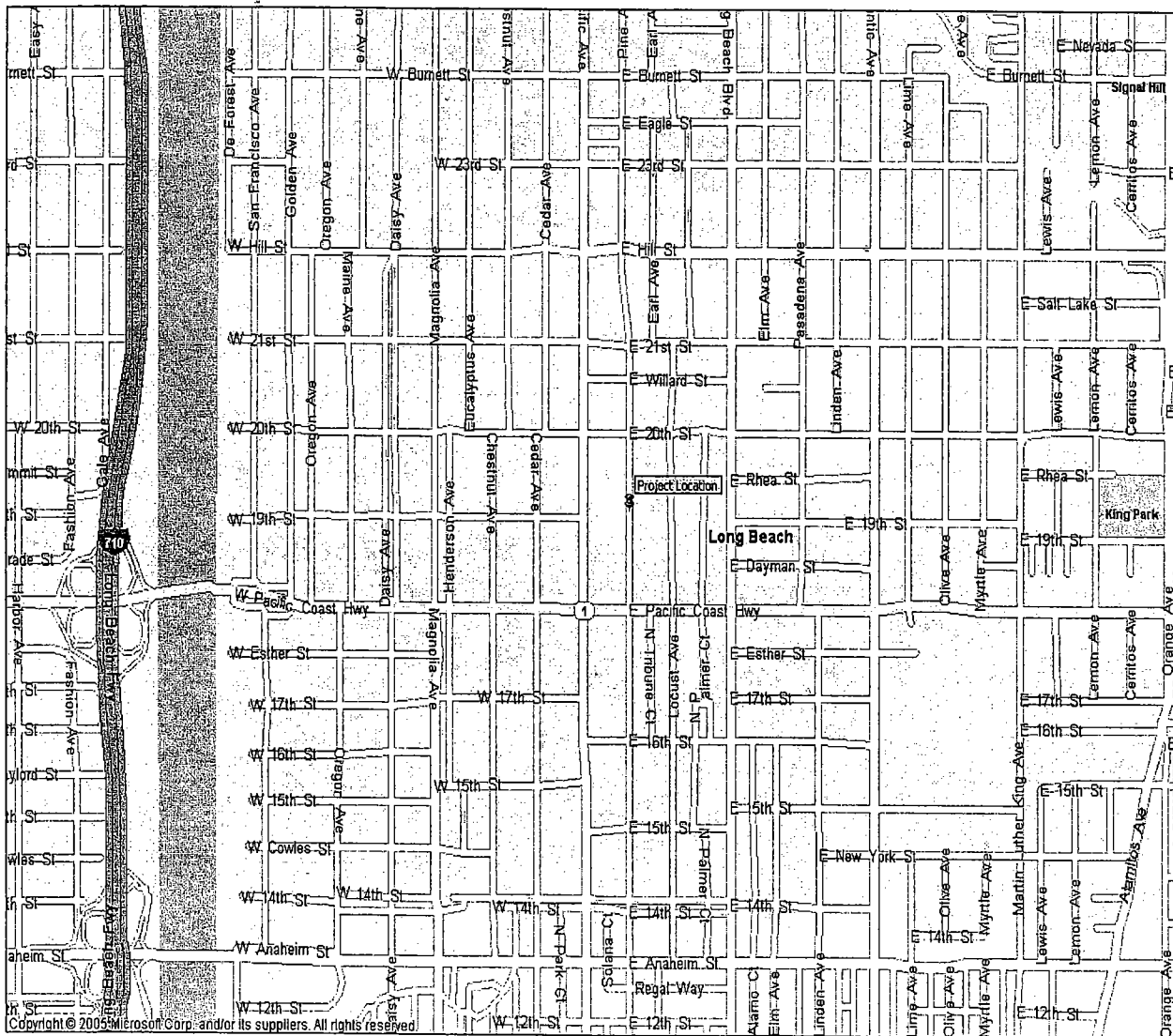


Figure 2: Project Site Location

C. GENERAL DEMOGRAPHIC & HOUSING CHARACTERISTICS

The 2000 U. S. Census determined the population of the City of Long Beach to be 461,522 people and the population of the Census Tract 5730.02 to be 4,180 (see **Table 1**). The housing mix according to the Census is shown below in **Table 2**.

Population	Tract 5730.02	%	City	%
Total Population	4,180	100.0%	461,522	100.0%
White	1,115	26.7%	204,410	45.2%
Black or African American	903	21.6%	68,618	14.9%
American Indian and Alaska Native	30	0.7%	3,881	0.8%
Asian	291	7.0%	55,591	12.0%
Native Hawaiian and Other Pacific Islander	110	2.6%	5,605	1.2%
Some Other Race	1,488	35.6%	95,107	20.6%
Two or More Races	243	5.8%	24,310	5.3%
Hispanic or Latino (of Any Race)	2,726	65.2%	165,092	35.8%

Type	Tract 5730.02	%	City	%
Total Units	1,202	100.0%	171,632	100.0%
Owner-Occupied	104	8.6%	66,928	39.0%
Renter-Occupied	1,006	83.7%	96,160	56.0%
Vacant Housing Units	92	7.7%	8,544	5.0%
Available for Sale Only (of Total Vacant Units)	22	23.9%	1,484	17.4%
Available for Rent - Full Time Occupancy (of Total Vacant Units)	49	53.3%	4,195	49.1%
Sold or Rented - Not Occupied	1	1.1%	683	8.0%
Otherwise Not Available (e.g. seasonal, recreational, migratory, occasional use)	0	0.0%	763	8.9%
Other Vacant	20	21.7%	1,419	16.6%

D. LOCATIONAL CHARACTERISTICS OF PROJECT NEIGHBORHOOD

The public and commercial facilities including medical, library, school, recreation/park, senior/community center, entertainment, shopping, and transportation available to the residents are identified in **Table 3**, below.

TABLE 3: Project Neighborhood Amenities		
	Facility	Miles from Project
Medical	• St Mary Medical Center	0.8
	• Pacific Hospital of Long Beach	1.0
	• Long Beach Memorial Medical Center	1.6
	• Willow Urgent Care	2.0
School	• Will J. Reid High School	0.2
	• Paal Academy	0.4
	• George Washington Middle School	0.4
	• Roosevelt Elementary School	0.5
	• Long Beach Polytechnic High	0.5
	• Burnett Elementary School	0.5
	• Holy Innocents School	0.7
	• Constellation Middle School	1.3
	• Cabrillo High School	1.3
Library	• Burnett Branch Library	0.5
	• Mark Twain Branch Library	1.2
Entertainment	• LBFC Museum	1.1
	• AMC Theaters Pine Square	1.5
	• Long Beach Aquarium of the Pacific	1.9
Community Center	• King Park Community Center	0.8
	• Drake Park Community Center	1.0
Police/Safety	• Long Beach Police	0.1
	• LA County Sheriff - Carson	5.0
Shopping	• El Mercado 1	0.1
	• Ray & Roy's Market	0.2
	• Parkview Village Shopping Center	0.8
	• Long Beach Bargain Center	0.9
Transportation	• Greyhound - Long Beach	0.4
	• Greyhound - Long Beach	1.5
	• Amtrak - Fullerton	16.3

II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

To obtain information necessary for the preparation of this Plan, personal interviews among potentially affected residents and business owners were conducted in November 2006. Interviewers were successful in obtaining survey responses from 26 residential households and none of 3 business owners. Two residential units were vacant at the time of surveys. The majority of interviews were conducted on-site in homes or property profile/appraisal report information was used to include non-contacted units. Interviews were conducted in both English and Spanish, as appropriate.

Inquiries made of residential occupants concerned household size and composition, income, monthly rent obligation, length and type of occupancy, ethnicity, home language, disabilities/health problems, and replacement housing preferences. Survey questions of business owners concerned the nature of the business, leasehold circumstances, annual revenues, description and size of current operations, special facility requirements, and area/facility preferences with respect to possible replacement locations.

The descriptive data in this Plan concerning residents and commercial uses are based solely on anecdotal responses. No attempt was made to qualify income or other information provided by residents or business owners. Samples of the residential and business interview forms used in the interview process are presented as **Exhibits A and B** of this report.

B. FIELD SURVEY DATA

Residential

The Project area includes 32 tenant-occupied multi-family units. Survey information was obtained from 26 residential households. Two units were vacant and on the market to be rented.

1. Housing Mix

The housing mix consists of 1 seven-unit complex, 1 six-unit complex, 1 five-unit complex, 2 fourplexes, and 1 fourplex converted to a halfway house occupied by 8

single adults sharing rooms in most cases. **Table 3** below shows existing housing by bedroom size.

TABLE 3: Project Area Housing - Dwelling Bedroom Sizes (32 households)				
# of Bedrooms	SRO	One	Two	Three
# of Units	8	10	4	10

2. Project Area Rents

Table 4 below charts monthly rents by bedroom size among 20 respondent tenant households paying market rate rents. Six households reported receiving Section 8 housing assistance and their rents are excluded for the purposes of this Plan. The rent averages are: SRO - \$381; one-bedroom - \$735; two-bedroom - \$925; and three-bedroom - \$1,175.

TABLE 4: Project Area Rents (20 respondents)			
SRO	One Bedroom	Two Bedroom	Three Bedroom
\$350 (6)	\$625	\$750	\$1,100
\$450	\$720	\$1,100	\$1,150
\$500	\$750		\$1,200
	\$770 (2)		\$1,250
	\$775		

3. Occupancy/Overcrowding

There is a total known Project population of 94 individuals, consisting of 60 adults and 34 children. The average household size is 3.6 persons per dwelling unit. The distribution of household sizes within the Project is provided in **Table 5** below.

TABLE 5: Current Household Size Occupancies (26 households)								
# in Household	One	Two	Three	Four	Five	Six	Seven	Eleven
# Households	8	2	3	3	5	2	2	1

The commonly accepted standard for housing density allows 2 persons per bedroom and 1 person in a common living area. Based on this criterion as compared to available tenant data, there appear to be 6 overcrowded units among the subject residential properties. Replacement housing referrals to the occupants of these dwellings will reflect the need for larger accommodations.

4. Replacement Housing Needs

Replacement housing needs, as expressed in this Plan, are defined by the total number of required replacement units and the distribution of those units by bedroom size. The projected number of required units by bedroom size is figured by comparing survey data relative to household size with the Agency's replacement housing occupancy standards. These standards generally allow for up to 3 persons in a one-bedroom unit, 5 persons in a two-bedroom unit, and 7 persons in a three-bedroom unit. Any households consisting of more than 7 household members will require a four-bedroom replacement unit based on the respective size of that unit per State Building Code.

The Project's replacement housing requirements are summarized below in **Table 6**.

TABLE 6: Replacement Housing Needs (26 tenants)					
Bedroom Size	SRO	One	Two	Three	Four
# Needed - Tenants	8	2	7	8	1

5. Income

Income information was provided by all 26 respondent tenant households. According to income standards for the County of Los Angeles (**Exhibit C**) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), 16 Project households qualify as extremely low income (30% or less of median), 5 as very low income (31%-50% of median), 4 as low income (51%-80% of median), and 1 as above moderate or high income (over 120% of median). The range of reported annual household income among the 26 respondents was \$2,652-\$74,400.

TABLE 7: Income Levels of Residential Households (26 respondents)				
Extremely Low	Very Low	Low	Moderate	High
16	5	4	0	1

6. Ethnicity/Language

Ethnicity among Project area households is shown below in **Table 8**.

TABLE 8: Ethnicity of Project area Households (26 respondents)		
Ethnicity	# of Households	Project %
White	3	11.5%
Black	16	61.5%
Hispanic	7	27.0%

Twenty-three households (88.5%) identified English, and 3 households (11.5%) identified Spanish, as their primary household language.

7. Senior/Handicapped Households

There are no known senior households (head of household 62 years or older) in the Project and no households reported any disabilities that would affect the relocation process.

8. Preferred Relocation Areas

The majority of residents who were surveyed expressed a preference to remain in the community in order to maintain current school enrollment, access to employment, recreational resources and public transportation.

Commercial

There are at 3 separate businesses within the Project including a restaurant and 2 auto service buildings with retail sales. Interviews will be conducted with the business owners prior to any displacement activities.

III. RELOCATION RESOURCES

A. METHODOLOGY

A resource survey was conducted within a three mile radius of the Project to determine the availability of replacement housing units and commercial sites utilizing the following sources:

- Classified rental listings from *The Long Beach Press-Telegram*, *The Downtown Gazette* and *For Rent* publications
- Commercial brokerages serving the area
- Internet sources

B. REPLACEMENT HOUSING AVAILABILITY

1. Residential Rental Housing

Replacement housing survey data are summarized in **Table 9**. The survey identified a total of 283 available SRO/studio, 1, 2, 3 and 4 bedroom units within a 3 mile radius of the Project. The individual figures for number of units found by bedroom size are presented in the table alongside the number of units needed (shown in parentheses) to meet re-housing obligations.

The comparable market rent amounts shown in the table are among the figures used to make benefit and budget projections for the Plan, except in the case of the halfway house where the owner has purchased another house and converted it to the same setup. All current occupants will move to that location. These amounts are, naturally, subject to change according to the market rates prevailing at the time of displacement. Average Project rents are currently 10 to 48% less than respective market rates for surveyed replacement units.

TABLE 9: Availability and Cost of Replacement Rental Housing

Bedroom Size	SRO	One	Two	Three	Four
# Found (# needed)	25 (8)	115 (2)	108 (7)	30 (8)	5 (1)
Rent Range	\$575-\$825	\$625-\$1,800	\$775-\$2,595	\$995-\$2,595	\$1,425-\$1,650
Median Market Rent	\$725	\$825	\$1,050	\$1,300	\$1,495

2. Commercial Space Availability

The availability of commercial office and retail space in the Long Beach area surrounding the Project site was researched through local brokerages. Space was found throughout the city at rates ranging from \$0.80-\$2.50 per square foot for vehicle related spaces and from \$1.15-\$4.75 per square foot for restaurant or stand alone retail location. The Central Long Beach portion of the City from which displacements will occur, will provide some available space along Long Beach Boulevard, Atlantic Avenue and Pacific Coast Highway that is comparable in price and size to current business sites. In general, the greatest number of retail and service space options will be found in Downtown, North Long Beach, the Eastside, and in Lakewood within newly constructed and renovated strip malls.

C. RELATED ISSUES

1. Concurrent Residential Displacement

There are 2 current public projects in the City of Long Beach which involve approximately 10 residential displacements and some business displacements. However, the replacement housing available on the market is sufficient to absorb this Project and concurrent displacements.

2. Temporary Housing

No need for temporary housing is anticipated.

3. Loss of Business Goodwill

Business goodwill consists of the benefits that accrue to a business as a result of its location, reputation for dependability, skill or quality, and any other circumstances resulting in probable retention of old, or acquisition of new patronage. Where claims for loss of business goodwill are anticipated, State law (California Code of Civil Procedure Section 1263.510) requires business owners to prove all of the following:

- (1) The loss is caused by the taking of the property;

(2) The loss cannot reasonably be prevented by relocation of the business, or by taking steps and adopting procedures that a reasonably prudent person would take to preserve the goodwill; and

(3) The compensation for the loss has not been included as a relocation payment, or duplicated in compensation otherwise awarded to the owner.

Claims for loss of business goodwill are considered under the acquisition provisions of Government Code Section 7260 et seq. and are not compensable as a function of the relocation assistance program.

IV. THE RELOCATION PROGRAM

Overland, Pacific & Cutler Inc. (OPC) has been retained by the Agency to assist in the administration of the relocation program. The Agency staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning implementation of the Plan. The relocation program consists of two principal components: Technical Assistance and Financial Assistance.

A. PROGRAM ASSURANCES, STANDARDS AND OBJECTIVES

The relocation program to be implemented by the Agency will conform with the standards and provisions of the Law and Regulations.

To meet its regulatory obligations, the Agency and OPC representatives will:

1. Distribute appropriate written information concerning the Agency's relocation program; fully inform eligible project occupants of the nature of and procedures for obtaining relocation assistance and benefits;
2. Determine the needs of each residential and commercial displacee eligible for assistance;
3. Provide residential displacees with at least one, and preferably three, referrals to comparable, replacement housing within a reasonable time prior to displacement; maintain an updated database of available housing resources over the duration of the project;
4. Assist commercial uses to identify appropriate replacement space;
5. Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, marital status or other arbitrary circumstances;
6. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;
7. Assist each eligible residential occupant and business to complete applications for benefits;

8. Make benefit determinations and payments in accordance with state law and the Agency's relocation guidelines;
9. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;
10. Inform all persons subject to displacement of the Agency's policies with regard to eviction and property management; and
11. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the Agency's decisions with respect to relocation assistance.

B. TECHNICAL ASSISTANCE

Technical assistance services are provided in order to inform displacees about the relocation program, help find replacement accommodations, coordinate claims processing, maintain a communication link with the Agency and assist with the involvement of outside providers of social and other support services. To follow through on the technical assistance component of the relocation program, relocation staff will perform the following functions:

1. Interview each Project household and business to determine existing circumstances, general needs and concerns and preferences regarding the replacement of existing accommodations and facilities;
2. Distribute and review a printed Informational Brochure written in either English or Spanish (See **Exhibits D and E**) with each displaced household and business;
3. Provide residential displacees with 3 or more referrals to comparable, replacement dwellings prior to service of the 90 Day Notice-to-Vacate. Explain how comparable replacement dwelling must satisfy the following criteria:
 - (a) The unit is decent, safe and sanitary - electrical, plumbing and heating systems in good repair - no major, observable hazards or defects. The unit is comparable to the acquired dwelling with respect to

- number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person;
- (b) The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural or man-made sources, and not generally less desirable with respect to public utilities, transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person's place of employment;
 - (c) The unit is available both on the private market and to all persons regardless of age, race, color, sex, disability, marital status, veteran status, religion or national origin;
 - (d) The monthly rental rate is within the financial means of the displaced residential tenant;
- 4. Provide transportation, if necessary, to inspect replacement sites within the local area. Offer special assistance to help elderly tenants find housing near friends, relatives, medical facilities and services, and convenient transportation;
 - 5. Assist with arrangements for the purchase of real property, the completion of applications for replacement housing and the preparation and submission of claim forms to request relocation benefits;
 - 6. Make referrals to governmental and non-governmental service providers such as:
 - (a) The Social Security Administration
 - (b) Housing Authority of the City of Long Beach
 - (c) The Fair Housing Foundation
 - (d) The Long Beach Housing Development Company
 - (e) Long Beach Chamber of Commerce

C. RELOCATION BENEFITS (RESIDENTIAL TENANTS)

Relocation benefits will be provided in accordance with the provisions of the state relocation law and regulations. Benefits will be paid to eligible displaced persons upon

submission of required claim forms and documentation in accordance with the Agency's normal administrative procedures.

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displacees. In the course of personal interviews and follow-up visits, each displacee will be counseled as to available options and the consequences of any choice with respect to financial assistance.

The Agency staff will process advance payment requests in order to alleviate hardships for tenants who do not have access to sufficient funds to pay move-in costs such as first month's rent and/or security deposits. Requests for advance payments will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

1. Residential Moving Expense Payments

All residential occupants to be relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move or a fixed payment based on a room-count schedule.

a. Actual Cost (based on Professional Move)

Displacees may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be compensated by the Agency in the form of a direct payment to the moving company upon presentation of an invoice. Transportation costs are limited to a distance of 50 miles in either case. In addition to the actual move, costs associated with utility re-connections (i.e., gas, water, electricity, telephone, and cable) if any, are eligible for reimbursement.

b. Fixed Payment (based on Room Count Schedule)

An occupant may elect to receive a fixed payment for moving expenses that is based on the number of rooms occupied in the displacement dwelling. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above.

At a minimum, the fixed schedule payment for single occupancy efficiency units, furnished with the tenants own personal property, is \$625 including all

utility connections at the replacement location. The current schedule for fixed moving payments is set forth in **Table 10** following:

TABLE 10: Schedule of Fixed Moving Payments (effective 6-15-05)									
Unfurnished Dwelling									
Room Count	1	2	3	4	5	6	7	8	each additional
Amount	\$625	\$800	\$1,000	\$1,175	\$1,400	\$1,650	\$1,900	\$2,150	\$225
Furnished Dwelling									
Room Count	1	each additional							
Amount	\$400	\$65							

2. Assistance to Recipients of Section 8 Housing Assistance

Household currently receiving assistance through the Section 8 Housing program will be provided referrals to available rental units whose owners have indicated a willingness to participate in the program. As long as there are available replacement units, Section 8 recipients will not qualify for cash rental assistance payments. Assistance will be provided, as appropriate, with one time security deposits and credit check fees. Section 8 recipients are also entitled to a payment for physical moving expenses on the same basis as market-rate tenants.

3. Rental Assistance To 90-Day Tenants Who Choose to Rent

Residential tenants who have established residency in the project area for a minimum of 90 days prior to the Agency's acquisition of the property and who choose to re-rent may be eligible to receive a Rental Assistance Payment in addition to compensation for moving expenses.

Except in the case of "Last Resort" situations, as described in Section IV, (See F - Last Resort Housing Payments) and pursuant to the Law, rental assistance payments are limited to a maximum of \$5,250, based upon monthly housing need over a 42 month period. The following **Table 11** demonstrates how monthly need is determined:

TABLE 11: Computation of Rental Assistance Payments		
1. Old Rent	\$650	Old Rent, plus Utility Allowance
or		
2. Ability to Pay	\$700	30% of the Gross Household Income*
3. Lesser of lines 1 or 2	\$650	
Subtracted From:		
4. Actual New Rent	\$750	Actual New Rent including Utility Allowance
or		
5. Comparable Rent	\$775	Determined by Authority; includes Utility Allowance
6. Lesser of lines 4 or 5	\$750	
7. Yields Monthly Need:	\$100	Subtract line 3 from line 6
Rental Assistance	\$4200	Multiply line 7 by 42 months

* Gross income means the total annual income of an individual less the following: (1) a deduction of \$500 for each dependent in excess of three; (2) a deduction of 10% of total income for the elderly or disabled head of household; (3) a deduction for recurring extraordinary medical expenses defined for this purpose to mean medical expenses in excess of 3% of total income, where not compensated for, or covered by insurance or other sources; (4) a deduction of reasonable amounts paid for the care of children or sick or incapacitated family members when determined to be necessary to employment of the head of household or spouse, except that the amount deducted shall not exceed the amount of income received by the person who would not otherwise be able to seek employment in the absence of such care.

4. Downpayment Assistance To 90-Day Tenants Who Choose to Purchase

Residential tenants who are otherwise eligible to receive a Rental Assistance Payment as described above may choose to utilize up to the full amount of their rental assistance eligibility amount (including Last Resort benefits) to purchase a home.

In cases involving eligibility for a Last Resort Housing supplement, the Agency will arrange to deposit in an open escrow account, the total amount of assistance for which a tenant qualifies, provided that the entire amount is used for the downpayment and eligible incidental costs associated with the purchase of a replacement home. Provision shall be made in the accompanying escrow instructions for the return of the Agency funds, in the event escrow should fail to close within a reasonable period of time.

5. Payments To Non-Tenured Residential Tenants

With the exception of those eligible for Last Resort Housing assistance (See Section IV, Part F - Last Resort Housing), residential tenants with less than 90 days of continuous occupancy prior to the Agency's acquisition of the property, will only be eligible to receive a moving expense payment in accordance with Section 1b above.

D. RELOCATION BENEFITS (COMMERCIAL TENANTS)

Eligible businesses and non-profit organizations are entitled to select: 1) compensation for actual reasonable and necessary moving and related expenses, or 2) a fixed moving payment not to exceed \$20,000.

1. Payment for Actual Reasonable and Necessary Moving and Related Expenses

This payment may include the following costs:

- Transportation of persons and property from the present location to the replacement location (costs are limited to a distance of 50 miles);
- Packing, crating, uncrating, and unpacking personal property;
- Disconnecting, dismantling, removing, reassembling, and installing relocated and substitute machinery, equipment and other personal property. Includes connection to utilities available nearby and modifications necessary to adapt such property to the replacement structure or to the utilities or to adapt the utilities to the personal property;
- Storage of personal property for up to 12 months, at the Agency's discretion;
- Insurance of personal property while in storage or transit and the replacement value of property lost, stolen, or damaged (not through the fault or negligence of the displaced person) in the process of moving, where insurance is not readily available;

- Subject to certain limitations, any license, permit, or certification required by the displaced business, to the extent that the cost is necessary for reestablishment at the replacement location;
- Subject to certain limitations, reasonable and pre-authorized professional services, including architects', attorneys' or engineers' fees, and consultants' charges, necessary for: (1) planning the move of the personal property; (2) moving the personal property; or, (3) installing the relocated personal property at the replacement location;
- Subject to certain limitations, the purchase and installation of substitute personal property limited to the lesser of: (1) the estimated cost to move the item to the replacement location; or, (2) the replacement cost, less any proceeds from its sale;
- Subject to certain limitations, modifying the machinery, equipment or other personal property to adapt it to the replacement location or to utilities available at the replacement location or modifying the power supply;
- Actual direct losses of tangible personal property resulting from moving or discontinuing a business or non-profit organization, not-to-exceed the lesser of: (1) the fair market value of the property for continued use at its location prior to displacement; or, (2) an amount equal to the reasonable expenses that would have been required to relocate the property, as determined by the Agency, subject to certain limitations;
- Actual and reasonable expenses incurred in searching for a replacement business or non-profit organization location, not-to-exceed \$1,000, and including compensation for transportation expenses; time spent searching for a reasonable location; meals; lodging; and, real estate broker or agent fees;
- A Reestablishment allowance of up to \$10,000, available to farms, nonprofit organizations and small businesses with no more than 500 employees. Reestablishment allowance payments are made in addition to compensation provided for actual, reasonable and

necessary moving expenses. Reestablishment allowance expense categories include but are not limited to:

- 1) Repairs or improvements to the replacement property as required by Federal, State or local law, code or ordinance;
- 2) Modifications to the replacement property to accommodate the business operation or make replacement structures suitable for conducting business;
- 3) Construction and installation costs for exterior signing to advertise the business;
- 4) Provision of utilities from right-of-way to improvements on the replacement site;
- 5) Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling or carpeting;
- 6) Licenses, fees and permits when not paid as part of moving expenses;
- 7) Feasibility surveys, soil testing and marketing studies;
- 8) Professional services in connection with the purchase or lease of a replacement site;
- 9) Estimated increased costs of operation during the first 2 years at the replacement site for such items as:
 - a. Lease or rental charges
 - b. Personal or real property taxes
 - c. Insurance premiums, and
 - d. Utility charges, excluding impact fees;
- 10) Impact fees or one-time assessments for anticipated heavy usage;
- 11) Other items essential to the reestablishment of the business.

2. A Fixed Payment In Lieu of A Payment For Actual Reasonable Moving and Related Expenses

The option to claim a fixed payment enables both for-profit and non-profit businesses to receive compensation for moving expenses without supplying documentation of bids and expenses. The payment amount available to any individual business is based on an average of annual net earnings over a two year period. For businesses which have not been in operation for two years, income figures can be annualized. The method for establishing income is through tax returns and/or certified financial statements. The payment to an eligible business or non-profit organization may not be less than \$1,000, nor more than \$20,000.

To qualify for this payment a displaced business:

- Cannot be a part of a commercial enterprise having at least three other establishments which are not being acquired by the Agency, and which is under the same ownership and engaged in the same or similar business activities; and
- Must not be able to relocate without substantial loss of patronage; and
- Must have contributed at least 33 1/3 percent of the owner's total gross income during each of the 2 taxable years prior to displacement or meet specific earnings criteria.

E. GENERAL INFORMATION ON PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with the Agency within 18 months from:

- The date the claimant moves from the acquired property; **or**,
- The date on which final payment for the acquisition of real property is made, whichever is later.

The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows:

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance;
2. Assistance amounts will be determined in accordance with the provisions of the Law;
3. Required claim forms will be prepared by relocation personnel in conjunction with claimant(s). Signed claims and supporting documentation will be submitted by relocation personnel to the Agency;
4. The Agency will review and approve claims for payment, or request additional information;
5. The Agency will issue benefit checks, which will be available at the Agency for pick-up by Claimants, unless circumstances dictate otherwise;
6. Final payments will be issued after confirmation that the Project area premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment will be maintained in the relocation case file.

F. LAST RESORT HOUSING

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds either \$5,250 or when a low-income tenant fails to meet the 90-Day occupancy requirement. Calculation of Last Resort rental assistance benefits for tenants who fail to meet 90-Day occupancy requirements will be based solely on household income. Non 90-Day qualifiers must meet the basic eligibility requirements applied to all other displacees.

The Agency, at its discretion, may opt to pay Last Resort rental assistance payments on a periodic basis. Recipients of Last Resort rental assistance who intend to purchase rather than re-rent replacement housing have the right to request a lump sum payment of all benefits for the purpose of making a downpayment and paying standard, non-recurring closing costs. Households receiving periodic payments may elect, at any time, to request a lump sum payment of all remaining benefits to assist with the purchase of a decent, safe

and sanitary dwelling. All standard claim processing procedures will be applied to Last Resort payments including the lump sum disbursement of approved benefits.

G. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1968, or the Personal Income Tax Law, Part 10 of the Revenue and Taxation Code. The above statement on tax consequences is not intended to be provision of tax advice by the Agency. Displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

H. GRIEVANCE PROCEDURES

The Agency's Grievance Policy will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines.

Briefly stated, displacees will have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, the amount of payment, the failure to provide comparable replacement housing referrals or the Agency's property management practices. Requests for review will be directed first to the Redevelopment Bureau Manager, Redevelopment Agency of the City of Long Beach, or other authorized designee of the Agency. Details concerning the entire appeals process will be provided upon request.

I. EVICTION POLICY

1. Under the State of California guidelines, eviction by the Agency is permissible only as a last alternative with the exception of persons considered to be in unlawful occupancy. A displaced person's eviction does not affect eligibility for relocation assistance and benefits. Relocation records must be documented to reflect the specific circumstances surrounding the eviction.
2. Eviction may be undertaken only for one or more of the following reasons:
 - a) Failure to pay rent, except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition,

is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;

- b) Performance of a dangerous, illegal act in the unit;
- c) Material breach of the rental agreement and failure to correct breach within 30 days of notice;
- d) Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- e) Refusal to accept one of a reasonable number of offers of replacement dwellings;
- f) A requirement under State or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the public entity.

J. CITIZEN PARTICIPATION

As the process for considering the Project moves forward, the Agency will observe the following protocol:

1. Provide affected tenants with full and timely access to documents relevant to the relocation program;
2. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials;
3. Issuance of a general notice in English and/or Spanish, as needed, concerning the availability of the Plan for public review, as required, 30 days prior to its proposed adoption. Distribution of the Plan, upon request, to all affected and interested parties;
4. The inclusion of written or oral comments and Agency's response concerning the Plan as an attachment to the Plan when it is forwarded to the Redevelopment Agency Board/City Council for adoption.

K. PROJECTED DATES OF DISPLACEMENT

The Agency contemplates that the relocation process will begin by the end of 2006 with 90-day notices to vacate being initiated in January of 2007.

L. ESTIMATED RELOCATION COSTS

The total budget estimate for relocation-related payments for this Project, including a 10 percent contingency is as follows:

Relocation:	\$650,000
Contingency @ 10%:	<u>\$65,000</u>
TOTAL:	\$715,000

The estimated relocation budget does not include any payments related to property acquisition, improvements pertaining to realty, or loss of business goodwill. In addition, the budget does not consider the cost of any services necessary to implement the Plan and complete the relocation element of the Project.