

April 6, 2021

R-25

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Approve the Relocation Plan for 1725 Long Beach Boulevard (Assessor Parcel Number 7269-019-049). (District 1)

DISCUSSION

On November 17, 2020, the City Council authorized the acquisition of 1725 Long Beach Boulevard, Assessor Parcel Number 7269-019-049 (Subject Property), for conversion into interim housing options for people experiencing homelessness (Attachment A). The Subject Property is approximately 34,740 square feet and is improved with a 102-room hotel, known as the Best Western of Long Beach.

Under California law, a Relocation Plan for people who are living on a site that was purchased must be prepared and approved by the City Council, demonstrating the needs and characteristics of the displaced population, the available relocation resources, and the City's program to provide assistance to each affected displaced party, including monetary compensation for moving and related expenses and for replacement housing (Attachment B). The establishment of interim housing at the Subject Property requires the relocation of two residential households. The City's relocation consultant, Overland, Pacific and Cutler, Inc., has worked diligently with each of the two households to find a suitable accommodation and both relocations were successfully completed as of March 24, 2021.

In accordance with Title 25 of the California Code of Regulations, the Relocation Plan must be available for public review and comment for at least 30 days prior to consideration by the City Council for approval. On December 10, 2020, a notification letter was sent to all onsite occupants and the State of California Department of Housing and Community Development (HCD) indicating the Relocation Plan was available for public review. No comments were received from the occupants during the 30-day review period, which ended January 9, 2021. Comments were received from HCD and are included in the Relocation Plan. Approval of the Relocation Plan will complete the City's acquisition process.

In addition, the City has put substantial effort into offering job placement services to individuals who previously worked at the Best Western and has provided a separate report to the City Council on that issue.

This matter was reviewed by Deputy City Attorney Richard F. Anthony on March 15, 2021 and by Budget Management Officer Rhutu Amin Gharib on March 18, 2021.

TIMING CONSIDERATIONS

City Council action is requested on April 6, 2021, to ensure that relocation activities can occur in a timely manner.

FISCAL IMPACT

The total estimated cost of relocation payments associated with the Relocation Plan is \$60,000 for 1725 Long Beach Boulevard. An additional amount ranging from \$5,000 to \$10,000 will be needed for the implementation of the Relocation Plan once adopted. Sufficient funds are currently budgeted in the Health Fund Group in the Health and Human Services Department, offset by Homeless Emergency Aid Program (HEAP) grant funding. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN KEISLER
DIRECTOR OF ECONOMIC DEVELOPMENT



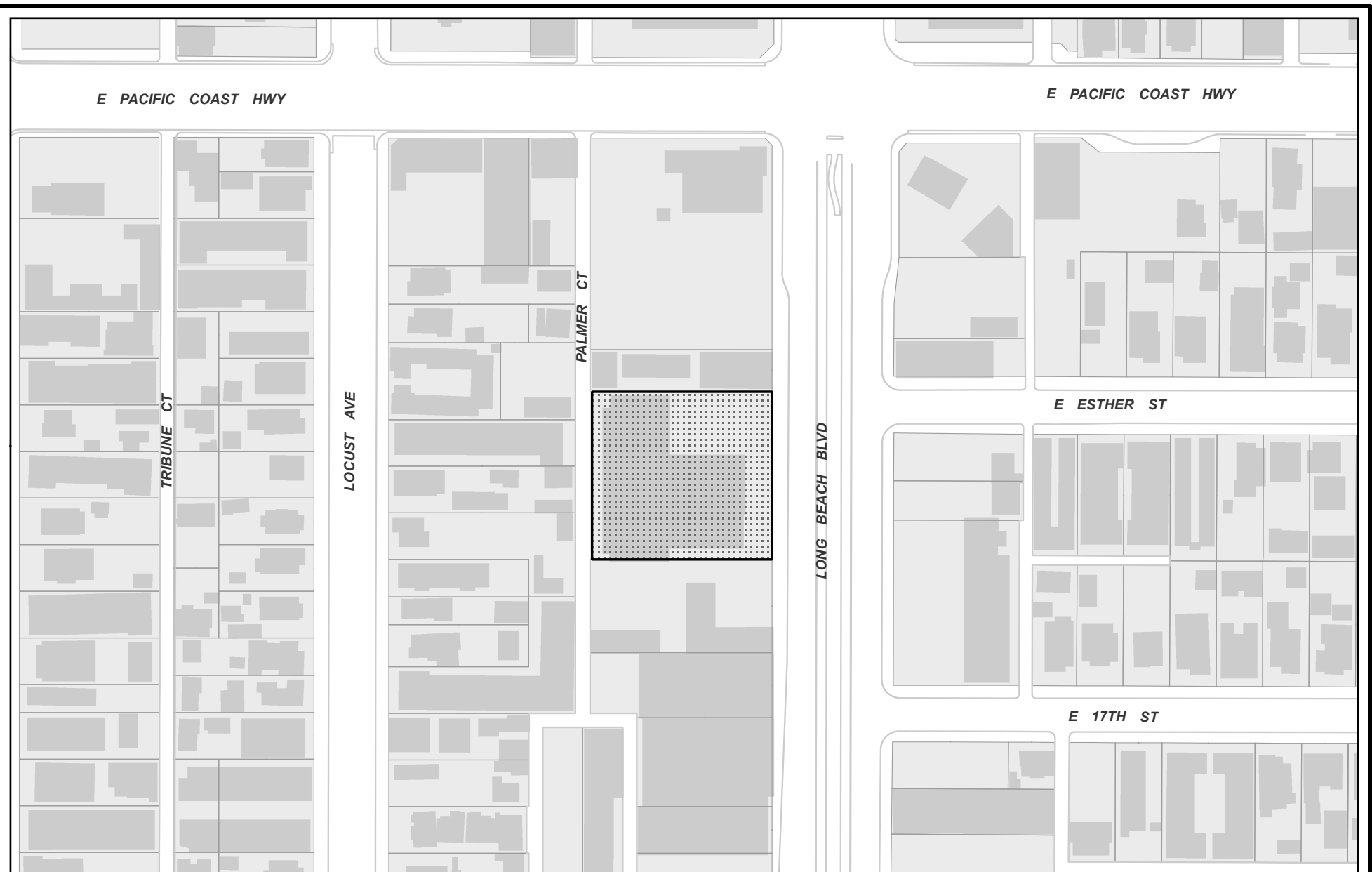
KELLY COLOPY
DEPARTMENT OF HEALTH AND HUMAN SERVICES

ATTACHMENTS: A - SUBJECT PROPERTY
B - RELOCATION PLAN

APPROVED:



THOMAS B. MODICA
CITY MANAGER



Subject Property:
 1725 Long Beach Blvd
 Council District : 1

Attachment A





City of Long Beach
Homekey Project

RELOCATION PLAN

PREPARED FOR:

THE CITY OF LONG BEACH
Economic Development Department
Mary Torres, SR/WA Property Services Officer
411 W. Ocean Blvd. 10th Floor
Long Beach, CA 90802

PREPARED BY:

Overland, Pacific & Cutler, LLC
3750 Schaufele Avenue, Suite 150
Long Beach, CA 90808
(562) 304-2000

November 16, 2020

ATTACHMENT B - RELOCATION PLAN

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LIST OF EXHIBITS

- EXHIBIT A: HUD Income Levels – Los Angeles County
- EXHIBIT B: Residential Informational Brochure
- EXHIBIT C: General Information Notice
- EXHIBIT D: Notice of Eligibility
- EXHIBIT E: Notice to Vacate
- EXHIBIT F: Public Comments & Responses

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INTRODUCTION

The City of Long Beach (“City”) is in the process of acquiring the Best Western Hotel located at 1725 Long Beach, Blvd. (“Project site”). The Project site will initially be used as an interim housing site, providing temporary housing for people experiencing homelessness.

The 102 units will be offered to tenants with incomes at 30% or less area median income (AMI) as defined by the United States Department of Housing and Urban Development (HUD). The proposed project is in conformance with the local housing element.

Coronavirus Relief Funds (CRF) allocated to the State of California and awarded to local jurisdictions for the Homekey Program are being used to acquire the site. State General Funds are being used to fund operating subsidies. The City will procure a service provider for the Project site.

The City has retained Overland, Pacific & Cutler, LLC (OPC) to prepare a Relocation Plan to address existing tenant displacements. This Plan conforms to the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, Handbook 1378 of the Department of Housing and Urban Development (HUD), the implementing regulations at 24 Code of Federal Regulations, Part 42, California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development as in Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

As of the date of this Plan, the Project would cause the permanent displacement of two residential households that would be eligible for relocation assistance. The needs and characteristics of the permanent displacees and the City’s program to provide assistance to each affected person are general subjects of this Relocation Plan (Plan).

This Plan is organized in five sections:

1. Project description (**SECTION I**);
2. Assessment of the relocation needs of persons subject to displacement (**SECTION II**);
3. Assessment of available replacement housing units within proximity to the Project site (**SECTION III**);
4. Description of the City’s relocation program (**SECTION IV**);
5. Description of the City’s outreach efforts, Project timeline and budget (**SECTION V**).

I. PROJECT DESCRIPTION

A. REGIONAL LOCATION

The Project site is located in the City of Long Beach within Los Angeles County. The property is approximately 25 miles south of downtown Los Angeles and conveniently located just minutes from Interstates 710 and 405 and the 91 Freeway. Surrounding communities include Wilmington, Carson, and Lakewood, (*Figure 1: Regional Project Location*).

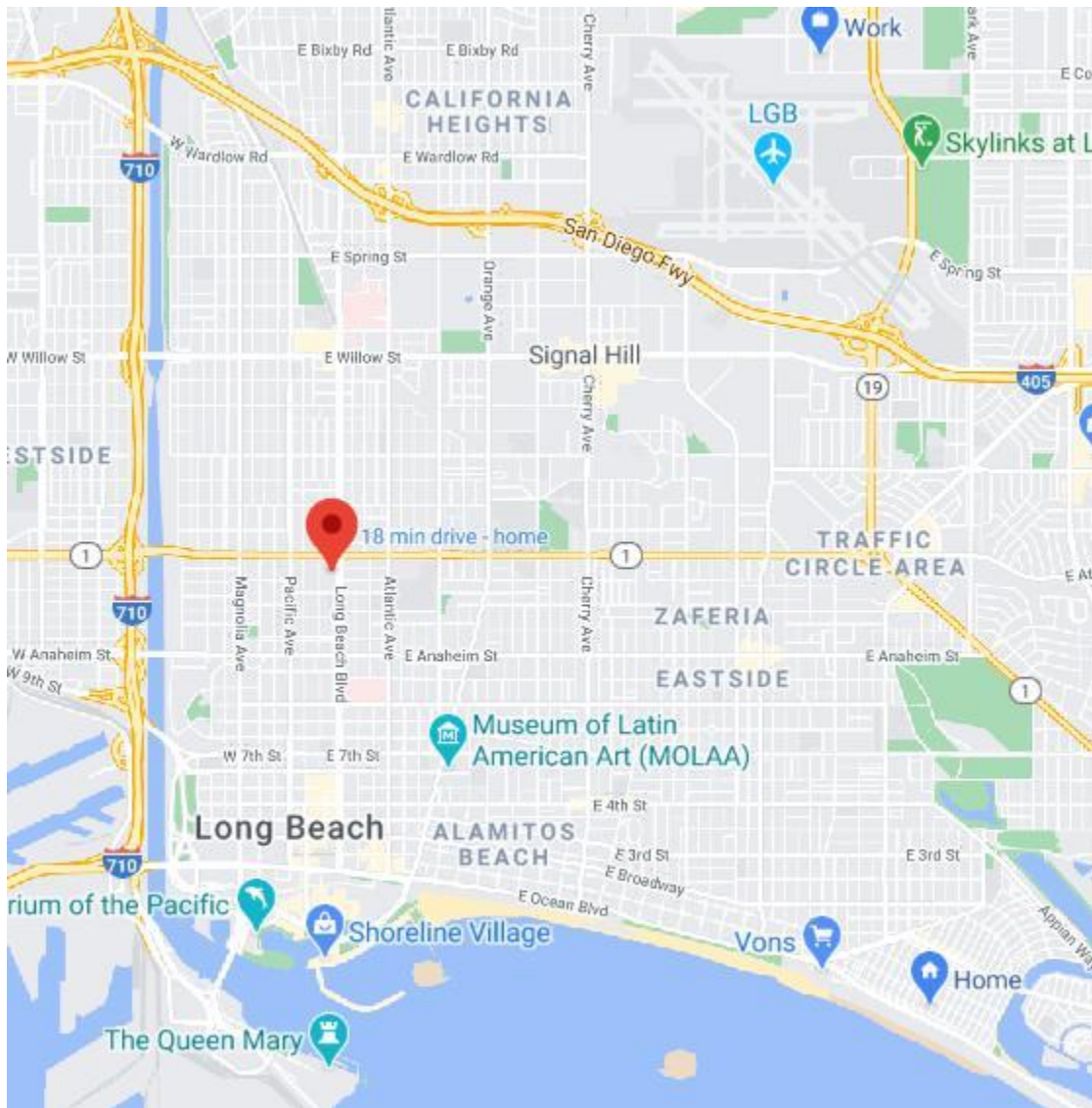


Figure 1: Regional Project Location

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B. PROJECT SITE LOCATION AND DESCRIPTION

The Project site is located at 1725 Long Beach Blvd, Long Beach, CA 90813, generally bordered by Long Beach Boulevard, Pacific Coast Hwy, N. Palmer Court and E. 16th Street. The site is improved with one building (motel) on 34,740 square feet of land area. (See below *Figure 2: Project Site Location* & *Figure 3: Photo of Best Western Hotel*).

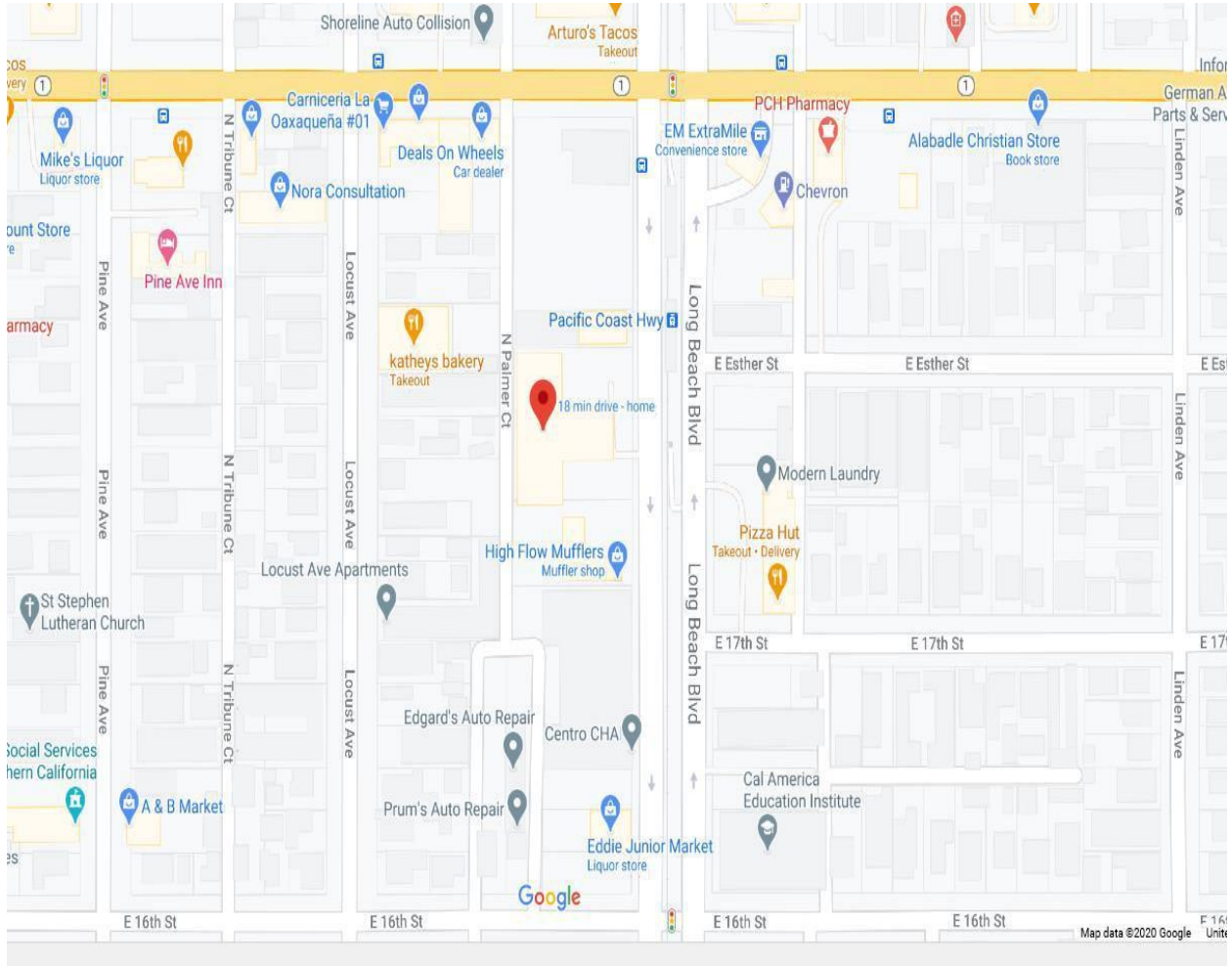


Figure 2: Project Site Location

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C. GENERAL DEMOGRAPHIC & HOUSING CHARACTERISTICS

Table 1: 2020 Census Population – City of Long Beach & Impacted Tract				
Population	Tract 5754.02	%	City	%
Total Population	5,118	100.0%	470,489	100.0%
White	255	5%	129,855	27.6%
Black or African American	308	6%	58,340	12.4%
American Indian or Alaska Native	0	0.0%	1,411	0.3%
Asian	255	5%	61,164	12.9%
Native Hawaiian or Other Pacific Islander	52	1%	4,234	0.9%
Some Other Race	0	0%	93,930	20.3%
Two or More Races	102	2.0%	24,451	5.3%
Hispanic or Latino (of Any Race)	4,228	83%	201,369	42.8%

Source: U.S. Census Bureau, DP-1. Race, Hispanic or Latino, and Age: 2020

Table 2: 2010 Census Housing Units – City of Long Beach & Impacted Tract				
Type	Tract 5754.02	%	City	%
Total Units	1058	100.0%	176,189	100.0%
Total Occupied Units	996	93.7%	165,689	94%
Owner-Occupied	115	10.9%	64,944	39.2%
Renter-Occupied	881	83%	100,745	60.8%
Vacant Housing Units	141	6.3%	10,500	6%

Source: U.S. Census Bureau, Table DP-4 Long Beach



Figure 3: Best Western Hotel

II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

To obtain information necessary for the preparation of this Plan, personal interviews with the households to be displaced were conducted by OPC staff in November 2020. OPC was successful in interviewing both households. The data in this section of the Plan are based on the responses of those individuals, who provided verbal information about the households.

Inquiries made of the residential occupants concerned household size and composition, income, monthly rent and estimated utility costs, length of occupancy, ethnicity, home language, physical disabilities, legal presence status, relocation needs, and replacement housing preferences.

B. TENANT DATA

1. Current Occupants

There are currently two households living in the hotel to be permanently relocated for the Project that will be eligible for relocation assistance and are the subjects of this Plan. There are three adults and one child (17 years or younger) on-site for a total known project occupancy of four persons. One household occupies a room in the hotel and one household occupies a one-bedroom unit.

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2. Replacement Housing Needs

Replacement housing needs, as expressed in this plan, are defined by the total number of required replacement units and distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing current data for household size with the City's replacement housing occupancy standards. These standards, generally, allow for up to two persons in a room/studio unit, three persons in a one-bedroom unit, five persons in a two-bedroom unit, seven persons in a three-bedroom unit and nine or more persons in a four-bedroom unit.

When determining the comparable size of the replacement unit under the State relocation programs, the number of all household members is taken into consideration regardless of legal presence status. Under the URA, when determining the size of the replacement unit needed, only the legally present members of the household are considered. based on the occupancy standard above. All households will have a choice of relocations programs, including the State program, under which to submit claims for assistance and under which the size of the comparable replacement unit will be determined.

Based on available tenant data, there are no overcrowded units. While the one household occupies a room within the hotel, a suitable replacement unit would be a studio apartment. The reasons for this are the household has its own private unit and does not have to share a house or other amenities as is typical in a "room for rent". Furthermore, while the room does not have a kitchen, it does provide a nook with a microwave and refrigerator that would not typically be available in a room for rent situation. Therefore, the replacement units required for the current population include one studio apartment unit and one one-bedroom apartment unit.

3. Income

Verbal information regarding gross household income was provided by both households to be displaced. According to income standards for Los Angeles City (**Exhibit A**) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), the households qualify as follows: both households qualifies as Low Income (51% - 80% of AMI).

4. Ethnicity/Language

Both households stated "Asian" (Indian) as their ethnicity, and the tenants speak, read and understand English.

5. Senior/Handicapped Households

Neither household has a senior head of household or spouse (62 years or older), and neither household reported having a member with a disability.

If specific special needs are identified when the project occupants are ultimately displaced, appropriate steps will be taken to accommodate those needs and to locate or modify suitable replacement housing.

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6. Preferred Area to Relocate

Both households expressed a preference to stay in the Long Beach area to find new employment opportunities.

III. RELOCATION RESOURCES

A. METHODOLOGY

For residential housing, a resource survey was conducted to identify available rental units initially beginning within a two-mile radius from the Project site. The following sources were utilized:

- Classified rental listings from local newspapers and *For Rent* publications
- Internet sources of rental opportunities

B. REPLACEMENT HOUSING AVAILABILITY

1. Residential Rental Housing

The replacement housing survey considered available studio and one-bedroom apartment units for rent in Long Beach and in proximity to the Project site within five miles. This data as of the date of this Plan is summarized in **Table 1** below.

# of Bedrooms	Studio	One
# Found (# Needed)	20+ (1)	20+ (1)
Rent Range	\$1,295 - \$2,200	\$1,250 - \$2,900
Median Rent	\$1,450	\$1,950

The median rent amount shown in the table is among the figures used to make benefit and budget projections for the Plan. This amount is, naturally, subject to change according to the market rates prevailing at the time of displacement.

2. Summary

Considering the above described availability of replacement housing resources gathered, it appears there are an adequate number of replacement units for the residential occupants. The replacements units available for rent are all centrally located and near employment sources, medical and recreational facilities, parks, Community centers, shopping, transportation, and schools.

While adequate replacement resources exist for the tenants, based on survey results of rental opportunities and the tenants' current rent, some tenants may have an increase in monthly rent. Possible increases, if any, will be met through the City's obligation under the relocation regulations, including Last Resort Housing (LHR) requirements. (See Section IV, E).

C. RELATED ISSUES

1. Concurrent Residential Displacement

There are no known public projects anticipated in the Project area that will cause significant displacements during the timeframe of anticipated initiation of Project displacements. No residential displacee will be required to move without both adequate notice and access to available, comparable, affordable, decent, safe and sanitary housing.

IV. THE RELOCATION PROGRAM

The City's Relocation Program is designed to minimize hardship, be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, consistently apply all regulatory criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The relocation program to be implemented by the City will conform with the standards and provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, HUD Handbook 1378, the California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development and Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

The City has retained OPC, a multi-lingual consulting firm, to administer the Relocation Program for the permanent displacees. OPC has worked on more than 5,000 public acquisition and relocation projects over the past 40 years. Experienced City staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning eligibility and benefit determinations per applicable program requirements.

OPC staff will be available to assist any relocated person and/or household with questions about the relocation process, relocation counseling and/or assistance in relocating. Relocation staff can be contacted at **(562) 304-2000** from 8:00 am to 5:00 pm Monday through Friday and are available via voicemail and/or cellular phones after hours. The Relocation Office is located at **3750 Schaufele Avenue, Suite 150, Long Beach, CA 90808**.

Eligible individuals, who need to permanently move from their existing home, will receive relocation assistance. The relocation program consists of two principal constituents: advisory assistance and financial assistance (Relocation Benefits).

A. ADVISORY ASSISTANCE

Advisory assistance services are intended to:

- inform displacees about the relocation program
- help in the process of finding appropriate replacement accommodations
- facilitate claims processing

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- maintain a communication link with the City
- coordinate the involvement of outside service providers

To follow through on the advisory assistance component of the relocation program and assure that the City meets its obligations under the law, relocation staff will perform the following functions:

1. Distribute appropriate written information concerning the City's relocation program;
2. Inform eligible project occupants of the nature of, and procedures for, obtaining available relocation assistance and benefits (**Exhibit B**);
3. Determine the needs of each displacee eligible for assistance;
4. Provide the residential displacees with at least three referrals to comparable replacement housing within a reasonable time prior to displacement. *Generally, a comparable replacement dwelling must satisfy the following criteria:*
 - (a) *The unit is decent, safe and sanitary - electrical, plumbing and heating systems are in good repair - no major, observable hazards or defects. The unit is adequate in size and 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. The unit is functionally equivalent, including principle features.*
 - (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 race, color, sex, marital status, religion or, national origin.*
 - (d) *The monthly rental rate is within the financial means of the displaced residential tenant.*
5. Maintain an updated database of available housing resources, and distribute referral information to displacees for the duration of the Project;
6. Provide transportation to the residential displacee, if necessary, to inspect replacement sites within the local area;
7. Inspect replacement housing to assure it meets decent, safe and sanitary standards as described in the URA and per City standards and requirements;
8. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;

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9. Assist eligible occupants in the preparation, and submission, of relocation assistance claims;
10. Provide additional reasonable services necessary to successfully relocate occupants;
11. Make benefit determinations and payments in accordance with applicable relocation law and the City's adopted relocation guidelines;
12. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;
13. Inform all persons subject to displacement of the City's policies with regard to eviction and property management;
14. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the City's decisions with respect to relocation assistance; and
15. Provide assistance that does not result in different or separate treatment based on or due to an individual's sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

B. RELOCATION BENEFITS

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

Relocation benefits will be provided in accordance with the provisions of the URA, State Relocation Law and Guidelines, and City rules, regulations and procedures pertaining thereto. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with the City's normal administrative procedures.

The City will process advance payment requests to mitigate 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. Approved requests will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

Tenants who are permanently displaced will be eligible for the following assistance:

1. Residential Moving Expense Payments

All eligible residential occupants to be permanently 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.

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a. Actual Cost (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 City 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 which is based on the number of rooms occupied in the displacement dwelling or ancillary structures on the property. 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.

The current schedule for fixed moving payments is set forth in **Table 4** following:

TABLE 4: Schedule of Fixed Moving Payments (effective as of 2015)	
Unfurnished Dwelling	
One room	\$725
Two rooms	\$930
Three rooms	\$1,165
Four rooms	\$1,375
Five rooms	\$1,665
Six rooms	\$1,925
Seven rooms	\$2,215
Eight rooms	\$2,505
each additional room	\$265
Furnished Dwelling	
First Room	\$475
Each additional room	\$90

2. Rental Assistance for Tenant Occupants Who Choose to Rent

To be eligible to receive the rental assistance benefits, the displaced tenant household has to rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date they move from the displacement dwelling.

Except in the case of Last Resort Housing situations (Section E, Page 15), payments to households will be payable over a 42-month period and limited to a total maximum payment of \$7,200 as stated under URA guidelines. (More information regarding rental

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assistance and Last Resort Housing will be provided in detail in the informational brochure (**Exhibit B**) that will be provided to each household at the initiation of relocation activities.)

Table 5 on the following page portrays **an example** of a benefits determination under the URA and State relocation programs:

TABLE 5: Example Computation of URA/State Rental Assistance Payments		
1. Old Rent	\$650	Old Rent and Utilities
or		
2. Ability to Pay	\$700	30% of the Gross Household Income (for Low Income Households under the URA)
3. Lesser of lines 1 or 2	\$650	Base Monthly Rental
Subtracted From:		
4. Actual New Rent	\$750	Actual New Rent and Utilities
or		
5. Comparable Rent	\$775	Determined by City (includes utilities)
6. Lesser of lines 4 or 5	\$750	
7. Yields Monthly Need:	\$100	Subtract line 3 from line 6
Rental Assistance	\$4,200	Multiply line 7 by 42 months

Rental Assistance payment amounts are equal to 42 times the difference between the base monthly rent and the lesser of:

- (i) The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
- (ii) The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person.

The base monthly rent for the displacement dwelling is the lesser of:

- (i) The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by the City; or
- (ii) Thirty percent (30%) of the displaced person's average, monthly gross household income **if the amount is classified as "low income" by the U. S. Department of Housing and Urban Development's (HUD) Annual Survey of Income Limits for the Public Housing and Section 8 Programs under the URA.** (HUD's Survey is shown as **Exhibit A.**) If a displacee refuses to provide

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appropriate evidence of income or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or

(iii) The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities

3. Downpayment Assistance to Tenants Who Choose to Purchase

The displaced household may opt to apply the entire benefit amount for which they are eligible toward the purchase of a replacement unit (Guidelines 49 CFR 24.402(b) and HUD 1378).

Residential tenants, who are otherwise eligible to receive the Rental Assistance Payment described above, may choose to receive a lump sum payment equal to forty-two months of rental subsidy (including Last Resort Housing benefits) to purchase a new home.

A displaced household, who chooses to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a home, will have the funds deposited in an open escrow account, provided that the entire amount is used for the downpayment and eligible, incidental costs associated with the purchase of a decent, safe, and sanitary replacement home. A provision shall be made in the escrow arrangements for the prompt return of the City's funds, in the event escrow should fail to close within a reasonable period of time.

Final determination about the type of relocation benefits and assistance for which the household is eligible will be determined upon verification of the household's occupants, length of occupancy and income.

C. PROGRAM ASSURANCES AND STANDARDS

Adequate funds are available to relocate all displaced households. Relocation assistance services will be provided to ensure that displacement does not result in different or separate treatment of households 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.

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D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with the City no later than 18 months after the date of displacement. 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. Relocation and City staff will review all necessary documentation including, but not limited to, scopes-of-service, invoices, lease documents and escrow material before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by relocation staff and presented to the claimant for review. Signed claims and supporting documentation will be returned to relocation staff and submitted to the City;
4. The City will review and approve claims for payment, or request additional information;
5. The City will issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Final payments to residential displacees will be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment and all claims materials will be maintained in the relocation case file.

E. LAST RESORT HOUSING

Based on housing cost and income data derived from the occupants and costs of replacement housing resources, it is anticipated that “comparable replacement housing” will be available as required for the households. However, specifically, for renters, when the computed replacement housing assistance eligibility exceeds \$7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person’s average monthly income, Last Resort Housing must be provided.

Therefore, if the Project is to go forward, the City will authorize funds to provide housing of last resort, if required. In this situation, funds will be used to make payments in excess of the monetary limit specified in the statute (\$7,200); hence, satisfying the requirement that “comparable replacement housing” is available.

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 \$7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceed 30% of the person’s average monthly income (financial means) or when a tenant fails to meet the 90-day occupancy requirement and comparable

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replacement rental housing is not available within the displaced person's financial means. Calculations of Last Resort rental assistance benefits for tenants who fail to meet the 90-day occupancy requirement will be based solely on household income. Non-90-day qualifiers must meet basic eligibility requirements applied to all other displacees.

Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

F. IMMIGRATION STATUS

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the URA to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the City to negatively affect the alien's spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, relocation staff will be required to seek immigration status information from each displacee 18 years and older by having them self-certify as to their legal status.

There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State program regardless of immigration status.

G. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by the City or OPC. Displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

V. ADMINISTRATIVE PROVISIONS

A. NOTICES

Each notice, which the City is required to provide to a Project site occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested or email with confirmation and documented in the case file. Each notice will be written in plain, understandable language. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are four principal notices:

- 1) the General Information Notice,
- 2) the Information Statement
- 2) the Notice of Relocation Eligibility, and
- 3) the Vacate Notice.

The General Information Notice (GIN) is intended to provide potential relocatees with a general written description of the City's relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (**Exhibit C**). A GIN was personally issued to the Project tenants on November 5, 2020 and November 9, 2020.

The Informational Statement is intended to provide potential relocatees with a general written description of the City's relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (**Exhibit B**). This notice was personally issued to the Project tenants on November 5, 2020 and November 9, 2020.

A Notice of Relocation Eligibility (NOE) was distributed to each displaced household on December 18, 2020 (**Exhibit D**). The NOE to the residential displacee contains a determination of eligibility for relocation assistance under specific relocation programs and a computation of maximum entitlements based on information provided by the affected household and the analysis of comparable replacement properties identified by relocation staff.

No lawful occupant will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary (**Exhibit E**). The 90-day vacate notice will either state a specific date as the earliest date by which the occupant may be required to move or state that the occupant will receive a further notice indicating, at least 60 days in advance, the specific date of the required move. The 90-day notice will not be issued to any residential displacee before a comparable replacement dwelling has been made available.

In addition to the four principal notices, relocation staff will issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

- 1) are eligible for monetary benefits,
- 2) have moved from the acquired property, and
- 3) have not filed a claim for benefits.

A Reminder Notice will be issued to all non-responsive relocatees no later than within the last six months prior to the filing expiration date.

ATTACHMENT B - RELOCATION PLAN

B. PRIVACY OF RECORDS

All information obtained from displacees is considered confidential and will not be shared without the consent of the displacee or the City. City and relocation staff will comply with federal regulations concerning the safeguarding of relocation files and their contents.

C. GRIEVANCE PROCEDURES

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, the failure to provide comparable housing, or the City's property management practices may file a Relocation Assistance Appeal Form or any other written form of appeal with the City and have the right of administrative review. The City's appeal policies 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.

Requests for administrative review and informal hearings will be directed to the City's Manager, Homeless Initiative. All requests for review will receive written responses from the City within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan.

More detail concerning the appeals process will be provided upon request. Appellants will retain their appeal rights for up to 18 months following the date of displacement from the Project premises or receipt of final payment for relocation benefits, whichever is later.

D. EVICTION POLICY

1. Eviction may cause the forfeiture of a displacee's right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.
2. Eviction may be undertaken 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 City's failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation, or a substantial interruption of services;
 - (b) Performance of a dangerous, and/or illegal act in the unit;
 - (c) A material breach of the rental agreement, and failure upon notification to correct said breach within 30 days of Notice;
 - (d) Maintenance of a nuisance, and failure to abate such nuisance upon notification within a reasonable time following Notice;

ATTACHMENT B - RELOCATION PLAN

- (e) Refusal to accept one of a reasonable number of offers of replacement dwellings; and/or,
- (f) A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the City.

E. RESIDENT/CITIZEN PARTICIPATION

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

1. Provide affected tenants with full and timely access to documents relevant to the relocation program; the relocation plan was provided to the tenants on December 12, 2020.
2. Encourage meaningful participation in reviewing the relocation plan and monitoring the relocation assistance program; including the Project area occupants, neighborhood groups and community organizations forming a relocation committee; the City has had multiple discussions and two in person meetings with the Project occupants regarding the relocation plan and processes.
3. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials (both Project households will be provided with a copy of the Relocation Plan for review and comment); the City has had multiple discussions and two in person meetings with the Project occupants regarding the relocation plan and processes
4. Issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval (both Project households will be provided an Advisory Notice regarding the comment period with a copy of the Relocation Plan); and
5. Include written or oral comments concerning the Plan as an attachment (**Exhibit F**) when it is forwarded to the LACDA and the Community Development Department of the State of California (HCD) for approval.

F. PROJECTED DATE OF DISPLACEMENT

The City anticipates the projected dates of displacements to be on or before March 21, 2021.

G. ESTIMATED RELOCATION COSTS

The total budget estimate for relocation-related payments for this Project, including a 10% contingency, is **\$60,000**.

The estimated relocation budget does not include any payments related to property acquisition. 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.

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If the Project is implemented, and circumstances arise that should change either the number of residential occupants and/or the amount of relocation benefits' entitlements estimated, the City will authorize any additional funds that may need to be appropriated. The City pledges to appropriate, on a timely basis, the funds necessary to ensure the successful completion of the Project, including funds necessary for LRH as indicated in Section IV, E, of this Plan to meet its obligation under the relocation regulations.

EXHIBIT A**HUD INCOME LIMITS – LOS ANGELES COUNTY**

The following figures are approved by the U. S. Department of Housing and Urban Development (HUD) for use in the **County of Los Angeles** to define and determine housing eligibility by income level.

Area Median - \$97,900

Household Size	Extremely Low	Very Low	Lower
One Person	23,700	39,450	63,100
Two People	27,050	45,050	72,100
Three People	30,450	50,700	81,100
Four People	33,800	56,300	90,100
Five People	36,550	60,850	97,350
Six People	39,250	65,350	104,550
Seven People	41,950	69,850	111,750
Eight People	44,650	74,350	118,950

Figures are per the Department of Housing and Urban Development (California), **updated in April 2020.**

ATTACHMENT B - RELOCATION PLAN

EXHIBIT B

INFORMATIONAL STATEMENT

**Relocation Assistance
Informational Statement
for Families and Individuals**

(Federal)

Displacing Agency:
City of Long Beach

Project Name:
Homekey City of Long Beach Project

Displacing Agency Representative:
OPC
3750 Schauffele Ave., Suite 150
Long Beach, CA 90808
Phone: 800.400.7356

Informational Statement Content:

1. General Information
2. Assistance In Locating A Replacement Dwelling
3. Moving Benefits
4. Replacement Housing Payment - Tenants And Certain Others
5. Section 8 Tenants
6. Qualification For And Filing Of Relocation Claims
7. Last Resort Housing Assistance
8. Rental Agreement
9. Evictions
10. Appeal Procedures – Grievance
11. Tax Status of Relocation Benefits
12. Legal Presence Requirement
13. Non-Discrimination and Fair Housing
14. Additional Information And Assistance Available

Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente.

Informational Statement for Families and Individuals

(Federal)

1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Displacing Agency using federal funds. If and when the project proceeds, and it is necessary for you to move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must move. Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the federal law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits or it may take longer to pay you. We suggest you save this informational statement for reference.

The Displacing Agency has retained the professional firm of **OPC** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is listed on the cover.

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING. However, if you desire to move sooner than required, you must contact your representative with OPC, so you will not jeopardize any benefits. This is a general informational brochure only and is not intended to give a detailed description of either the law or regulations pertaining to the Displacing Agency's relocation assistance program.

Please continue to pay your rent to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the Displacing Agency acquires the property, you will also be required to pay rent to the Displacing Agency.

2. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

The Displacing Agency, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself. When a suitable replacement dwelling unit has been found, your relocation agent will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

3. MOVING BENEFITS

If you must move as a result of displacement by the Displacing Agency, you will receive a payment to assist in moving your personal property. The actual, reasonable and necessary expenses for moving your household belongings may be determined based on the following methods:

- A Fixed Moving Payment based on the number of rooms you occupy (see below); **or**
- A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
- A combination of both (in some cases).

ATTACHMENT B - RELOCATION PLAN

For example, you may choose a Self-Move, receiving a payment based on the Fixed Residential Moving Cost Schedule shown below, plus contract with a professional mover to transport your grand piano and /or other items that require special handling. In this case, there may be an adjustment in the number of rooms which qualify under the Fixed Residential Moving Cost Schedule.

A. Fixed Moving Payment (Self-Move)

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by the Displacing Agency, and ranges, for example, from \$475.00 for one furnished room to \$2,505.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

If you select a fixed payment, you will be responsible for arranging for your own move, and the Displacing Agency will assume no liability for any loss or damage of your personal property. A fixed payment also includes utility hook-ups and other related moving fees.

Fixed Moving Schedule CALIFORNIA (Effective 2015)	
Occupant Owns Furniture:	
1 room	\$725
2 rooms	\$930
3 rooms	\$1,165
4 rooms	\$1,375
5 rooms	\$1,665
6 rooms	\$1,925
7 rooms	\$2,215
8 rooms	\$2,505
Each additional room	\$265
Occupant does NOT Own Furniture:	
1 room	\$475
Each additional room	\$90

B. Actual Moving Expense (Commercial Move)

If you wish to engage the services of a licensed commercial mover and have the Displacing Agency pay the bill, you may claim the ACTUAL cost of moving your personal property up to 50 miles. Your relocation agent will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a "mover" scope of services for Displacing Agency approval.

4. REPLACEMENT HOUSING PAYMENT – TENANTS AND CERTAIN OTHERS

You may be eligible for a payment up to \$7,200.00 (payment may be larger under Last Resort Housing) to assist in renting or purchasing a comparable replacement dwelling. To qualify, you must be a tenant who has occupied the present dwelling for at least 90 days immediately prior to the initiation of negotiations.

- A. **Rental Assistance.** If you **wish to rent** your replacement dwelling, your maximum rental assistance benefits will be based upon the difference over a forty-two (42) month period between the rent you must pay for a comparable replacement dwelling and the lesser of your current rent or thirty percent (30%) of your monthly household income if your total gross income is classified as "low income" by the U. S. Department of Housing and Urban Development's (HUD) Annual Survey of Income Limits for Public Housing and Section 8 Programs. You will be required to provide your relocation agent with monthly rent and household income verification prior to the determination of your eligibility for this payment.

- OR -

- B. **Down-payment Assistance.** If you qualify, and **wish to purchase** a home as a replacement dwelling, you can apply up to the total amount of your rental assistance payment towards the down-payment and non-recurring incidental expenses. Your relocation agent will clarify procedures necessary to apply for this payment.

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5. SECTION 8 TENANTS

When you do move, you may be eligible to transfer your Section 8 eligibility to a replacement site. In such cases, a comparable replacement dwelling will be determined based on your family composition at the time of displacement and the current housing program criteria. This may not be the size of the unit you currently occupy. Your relocation agent will provide counseling and other advisory services along with moving benefits.

6. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS

To qualify for a Replacement Housing Payment, you must rent or purchase and occupy a comparable replacement unit **within one year from the following:**

- For a tenant, the date you move from the displacement dwelling.
- For an owner-occupant, the latter of:
 - a. The date you receive final payment for the displacement dwelling, or, in the case of condemnation, the date the full amount of estimated just compensation is deposited in court; **or**
 - b. The date the Displacing Agency fulfills its obligation to make available comparable replacement dwellings.

All claims for relocation benefits must be filed with the Displacing Agency **within eighteen (18) months** from the date on which you receive final payment for your property, or the date, on which you move, whichever is later.

7. LAST RESORT HOUSING ASSISTANCE

If comparable replacement dwellings are not available when you are required to move, or if replacement housing is not available within the monetary limits described above, the Displacing Agency will provide Last Resort Housing assistance to enable you to rent or purchase a replacement dwelling on a timely basis. Last Resort Housing assistance is based on the individual circumstances of the displaced person. Your relocation agent will explain the process for determining whether or not you qualify for Last Resort assistance.

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and Last Resort eligibility must be applied toward the down-payment and eligible incidental expenses of the home you intend to purchase.

8. RENTAL AGREEMENT

As a result of the Displacing Agency's action to purchase the property where you live, you may become a tenant of the Displacing Agency. If this occurs, you will be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

9. EVICTIONS

Eviction for cause must conform to applicable State and local law. Any person who lawfully occupies the real property on the date of initiation of negotiations, is presumed to be entitled to relocation benefits, unless the Displacing Agency determines that:

ATTACHMENT B - RELOCATION PLAN

- The person received an eviction notice prior to the initiation of negotiations and, as a result, was later evicted; or
- The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease; and
- The eviction was not undertaken for the purpose of evading relocation assistance regulations.

Except for the causes of eviction set forth above, no person lawfully occupying property to be purchased by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Displacing Agency.

10. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

11. TAX STATUS OF RELOCATION BENEFITS

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 1701) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

(IRS Circular 230 disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting marketing or recommending to another party any matters addressed herein)

12. LAWFUL PRESENCE REQUIREMENT

In order to be eligible to receive relocation benefits in federally funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. Any member of the household who is not lawfully present in the United States or declines to provide this information may be denied relocation benefits, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's spouse, parent, or child, any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the Displacing Agency to negatively affect the alien's spouse, parent or child. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program or the RSO, and all eligible Project occupants will be offered assistance under the State and RSO relocation programs regardless of immigration status.

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13. NON-DISCRIMINATION AND FAIR HOUSING

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Displacing Agency's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact the Displacing Agency.

14. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in relocating to a new home. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation agent at OPC.

ATTACHMENT B - RELOCATION PLAN

EXHIBIT C

GENERAL INFORMATION NOTICE



General Information Notice

November 20, 2020

All Occupants
1725 Long Beach Blvd.
Long Beach, CA 90813

Dear Occupant(s):

The **City of Long Beach** (called here the "City") is interested in acquiring the property you currently occupy at **1725 Long Beach Blvd., CA 90813** and will convert the motel to temporary or permanent homeless housing (Project). This notice is to inform you of your rights under Federal and or State law if you are required to move as a result of the Project. If the City moves forward with the Project and you are displaced, you may be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and/or California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code).

However, you do not have to move now.

This is not a notice to vacate the premises or a notice of relocation eligibility.

The City has retained the professional firm of **Overland, Pacific & Cutler, LLC (OPC)** to represent the City and assist in the relocation process.

If you rent your unit, you should continue to pay your monthly rent because failure to pay rent and meet your obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a unit before receiving formal notice of eligibility for relocation assistance. If you move or are evicted before receiving such notice, you will not be eligible to receive relocation assistance. Please contact us before you make any moving plans.

If the City moves forward with the project and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement dwelling.

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the City's Relocation Assistance Program may have the appeal application reviewed by the City in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the City.

Note that pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance under the URA, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

ATTACHMENT B - RELOCATION PLAN

However, otherwise eligible tenants will receive assistance via non-federal funds regardless of legal presence status.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the City decides not to move forward with the Project, you will be notified in writing.

If you have any questions about this or any other relocation issues, please contact me at **(562) 304-2000**.

Sincerely,

Roy Guinaldo
Senior Project Manager
Overland, Pacific & Cutler, LLC
3750 Schauffele Avenue, Suite 150
Long Beach, CA 90808
Phone: (800) 400-7356

Received by

Delivered on/by: _____/_____

X _____
Recipient's Signature

Posted on/by: _____/_____

Date

Mailed/receipt received on: _____/_____

ATTACHMENT B - RELOCATION PLAN

EXHIBIT D

NOTICE OF ELIGIBILITY

Notice of Eligibility

November 25, 2020

All Occupants
1725 Long Beach, Boulevard
Long Beach, CA 90813

Dear Occupant:

The City of Long Beach (called here the "City") is proceeding with the project known as the **Homekey City of Long Beach Project** located at **1725 Long Beach Boulevard, Long Beach, CA 90813**.

You will not be required to move without at least 90 days advance written notice of the day by which you must vacate. However, you can contact us at any time for assistance with your move and to receive the benefits for which you are eligible.

This is a notice of eligibility for relocation assistance. You are eligible for relocation assistance and benefits under the City's Relocation Assistance Program.

When you do move, and depending on your eligibility for specific programs, you may choose assistance under **either** the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), **or** the California Code of State Regulations Title 25, Division 1, Chapter 6 (Title 25).

Due to the federal funding of this project, under the URA, persons not lawfully present in the United States are not eligible for relocation payments or advisory assistance, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the City to negatively affect the alien's spouse, parent or child. Under Title 25, this requirement does not apply.

Therefore, the entitlements stated below under the URA will reflect the number of legally present persons that have been identified in the Certification of Lawful Presence in the U.S. form provided by you, and/or persons for whom a hardship exemption has been approved. Under the URA, there are **4** household members out of the total of **4** who are entitled to assistance and benefits. These eligible household members are:

Savlat Ashurov, Regina Romero, Santiago Romero and Tarish Kumar.

Additional information about your benefits was previously provided to you in the Informational Statement. You are eligible to receive the following benefits:

1. **RELOCATION ADVISORY ASSISTANCE** provided by Overland, Pacific & Cutler, LLC (OPC), a professional firm hired by the City to provide relocation assistance to you, such as referrals to replacement housing and help with filing for benefits.
2. **MOVING EXPENSES:** You will receive a payment to assist in moving your personal property. You may select one of the following payments:

ATTACHMENT B - RELOCATION PLAN

Under the URA

- A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your pro-rated entitlement under this option for ___ rooms is \$_____ (~~x/x~~ of \$_____) **or**
- B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; prorated to reflect the number of eligible household members (~~X/X~~); **or**
- C. A combination of both (in some cases).

Under Title 25

- A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for ___ rooms is \$_____ ; **or**
 - B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
 - C. A combination of both (in some cases).
3. **REPLACEMENT HOUSING ASSISTANCE:** You are eligible for a replacement housing payment to rent or purchase a replacement home. The payment will be based on several factors, including the cost of a "comparable replacement dwelling" and your average household income.

You are entitled to choose a replacement housing payment under the URA or Title 25. These two options are explained below.

A. Replacement Housing Assistance Under the URA

If you choose assistance under the URA and rent replacement housing, you may file a claim for a **RENTAL ASSISTANCE** payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by the City) and the base monthly rent, multiplied by 42 months (see table below).

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<**ADDRESS**>> with a monthly rent and estimated utilities of \$_____ (rent of \$_____ and utilities of \$_____) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

- (1) \$_____, which represents the average monthly rent (\$_____) and average monthly utilities (\$_____) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); **or**
- (2) \$_____, which represents thirty (30) percent of your gross monthly household income if your household income is classified as "low income" by the U. S. Department of Housing and Urban Development's Annual Survey of Income Limits for the Public Housing and Section 8 Programs. (If "N/A", income was not used in the calculation because you have been determined to not be "low income" and/or are a dependent, or the income information provided was insufficient evidence of income.)

ATTACHMENT B - RELOCATION PLAN

Based on the above, your base monthly rent amount is \$ _____, and your maximum rental assistance payment is calculated as follows:

Maximum URA Rental Assistance Payment Calculation		
1	Comparable Dwelling Cost	\$
2	Base Monthly Rent	\$
3	Monthly Difference (Line 1 minus Line 2)	\$
4	Maximum payment (difference times 42 months)	\$

Your actual payment depends on the cost of the replacement dwelling you decide to rent.

If you rent and occupy a replacement dwelling that rents for **less** than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling that rents for **more** than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

Please find attached a listing of available comparable replacement dwellings that you may want to consider renting that reflect replacement housing needs under the URA. If you need any assistance or transportation to inspect these referrals, please contact the relocation agent identified below.

B. Replacement Housing Assistance Under Title 25

If you choose assistance under the State Regulations and rent replacement housing, you may file a claim for a **RENTAL ASSISTANCE** payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by the City) and the base monthly rent, multiplied by 42 months.

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of \$_____ (rent of \$_____ and utilities of \$_____) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

- (1) \$_____, which represents the average monthly rent (\$_____) and average monthly utilities (\$____) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); **or**
- (2) \$_____, which represents thirty (30) percent of your gross monthly adjusted household income (If "N/A", income was not used in the calculation because it has been determined the income information provided was insufficient evidence of income.)

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Based on the above, your base monthly rent amount is \$_____ and your maximum rental assistance payment is calculated on the following page:

Maximum Rental Assistance Payment Calculation		
1	Comparable Dwelling Cost	\$
2	Base Monthly Rent	\$
3	Monthly Difference (Line 1 minus Line 2)	\$
4	Maximum payment (difference times 42 months)	\$

Your actual payment depends on the cost of the replacement dwelling you decide to rent.

If you rent and occupy a replacement dwelling that rents for **less** than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling that rents for **more** than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

If you BUY replacement housing (Downpayment Assistance)

You may use the amount of your rental assistance payment under either Section 104(d), the URA or Title 25 for down payment assistance. Should you choose to buy (rather than rent) a decent, safe and sanitary replacement home under the URA or Title 25, you may use the full amount of your rental assistance payment (\$_____), as calculated above for a down payment and incidental expenses (typically known as "closing costs") associated with the purchase of a replacement dwelling. Under the URA or Title 25, you are not limited in the type of home you choose.

If you have received any amount as rental supplements, then those amounts will be deducted from all eligible down payment calculations. Let us know if you would prefer to buy a replacement home, and we will help you find such housing.

To be eligible for a replacement housing payment described above, you must rent or purchase and occupy a decent, safe and sanitary replacement dwelling **within 12 months**, as well as file claims for replacement housing or moving payments **within 18 months** from the date you move from your displacement dwelling. **Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.**

You do not have to accept any dwelling referred to you by the City. You may choose your own replacement, but to qualify for relocation assistance payments it must first be inspected to assure that it meets the "decent, safe and sanitary" standards. For this reason, **DO NOT MOVE from your home and DO NOT CONTRACT to rent or purchase a replacement dwelling without first contacting your relocation agent**. The "decent, safe and sanitary" inspection is **not** a substitute for a professional housing inspection.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you.

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Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the City's Relocation Assistance Program may have the appeal application reviewed by the City in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from your relocation agent.

If at any time you have questions or need assistance, please contact your relocation agent:

Kelly Dewitt
Senior Agent
562-304-2019

Sincerely,

Attachment (referrals)

EXHIBIT E

NOTICE TO VACATE

90-Day Notice to Vacate

November 25, 2020

<<NAME>>
1725 Long Beach Boulevard
Long Beach, CA 90813

Dear Occupants:

The City of Long Beach (called here the "City") acquired the property which you occupy at 1919 W. Artesia Boulevard, Compton, CA 90220 (called here the "Premises"). The City has now determined that it will be necessary for you to vacate the Premises.

Notice is hereby given that the City elects to terminate your tenancy beginning <<DATE>> and ending <<DATE>>, and you are hereby to quit and deliver up possession of the property you occupy on or before <<DATE>>. If you do not vacate the Premises by that date, the City will initiate legal proceedings to recover possession of the Premises, along with any rents and damages.

During this period, **OPC** will be available to provide assistance with referrals to replacement sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please contact your relocation agent listed below if you have any questions regarding this notice or the relocation process. Upon vacating your unit, you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent.

Sincerely,

Received by

X _____
Recipient's Signature

Date

Delivered on/by: _____/_____

Posted on/by: _____/_____

Mailed/receipt received on: _____/_____

EXHIBIT F

PUBLIC COMMENTS & RESPONSES

Relocation Plan Review:

City of Long Beach Project Homekey Site

Sponsor's Contact: Christopher Koontz,
christopher.koontz@longbeach.gov

Instructions for Sponsor:

- The far left hand column explains the requirements of 25 CCR §6038. The **highlighted** portions are to indicate to Sponsor of the deficiencies.
- The middle column includes any additional comments by HCD.
- Please submit a new draft of the relocation plan updated in tracked changes and the far right hand column of this document filled out for our review.



Department of Housing and
Community Development
Legal Affairs Division
2020 W. El Camino Suite 525
Sacramento, California
95833

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<p align="center">Requirements of 25 CCR § 6038</p>	<p align="center">HCD: Additional comments</p>	<p align="center">SPONSOR: Page Number of where the highlighted requirements (on the left) are satisfied; other comments</p>
<p>Type of Project: (Rehab or new)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Did the Sponsor identify what type of project this is? <input checked="" type="checkbox"/> Rehabilitation of Interior and/or exterior? <input checked="" type="checkbox"/> New Construction? 	<p>No construction or rehabilitation. Simply an acquisition. [1]</p>	
<p>Description of Project: (Design of building and number)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Did the Sponsor introduce themselves and provide information as to what types of Agreements (purchase and sale, develop etc.) they will be entering into (i.e. with the City, with HCD) to rehab/construct this project? <input checked="" type="checkbox"/> As a result of the construction/rehabilitation, does the Sponsor identify how many households will be <i>permanently</i> or <i>temporarily</i> displaced? 	<p>Sponsor: City of Long Beach Coronavirus Relief Funds (CRF) allocated to the State of California and awarded to local jurisdictions for the Homekey Program are being used to acquire the site. State General Funds are being used to fund operating subsidies. The City will procure a service provider for the Project site. [1]</p> <p>As of the date of this Plan, the Project would cause the permanent displacement of two residential households that would be eligible for relocation assistance. [1]</p>	

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<p><input checked="" type="checkbox"/> If Rehab, does the Sponsor provide detailed explanation of the rehabilitation work to be done?</p>		
<p><input checked="" type="checkbox"/> Address of Project:</p> <p>Qualified Population:</p> <p><input checked="" type="checkbox"/> Did the Sponsor identify the population of the project? (i.e. Seniors, Veterans, Homeless youth) The Sponsor can show this information using a table that shows the income/population categories for each of the households in the project to be rehabilitated.</p>	<p>Best Western Hotel located at 1725 Long Beach, Blvd.</p> <p>Ttenants with incomes at 30% or less area median income (AMI) as defined by the United States Department of Housing and Urban Development (HUD). [1]</p>	
<p>§6038(b): Relocation Plan Should Contain the following:</p> <p>(1) A diagrammatic sketch of the project area. (Graphic, illustrative, pictorial, visual, drawn)</p> <p>The picture should be clear enough that the Department can get an idea of what the project currently looks like and what is on the land.</p> <p><input checked="" type="checkbox"/> Did the Sponsor include picture(s)?</p> <p><input checked="" type="checkbox"/> Can it be determined from the picture that there are units that could be occupied,</p>	<p>Frontal pictures [4], Google Maps images [2-3]</p>	

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<p>businesses or farmland, personal property, billboards etc. that can trigger relocation benefits?</p>		
<p>(2) Projected dates of displacement.</p> <p><input checked="" type="checkbox"/> Does the Sponsor provide specific projected date of displacement (i.e. January 24th – March 5th; Phase 1 January 24th – March 5th & Phase 2 March 6th – April 4th, etc).</p>	<p>The Plan does not indicate when are the projected dates of displacement.</p> <p>“The City anticipates that the earliest date specific Vacate Notices will be issued to the Project occupants is late December 2020.” [17] Can be construed as “anytime in the future.”</p>	
<p>(3) Written analysis of the aggregate relocation needs of all persons to be displaced (as required by §6048).</p> <p>Per §6048(d): Did the Sponsor provide the following:</p> <p><input checked="" type="checkbox"/> A written analysis of relocation housing needs shall be prepared in sufficient detail to enable determination of the availability for all potential displaces of housing which meets the standards set forth in the definition of comparable replacement housing.</p>	<p>Based on the interviews conducted by OPC in November 2020, there are two households requiring permanent housing needs.</p> <p>There is no indication in the Plan to temporary relocation needs. It is implied by the plan and I inferred that is because there is no temporary relocation need. [3–4]</p> <p>Needs and availability addressed in section II and III. [4 and 6]</p> <p>Neither household has a senior head of household or spouse (62 years or older),</p>	

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<p><input checked="" type="checkbox"/> The information concerning home ownership and rental units shall be provided separately.</p> <p><input checked="" type="checkbox"/> The number of units needed shall be identified by cost for each size category.</p> <p><input checked="" type="checkbox"/> The needs of elderly and handicapped households shall be shown separately and shall include information on the number of such households requiring special facilities and the nature of such facilities.</p> <p>Statement of relocation housing needs. Did the Sponsor include:</p> <p><input checked="" type="checkbox"/> A description of the locational characteristics of the displacement area neighborhoods corresponding to the requirements of comparable replacement housing</p> <p><input type="checkbox"/> Information concerning proximity to present employment sources, medical and recreational facilities, parks, community centers, shopping, transportation and schools</p> <p><input type="checkbox"/> Information concerning proximity to other relevant needs and amenities (essential to ensuring that no residents are</p>	<p>and neither household reported having a member with a disability. [5]</p> <p>The Plan does not include information concerning proximity to present employment sources, medical and recreational facilities, parks, community centers, shopping, transportation, schools, or other relevant needs and amenities. (essential to ensuring that no residents are incapacitated by the relocation and such information also should be provided).</p>	
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<p>incapacitated by the relocation and such information also should be provided)</p> <p><input type="checkbox"/> Did the Sponsor provide a detailed explanation as to how these needs are to be met?</p>		
<p>(4) Written analysis of relocation housing resources (§6052).</p> <p><input checked="" type="checkbox"/> §6052(c) – Is there a written analysis of relocation housing resources in sufficient detail to enable determination of the availability for all potential displaces of housing which meets the standards set forth in the definition of <i>comparable replacement housing</i>?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Are the number of units available identified by cost for each size category? <input checked="" type="checkbox"/> Did the Sponsor identify resources available to meet the needs of elderly and handicapped households (shown separately)? <input checked="" type="checkbox"/> Does it include information on the number of units with special facilities and the nature of such facilities? <input checked="" type="checkbox"/> Does the analysis of resources include a description of the locational characteristics of the survey area neighborhoods 	<p>Identified in detail in section III B. [6]</p> <p>The Plan does not include information concerning proximity to present employment sources, medical and recreational facilities, parks, community centers, shopping, transportation, schools, or other relevant needs and amenities. (essential to ensuring that no residents are incapacitated by the relocation and such information also should be provided).</p>	

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<p>corresponding to the requirements of comparable replacement housing?</p> <p><input type="checkbox"/> Is information provided concerning proximity to present employment sources (with the consent of the displaced person a potential employer may be substituted), medical and recreational facilities, parks, community centers, shopping, transportation and schools?</p> <p><input type="checkbox"/> Is information provided concerning proximity to other relevant needs and amenities essential to ensuring that residents are not incapacitated by the relocation?</p> <p>*Note: §6052(d) – Units that do not satisfy standards of <i>comparable replacement housing</i> (including locational criteria) shall not be counted as a relocation resource. (i.e. Uncompleted new construction or rehab (with exception), publicly subsidized housing including public housing (with exception))</p>		
<p>(5) Detailed description of the relocation advisory services program, including specific procedures for locating and referring eligible persons to comparable replacement housing.</p> <p>§6040(a) – Relocation Advisory Program, (Model Plan calls it “Relocation Assistance Program”).</p>	<p>The City will issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval (both Project households will be provided an Advisory Notice regarding the comment period with a copy of the Relocation Plan).</p>	

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	<p>See Administrative Provisions [15-17]</p>	<p>Did the Sponsor at a minimum take measure, facilities or services as may be necessary or appropriate in order to:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> 1. Fully inform eligible persons under this Article within 60 days following the initiation of negotiations, but not later than the close of escrow on the property, for a parcel as to the availability of relocation benefits and assistance and the eligibility requirements therefore, as well as the procedures for obtaining such benefits and assistance, in accordance with the requirements of §6046 (Informational Program)<input checked="" type="checkbox"/> 2. Determine the extent of the need of each such eligible person for relocation assistance in accordance with the requirements of §6048 (Survey and Analysis of Relocation Needs)<input checked="" type="checkbox"/> 3. Assure eligible persons that within a reasonable period of time prior to displacement there will be available comparable replacement housing, meeting the criteria described in §6008(c), sufficient in number and kind for and available to such eligible persons<input checked="" type="checkbox"/> 4. Provide current and continuing information on the availability, prices, and

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<p>rentals of comparable sales and rental housing, and of comparable commercial properties and locations, and as to security deposits, closing costs, typical down payments, interest rates, and terms for residential property in the area. (For Permanent Relocation)</p> <p><input checked="" type="checkbox"/> 5. Assist each eligible person to complete applications for payments and benefits</p> <p><input checked="" type="checkbox"/> 6. Assist each eligible, displaced person to obtain and move to a comparable replacement dwelling</p>		
<p>(6). Description of relocation payments to be made and a plan for disbursement.</p> <p>Did the Sponsor Include the following:</p> <p><input checked="" type="checkbox"/> A description of the relocation payments to be made (pursuant to Article 3) and</p> <p><input checked="" type="checkbox"/> A plan for disbursement.</p> <p>Depending on who the displaced person or entity is, the relevant relocation payment information should be included with the relocation plan. For example (this list does not include all the</p>	<p>See section 4 D. [12-13]</p>	

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		<p>requirements of Article 3 that may be applicable to your project relocation):</p> <ul style="list-style-type: none"> • §6090 Actual Reasonable Moving Expenses for displaced person for moving himself, his family, business, farm operation or other personal property. This section includes moving and related expenses, advanced payments, personal property of bulk, reestablishment expenses, impact fees, and etc. • § 6092 Actual Direct Losses of Tangible Personal Property • §6094 Actual Reasonable Expenses in Searching for a Replacement Business or Farm • §6096 Moving Expenses – Outdoor Advertising Businesses • §6098 Alternate Payments – Individuals and Families • §6100 Alternate Payments – Businesses and Farm Operations • §6102 Replacement Housing Payments for Homeowners • §6104 Replacement Housing Payments for Tenants and Certain Others • §6106 Proration of Payments • §6112 Manufactured Homes and Mobilehomes • §6114 Affected Property

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<p>Plans for disbursement can be something like: requiring claims and supporting documentation for relocation filed with Sponsor within 18 months from the date the claimant returns to a new unit, assistance amounts will be determined by the Sponsor in accordance with the provisions of relocation law and guidelines, required claims form will be prepared by the relocation personnel and reviewed with the tenant, Signed claims and supporting documentation will be submitted by relocation personnel to the Sponsor, the Sponsor will review all claims for payments and determine whether to approve, deny, or seek additional information within 10 days, Sponsor will issue benefit checks to be distributed in person (or mailed) to tenants by relocation staff, all correspondence, back-up documentation, claims, receipts of payment and notices will be maintained in the relocation case file.</p>		
<p>(7) Cost estimate for carrying out the plan and identification of the source of the necessary funds.</p> <p>Did the Sponsor include the following:</p> <p><input checked="" type="checkbox"/> A cost estimate for carrying out the plan and</p>	<p>- \$60,000 - City pledges to fund necessary costs.</p>	

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<p><input checked="" type="checkbox"/> Identification of the source of the necessary funds</p>		
<p><input checked="" type="checkbox"/> (8) A detailed plan by which any last resort housing (as described in § 6054 and Article 4) is to be built and financed.</p>	<p>See section IV E. [13-14]</p>	
<p>§6122 states, "If on the basis of data derived from surveys and analyses which satisfy the requirements of §6048 and 6052, the public entity is unable to demonstrate that comparable replacement housing will be available as required, the head of the public entity shall determine whether to use the public entity's funds or the funds authorized for the project to provide such necessary replacement housing or to modify, suspend, or terminate the project or undertaking."</p>		
<p><input checked="" type="checkbox"/> If the Sponsor has found that there is adequate comparable replacement housing, a statement stating such should be included in the plan. (I.e. "There is adequate 'comparable replacement housing' according to the housing survey (which can be included within the body of the plan or as an attachment). Therefore, there is no need to provide Last Resort Housing Payments."</p>		

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<p><input checked="" type="checkbox"/> If there is a lack of comparable replacement housing, the Sponsor needs to provide Last Resort Housing Payments. The Sponsor must specify their policy concerning allowing lump sum or installment payments per Article 4.</p>		
<p>(9) A standard information statement to be sent to all renters who will be <u>permanently displaced</u> (as required by § 6046 (Informational Program)).</p> <p>Basic Requirements lays out that preparation and distribution of informational material should be distributed as early as practicable to each occupant of the property.</p> <p>Did the Sponsor meet the following:</p> <p><input checked="" type="checkbox"/> This information material shall be distributed within 60 days following the initiation of negotiations and not less than 90 days in advance of displacement except for those situations described in subsection 6042(e).</p> <p><input checked="" type="checkbox"/> Did the Sponsor provide information within this time frame? The plan should</p>	<p>The 90-day vacate notice will either state a specific date as the earliest date by which the occupant may be required to move or state that the occupant will receive a further notice indicating, at least 60 days in advance, the specific date of the required move. The 90-day notice will not be issued to any residential displacee before a comparable replacement dwelling has been made available. [15]</p> <p>Personal interviews were conducted in November 2020.</p> <p>Please indicate the method of delivery of the October 2020 notice.</p>	

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<p>state as such and provide a copy of the information that was distributed.</p> <p><input checked="" type="checkbox"/> Where appropriate, separate informational statements shall be prepared for residential and for non-residential occupants</p> <p><input checked="" type="checkbox"/> Did the sponsor conduct personal interviews and maintain personal contacts with occupants of the property to the maximum extent practicable?</p> <p><input checked="" type="checkbox"/> Refer to "Attachment A" in the regulations that provides for the minimum contents of informational statements. Did Sponsor provide the minimum? Any additional information that would be helpful should also be included.</p> <p><input checked="" type="checkbox"/> §6046(c) – Did the Sponsor arrange to have the material either hand-delivered to each occupant of the property with a request for a written receipt? Or sent by certified mail, return receipt requested?</p>	
	<p>(10) Temporary Relocation Plans, if any.</p> <p>Per §6042(a) – No eligible person shall be required to move from his dwelling unless within a reasonable period of time prior to displacement comparable replacement dwelling, or in the case of</p>

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<p>a temporary move, adequate replacement dwellings are available to such person.</p> <p>Definition of “adequate replacement dwelling” - §6042(b) The criteria for adequate replacement dwellings are in all respect identical to those for comparable replacement dwellings, except that an adequate replacement dwelling, with respect to the number of rooms, habitable living space and type of construction, need be only adequate not comparable.</p>		
<p><input type="checkbox"/> Will households be temporarily displaced? (§6044 – Will comparable replacement housing be available to the displaced person within 12 months of the date of the temporary move? If yes, temporary relocation resources may be used. N/A</p>		
<p><input type="checkbox"/> §6044(b) Requirements: Prior to the move, has the Sponsor determined and provided written assurance to each displaced person that: N/A</p>		
<p><input type="checkbox"/> “Comparable replacement housing will be made available at the earliest possible time but in any event no later than 12 months from the date of the move to temporary housing.” (Can be extended by tenant agreement) N/A</p>		

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<p><input type="checkbox"/> “Comparable replacement housing will be made available, on a priority basis, to the individual or family who has been temporarily rehoused.” N/A</p> <p><input type="checkbox"/> “The move to temporary housing will not affect a claimant’s eligibility for a replacement housing payment nor deprive him of the same choice of replacement housing units that would have been made available had the temporary move not been made and the costs of a temporary move will not be considered as all or a part of the relocation payments to which a displaced person is entitled.” N/A</p> <p><input type="checkbox"/> “If a project plan anticipates moves back into replacement housing accommodations in the project or program area, the person who has been temporarily displaced will be given priority opportunity to obtain such housing accommodations.” N/A</p> <p><input type="checkbox"/> “The public entity will pay all costs in connection with the move to temporary housing, including increased housing costs.” N/A</p>		
<p>(11) A description of the relocation office operation procedures.</p>	<p>Relocation staff can be contacted at (562) 304-2000 from 8:00 am to 5:00 pm Monday through Friday and are available via voicemail and/or cellular phones after</p>	

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<p>Did the Sponsor provide the following information?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contact information for the relocation office where residents and members of the public can obtain assistance. Include hours of operation, appointment hours, phone numbers, address, email and the name of the main contact person. 	<p>hours. The Relocation Office is located at 3750 Schauffele Avenue, Suite 150, Long Beach, CA 90808. [7]</p>	
<p>(12) Plans for citizen participation (§6012)</p> <p>Does the plan for citizen participation include:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sponsor’s guarantee that tenants and members of the public will have timely and full access to all documents relevant to the relocation program? <input checked="" type="checkbox"/> Indicate how the citizens were encouraged to participate in reviewing and monitoring the relocation plan? <input checked="" type="checkbox"/> Were there any meetings or are there any meetings planned? What are the anticipated dates of these meetings? <input checked="" type="checkbox"/> Did all the residents and members of the public attend the meeting? <input checked="" type="checkbox"/> If not all residents attended the meeting, did Sponsor distribute the relocation plan and relocation information to them? What was the method of delivery? 	<p>No indication that meetings has already been conducted or anticipated dates for said meetings. Plan was provided to residents directly. [17]</p>	

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<p><input checked="" type="checkbox"/> Indicate whether there were any written or oral comments or objections to the relocation plan or at the meeting?</p> <p><input type="checkbox"/> Is there a substantial number of persons being displaced from their dwellings? If yes, did the Sponsor encourage the residents and community organizations in the displacement area to form a relocation committee? N/A</p> <p><input type="checkbox"/> Does the relocation committee include (when applicable), residential owner occupants, residential tenants, business people, and members of existing organizations within the area. N/A</p> <p><input checked="" type="checkbox"/> If there are NOT a substantial number of people being displaced from their dwellings:</p> <p><input checked="" type="checkbox"/> Did the Sponsor at least consult and obtain the advice of residents and community organizations?</p> <p><input checked="" type="checkbox"/> Did the Sponsor make the relocation plan available to such persons and organizations prior to submitting it to the legislative body for approval (§6038)?</p>		
<p>(13) An enumeration of the coordination activities undertaken (pursuant to §6052). (For Permanent, or any displacement that lasts longer than 90 days)</p>	<p>See section V A. [15]</p>	

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<p><input checked="" type="checkbox"/> §6052(a)(1) - Did the Sponsor confirm that within 60 days following the initiation of negotiations, they initiated a survey and analysis of available comparable relocation resources?</p> <p><input type="checkbox"/> Are there more than 15 households displaced? If Yes, then did the Sponsor submit the survey results for review to local housing, development and planning agencies and compare the survey to other existing information on housing availability? N/A</p> <p><input checked="" type="checkbox"/> Has the survey been updated at least annually?</p> <p><input checked="" type="checkbox"/> §6052(b) – Was the survey area reasonably related to the displacement area and to the needs and preferences of the persons to be displaced as indicated in the written analysis prepared pursuant to §6048?</p> <p><input checked="" type="checkbox"/> Did the survey area have relevant characteristics (see §6008(c)) which equal or exceed those of the neighborhood from which persons are to be displaced?</p>		
<p>(14) The comments of the relocation committee, if any (pursuant to § 6012)</p>	<p>City plans for these activities but Plan does not indicate that they have already been conducted. [17]</p>	

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<p>§6012 (Part 12 above) provides for a <i>Relocation Committee</i> if there are a substantial number of persons being displaced from their dwelling. The <i>Relocation Committee</i> is not mandatory, but encouraged in that situation.</p> <p><input type="checkbox"/> If the <i>Relocation Committee</i> was formed, did they have any comments? N/A</p> <p><input type="checkbox"/> If yes, was it included in this plan? N/A</p> <p><input type="checkbox"/> What were the answers provided to those comments or questions? N/A</p> <p><input type="checkbox"/> Were there any comments (oral or written) by any other members of the public or tenants? N/A</p> <p><input type="checkbox"/> If yes, were they attached to the relocation plan? N/A</p> <p><input type="checkbox"/> What were the answers provided to those comments or questions? N/A</p>		
<p>(15) A written determination by the public entity that the necessary resources will be available as required.</p> <p><input checked="" type="checkbox"/> Does the Sponsor provide Program Assurances and Standards?</p>	<p>City pledges to provide sufficient resources. [17]</p>	

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<p>Sponsor needs to provide at a minimum, a determination that:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> There are adequate funds to relocate all the households <input checked="" type="checkbox"/> (For Permanent Displacement) No one will be displaced without 90-days' notice and unless comparable replacement housing can be located and is available. <input checked="" type="checkbox"/> The relocation program to be implemented by the displacing entity conforms with the standards and provisions set forth in Government Code §7260 et seq., the Guidelines, California Health and Safety Code §33410 et seq., if applicable, and all other applicable regulations and requirements 		
<p>Part (c): Other Requirements</p>		
<p>16. Relocation Plans prepared by a local public entity must be consistent with the local housing element 25 CCR § 6038 (c).</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Is there a statement made by the Sponsor that the relocation plan has been reviewed and found to be consistent with the local housing element? 	<p>See section IV. [7]</p>	
<p>Part (d) Delay</p>		

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<p>17. Any delay of more than one year in the implementation of the Relocation Plan requires the Relocation Plan be updated prior to implementation of the program 25 CCR § 6038 (d).</p> <p><input type="checkbox"/> Does the relocation plan have a date? <input type="checkbox"/> Is there a delay of more than one year in the implementation of the relocation plan? <input type="checkbox"/> If yes, has the relocation plan been updated?</p>	<p>The Plan does not indicate when are the projected dates of displacement.</p> <p>“The City anticipates that the earliest date specific Vacate Notices will be issued to the Project occupants is late December 2020.” [17] Can be construed as “anytime in the future.”</p>	<p>Part (e)(1)</p> <p>18. Copies of the Relocation Plan are to be submitted to the Relocation Committee 30 days prior to submission to HCD for approval. Copies are to be made to the public on request.</p> <p>§6012 (Part 12 above) provides for a <i>Relocation Committee</i> if there are a substantial number of persons being displaced from their dwelling. The <i>Relocation Committee</i> is not mandatory, but encouraged in that situation.</p> <p><input checked="" type="checkbox"/> Was there a <i>Relocation Committee</i> formed? <input checked="" type="checkbox"/> If yes, did they receive copies of the Relocation Plan 30 days prior to submission to HCD for approval?</p>
	<p>See section V E. [17]</p>	

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<p><input checked="" type="checkbox"/> Did the Sponsor confirm that there were copies made available to the public upon request?</p>		
<p>Part (e)(2)</p>		
<p>19. General Notice of the Plan shall be designed to reach the occupants of the property; and shall be in accordance with §6046(a)(3) and §6046(b).</p>	<p>General notice provided in October 2020. Primary language is English. [5, 15]</p>	
<p><input checked="" type="checkbox"/> Was the notice provided 30 days prior to submission to HCD for approval? (For permanent displacement or displacement longer than 90 days) (For temporary relocation, there must have been at least 90 days written notice prior to displacement)</p>		<p><input checked="" type="checkbox"/> §6046(a)(3) – Was the information dispersed via meetings, newsletters, and other mechanisms including local media available to all persons for keeping occupants of the property informed on a continuing basis? (the criteria is to use methods that are likely to actually communicate information to such persons. Legal publications, legal ads in local newspaper of general circulation and similar means which may go unnoticed are inadequate).</p>

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<p><input checked="" type="checkbox"/> §6046(b) - Did the Sponsor identify what the primary language of the recipients were? <input checked="" type="checkbox"/> Did the Sponsor provide the informational material in the language(s) (as well as English) most easily understood by the recipient?</p> <p>Notice shall be provided 30 days prior to submission to HCD for approval. (Medium: meetings, newsletters, local media) (method: Hand delivery is preferred)</p>		
<p><input checked="" type="checkbox"/> 20. A copy of the final Relocation Plan shall be forwarded to HCD as the central repository for all Relocation Plans.</p>		
<p>Part (f) 21. Any displaced person or interested organization may petition HCD to review the Relocation Plan. HCD shall review the Relocation Plan in accordance with time constraints and procedures established in Article 5.</p> <p><input checked="" type="checkbox"/> Did the Sponsor include the appeals process based on §6150-6176? <input checked="" type="checkbox"/> Did the Sponsor briefly state that the displaced household will have the right to ask for review when there is a complaint regarding any of its rights to relocation and</p>	<p>See section V G. [16]</p>	

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<p>relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral?</p> <p><input checked="" type="checkbox"/> Is a hearing office for the administrative appeal process identified?</p> <p><input checked="" type="checkbox"/> Is there a statement that says the appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to the city, directly to HCD or directly to the Court?</p> <p><input checked="" type="checkbox"/> Does the grievance procedure state that any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan?</p>		
<p>Reminders/Misc.</p> <p>The Relocation Statutes and Regulations are intended for the benefit of displaced persons, to ensure that such persons receive fair and equitable treatment and do not suffer disproportionate injuries as the result of programs designed for the benefit of the public as a whole (§6002(e)). A relocation plan is created to provide meaningful information and notices in a manner that is</p>	<p>[i1-i2] November 16, 2020</p>	

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<p>convenient and easily understood by displaced persons and members of the public. To this end, the Department requires:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> An index or a table of contents <input checked="" type="checkbox"/> Page Numbers <input checked="" type="checkbox"/> A date <input checked="" type="checkbox"/> Version number or letter (to be updated with each modification until approved by HCD). (i.e. footnote “v.1” or “v.2”)? 		
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The Department of Housing and Community Development (“Department”) requires a Sponsor of a Project to prepare a relocation plan in conformance with the provisions of California Code of Regulations, Title 25, Section 6038 et seq.; and the aforementioned relocation plan must be reviewed and approved by the Department prior to the disbursement of Program funds.

The Department has reviewed the submitted relocation plan but cannot approve it in its current state, however, if the Project Sponsor re-submits the relocation plan after addressing the deficiencies mentioned in the following “Summary and Recommendations” section then the Department upon re-review may approve the relocation plan.