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Sacramento Housing & Redevelopment Agency

REPORT TO COUNCIL AND REDEVELOPMENT AGENCY
City of Sacramento
915 I Street, Sacramento, CA 95814-2671
www.CityofSacramento.org

Consent
October 16, 2007

Honorable Mayor and Members of the City Council
Honorable Chair and Members of the Board

Title: Washington Square III and Sherwood Court Apartments

Location/Council District: 929 E street and 1218 D Street, Council District 1

Recommendation: Adopt a **Redevelopment Agency Resolution** and a **City Resolution** approving the relocation plan for Washington Square III and Sherwood Court Apartments.

Contact: Lisa Bates, Director, Housing and Community Development, 440-1316; Jim Hare, Assistant Director, Housing and Community Development, 440-1313

Presenters: None

Department: Sacramento Housing the Redevelopment Agency

Description/Analysis

Issue: State law requires the creation and adoption of a Relocation Plan (Plan), which outlines relocation procedures and tenant's rights whenever redevelopment projects result in the displacement of residents.

In September of 2006, the Agency executed a loan agreement totaling $1,638,000 with the Community Housing and Opportunities Corporation (CHOC), an affordable housing developer, to acquire and rehabilitate Washington Square III and Sherwood Court Apartments (see Attachment 2 - map). CHOC acquired both complexes, totaling 54 units, in time to prevent them from being sold and converted to market rate. All the units have Section 8 vouchers through a direct contract with HUD. Since the Agency's loan approval CHOC has been awarded 9% low income housing tax credits and is now ready to commence rehabilitation. In order to rehabilitate each unit, all residents will be temporarily relocated to allow for the necessary construction work to be performed. Additionally, up to eight families will be permanently relocated due to exceeding income eligibility requirements for them to remain in the units.

This report recommends approval and adoption of the Relocation Plan (Plan) for Washington Square III and Sherwood Court, attached as Attachment 3. The Plan was produced by Del Richardson Associates, a Relocation Specialist hired by CHOC. The Plan conforms to State statutes and regulations governing relocation.

Policy Considerations: The action recommended in this report would authorize CHOC and the Agency to implement the Relocation Plan and take all actions necessary in furtherance of these activities including issuing a 90 day "Notice to Vacate" to up to eight permanently relocated residents. These actions are consistent with prior approvals for the project. The Relocation Plan (Attachment 3) was prepared to conform with statutes and regulations outlined in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), the California Relocation Assistance Law (CRAL), and the California Relocation Assistance and Real Property Acquisition Guidelines (Guidelines) for residential displacement.

Environmental Considerations: The proposed action, adoption of a tenant relocation plan, is an administrative activity of government that does not result in physical changes in the environment.

The proposed action is an implementation step subsequent to the approval of the development project which has been determined to be exempt from environmental review per California Environmental Quality Act (CEQA) Guidelines Sections 15310 and 15301 (a) and (d), and categorically excluded from environmental review under the National Environmental Protection Act (NEPA) pursuant to 24 CFR Section 58.35(a)(3). As a result, no further environmental review is required.

Sacramento Housing and Redevelopment Commission: At its meeting of September 19, 2007, the Sacramento Housing and Redevelopment Commission considered the staff recommendation for this project. The votes were as follows:

AYES: Burruss, Dean, Gore, Hoag, Shah, Stivers

NOES: None

ABSENT: Chan, Fowler, Piatkowski

ABSTAIN: Coriano

Rationale for Recommendation: By adopting this Relocation Plan (Plan), the Agency will be in compliance with State relocation law. The Relocation Plan is proposed for adoption to mitigate the impacts of displacing residents.

The attached Plan (Attachment 3) ensures that all displaced people receive fair and reasonable relocation payments and assistance. Additionally, the recommended action is consistent with prior approvals for the project which will preserve and improve 54 units of affordable housing which are available to very low-income

households and to extremely low-income households. A detailed project background is enclosed as Attachment 1.

Financial Considerations: This report does not recommend any new funds for this project. In September of 2006, the Agency received authorization to commit and release $1,638,000 in Agency funding, consisting of HOME funds ($1,138,000) and Merged Tax Allocation Bond funds ($500,000) for the acquisition and rehabilitation of Washington Square III and Sherwood Court apartments. The Agency released $1,375,000 to CHOC at the close of escrow. The remaining $263,000 will be made available at the close of construction financing. As previously agreed, the remaining funds will be utilized to fund part of the construction costs associated with the rehabilitation of the apartments.

M/WBE Considerations: The items discussed in this report have no M/WBE impact; therefore, M/WBE considerations do not apply.

Respectfully Submitted by:

ANNE M. MOORE
Executive Director

Recommendation Approved:

for RAY KERRIDGE
City Manager

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Background
Washington Square III and Sherwood Court

Washington Square III is a 40-unit complex at 929 E Street and Sherwood Court is a 14-unit complex at 1218 D Street. Both properties had HUD 236 contracts with project based Section 8 for all 54 units which expired in early 2006. In 2006, with expiration looming and the complexes on the verge of becoming market rate, the property owner agreed to sell the complexes to Community Housing and Opportunities Corporation (CHOC), an affordable housing developer, contingent on a quick close. CHOC, with Agency assistance, was able to secure financing and acquire the property under an expedited timeline thus preserving all 54 units as affordable housing.

Project Description

Washington Square III is the larger property with 40 units ranging in size from one bedroom, one bath to four bedrooms and two baths. Sherwood Court is the smaller property with 14 units consisting of two bedroom flats and two bedroom townhomes. All units require rehabilitation including a new roof, paint, cabinetry, carpeting and improvements to the electrical and HVAC system.

Affordability and Rent Levels

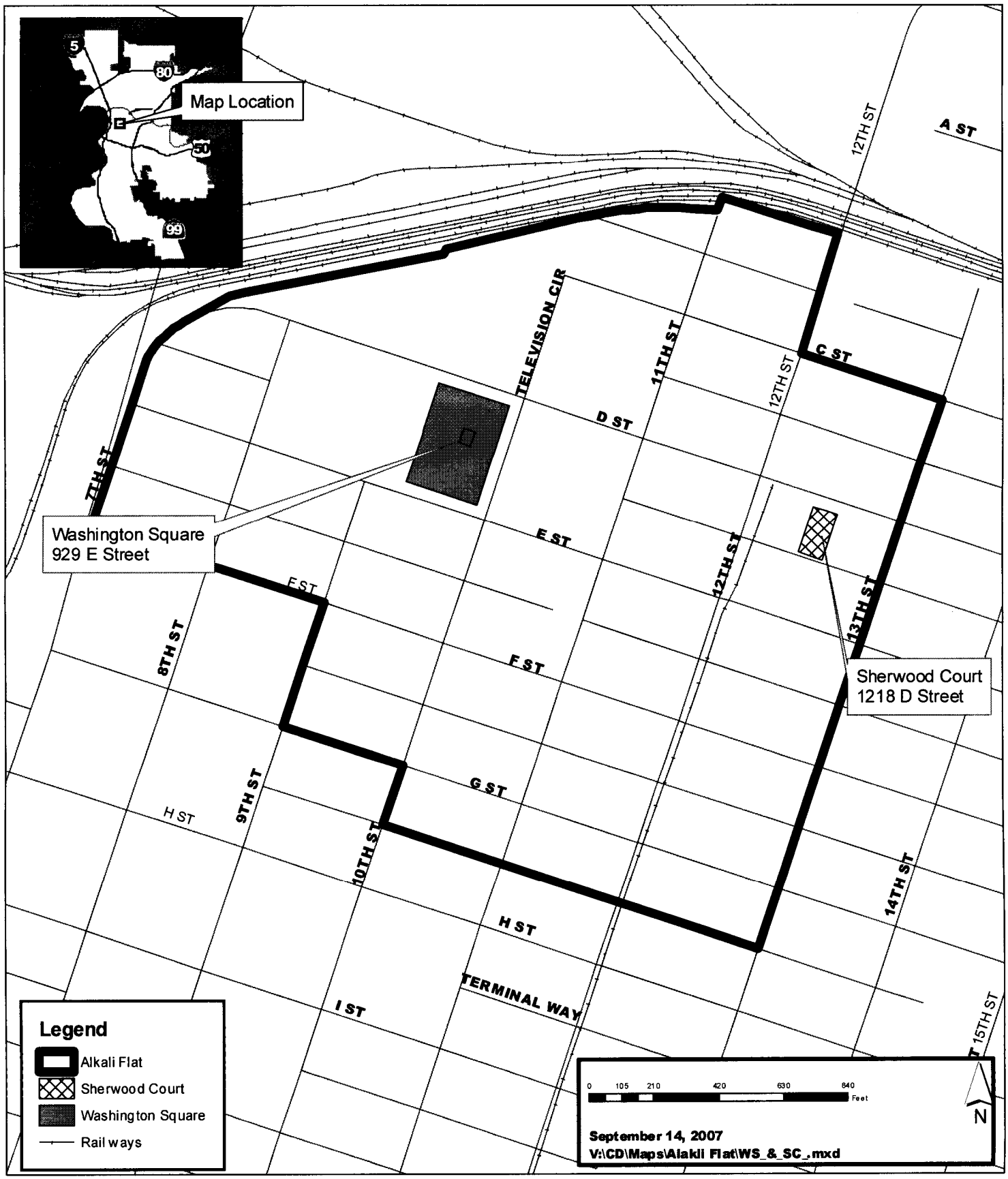
Because both properties had project based Section 8, the tenants pay 30 percent of their income for housing. The tenant paid portion of the rent is based on individual income certification, and HUD pays the remaining amount to the property owner. Based on these same principals, the units will continue to be made accessible to very low and extremely low income families. Income qualifications of each household were conducted and resulted in identifying eight families that were over the mandated income levels. As a result, these families will need to be permanently relocated. These families are entitled to any and all assistance available under State relocation law.

Project Financing

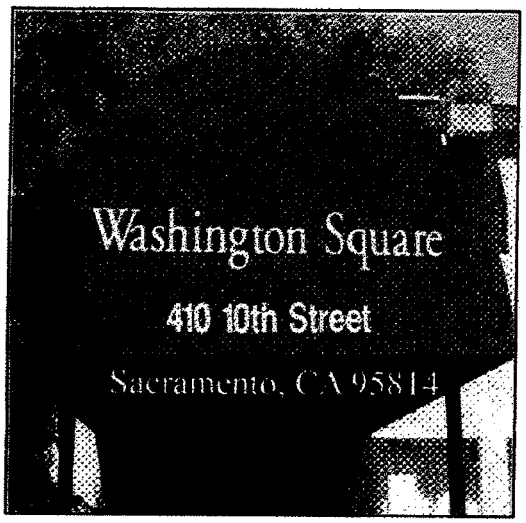
In addition to the Agency loan ($1,638,000), US Bank has provided a loan for $3,344,000 for the initial purchase of the property. In the first round of 2007, CHOC secured 9% federal low income housing tax credits for the rehabilitation and long term permanent financing of the project.

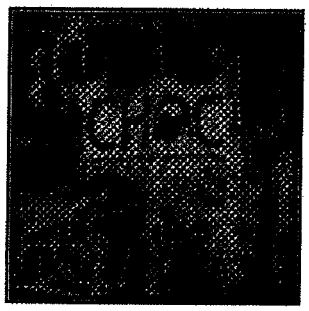
Sacramento Housing & Redevelopment Agency

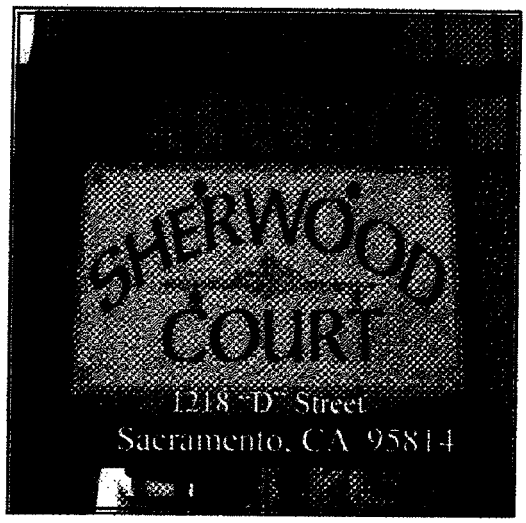
Washington Square and Sherwood Court Apartments



Washington Square III and Sherwood Court Relocation Plan







Prepared for:
(CHOC)
Community Housing
Opportunity Corporation
By:
Del Richardson & Associates,

Relocation Plan
Washington Square III
And
Sherwood Court
Project

Developer: CHOC
Project Manager: Ben Rosen

Relocation Consultant: Del Richardson & Associates, Inc

September 6, 2007

I. INTRODUCTION

Community Housing Opportunities Corporation "CHOC" is a non-profit affordable housing organization whose stated mission is to "increase the availability of affordable housing and to improve the quality of life for very low, low and moderate income households." Originally created in 1984 under the name of Davis Community Housing, CHOC has sponsored the development of more than 1,100 units of affordable rental housing.

CHOC's philosophy for fulfilling it's mission goes far beyond the acquisition and construction of affordable housing. CHOC takes a four-pronged approach to stabilizing low income communities: property development, property management, asset management and resident services. CHOC's resident services program provides direct services to tenants in CHOC owned or operated properties. The program provides service enriched housing opportunities for low income families.

CHOC, intrigued by the rich history of the Alkali Flat area, purchased the Washington Square III and Sherwood Court Apartments in February 2007 with an objective to preserve and create much needed affordable housing for the area.

CHOC has applied to the Sacramento Housing and Redevelopment Agency for Federal HOME and Redevelopment Area Tax Increment funds. Other project funds will include 9% Low Income Housing Tax Credits, AHP (Affordable Housing Program), and Conventional Financing from private lending institutions. Due to the anticipated receipt of the Low Income Housing Tax Credits all tenants whose household income exceeds 60% of area median income will no longer be eligible to reside in the subject project. These tenants therefore will be permanently displaced and will be eligible for all relocation benefits pursuant to Federal and State regulations. CHOC will insure that adequate funds to relocate all the residential households are available prior to any displacement activity.

CHOC intends to; maintain ownership of the subject properties, rehabilitate the existing units, and provide affordable rental housing to existing qualified tenants and others. Tenants that do not meet the criteria for occupancy, (which is 60% of median income or less) in the newly rehabilitated development will be permanently relocated in accordance with regulations established by the Uniform Relocation Act (46 U.S.C. § 4600 et seq.) and its implementing regulations (49 Code of Federal Regulations Part 24), Section 104 (d) of the Housing and Community Development Act of 1974 (42.U.S.C. 5304(d)), 24 Code of Federal Regulations Part 42, HUD Handbook 1378 and California Relocation Assistance and Real Property Acquisition Law, Government Code Section 7260 *et seq.*, the "CRAL", including the implementing regulations, California Code of Regulations, Title 25, Chapter 6 California Relocation Assistance and Real Property Acquisition Guidelines (the "Guidelines"),

The scope of the proposed construction work to be performed in the subject properties are detailed in this Relocation Plan's Attachments.

This Relocation Plan describes the method of relocation and the implementation procedures for the fair, uniform and equitable treatment of persons who may be displaced from their homes and or temporarily relocated due to CHOC's rehabilitation project. It identifies the administrative requirements for conducting relocation and sets forth relocation standards, occupancy standards,

methods for obtaining other housing, payments available and other related provisions of relocation practices.

II. ENVIRONMENTAL CONDITIONS

The Washington Square III and Sherwood Court Apartments, herein referred to as the "project site" are located in the City of Sacramento, in an area referred to as the Alkali Flat.

According to the history of the Alkali Flat area, it is the oldest remaining residential neighborhood in Sacramento and spans approximately 24 blocks of downtown Sacramento, 78.5 acres to be exact. The neighborhood is bordered by the Southern Pacific Rail yard, a levee and the underpass of B and 12th streets on the north side; 7th and G streets on the south; and 12th and 13th streets on the east and west.

Project Area Description

The project area contains 2 properties; Washington Square III, located at 410 10th Street consisting of a 40 unit residential open space apartment complex with 1,2,3 and 4 bedroom units. Sherwood Courts, located at 1218 D Street, is a 14 unit court yard style apartment complex consisting of 14 - 2 bedrooms 1 bath units. Both properties are well situated in the Alkali Flat area of Sacramento.

The economic history of Alkali Flat is set within the larger context of Sacramento's growth and development. Today, the neighborhood continues as a neighborhood in economic transition, shaped by Sacramento's rapid growth and history as a gold-rush, transportation and agricultural hub.

Alkali Flat was established in the 1850's after most of Sacramento was destroyed by the autumn fire of 1852. At that time, the Alkali Flat area remained largely unaffected, primarily because there were few permanent structures. Since that time, the area has remained a desirable location due to its proximity to downtown businesses, local churches and schools.

Over the years, the neighborhood has transformed from an economic safe haven that once housed Sacramento's elite into a low-income redevelopment project area. More than thirty years have passed since redevelopment efforts were initiated in Alkali Flat. Although the area has experienced revitalization, further action must occur in order to preserve the historic districts located within the community.

According to City-Data.com, the 2005 census data for zip code 95814 (project area zip code) list the estimated population in 2005 at 18,158. The land area is 3.6 square miles with an average population density of 4,981 people per square mile. The area is predominantly populated by males consisting of 57.4% and females at 42.6% of the population. The median resident age is 37.4 years, the average household size is 1.5 persons, and the average adjusted gross income reported in 2004 for this area was $37,612.

The primary language of the Alkali Flat population is English. Other languages spoken are Spanish, Indo European, Asian and other Pacific Island languages.

Although these statistics depict a certain zip code in the Alkali Flat area, our key focus for this relocation project is the Washington Square III and the Sherwood Court Multi-Apartment Complexes.

The primary language spoken within the Washington Square III and Sherwood Court project site is English. The secondary language spoken is Spanish with a few Russian speaking tenants. In nearly all of the non English speaking households at least 1 family member spoke English.

III. PROJECTED DATE OF DISPLACEMENT

It is anticipated that both temporary relocation and permanent displacement will occur the last quarter of 2007 and continue throughout the third quarter of 2008.

Households that do not meet the income criteria for occupancy in the project site will be considered permanently displaced. Relocation activities for these households will occur first. Households that are determined eligible to remain in the project site will be temporarily relocated in phases. It is anticipated that there will be 5 to 7 construction phases, with an estimated temporary relocation period of 16 days.

IV. ESTIMATED RELOCATION COST

The temporary relocation cost is estimated using a combination of both on site and off site temporary housing options. It clearly appears that CHOC will have sufficient housing to accommodate households on site during the phased construction work. The cost for the on site move, includes cost to have a professional moving company move all personal property from the household's current unit into the temporary unit and back. A food allowance was established to cover meals for the family during the move. Additionally, a 35% contingency to cover the "unexpected" cost of potentially having to move a household off site was included in the temporary relocation budget. It is anticipated that the construction work will not last more than 14 days per construction phase. All cost is estimated using a 16 day temporary relocation period to allow time for move out and move back.

The estimated temporary and permanent relocation budget is $244,463.56 which includes a 10% contingency.

Although, HOME funds are involved in the project, Section 104(d) is not triggered due to the lack of demolition and the preservation of affordable housing.

V. ADMINISTRATIVE ORGANIZATION

CHOC will be responsible for providing relocation advisory assistance and payments to eligible tenants temporarily relocated and permanently displaced by the project. CHOC will meet its

relocation responsibilities through the use of its staff, supplemented by assistance from consultants, local property management firms, hotels, moving companies and social service agencies, as enumerated in various sections of this Plan.

CHOC Assurances:

CHOC will not proceed with any project activities that will directly result in the displacement of any person until it makes the following assurances:

- Fair and reasonable relocation payments will be provided to eligible persons as required by applicable relocation guidelines.
- A relocation assistance advisory program offering relocation services will be established.
- Eligible persons will be adequately informed of the assistance, benefits, policies, practices and procedures, including grievance procedures, provided for by applicable relocation guidelines.
- Comparable replacement dwellings will be available within a reasonable period of time prior to displacement sufficient in number, size and cost for the eligible persons who require them.
- For temporary relocation, suitable accommodations will be available within a reasonable period of time prior to move out at no additional out of pocket cost to eligible persons who require them.
- Adequate provisions will be made to assure that orderly, timely and efficient relocation of eligible persons to comparable replacement housing is available without regard to race, color, religion, sex, martial status or national origin and with a minimum hardship to those affected.
- No person will be displaced until CHOC has fulfilled the obligations imposed by the applicable relocation regulations.
- No persons of low and moderate income will be displaced unless and until there is a suitable housing unit available and ready for occupancy by such displaced person. Such housing will be suitable to the needs of such displaced person and will be decent, safe, sanitary and an otherwise standard dwelling.

Staff

CHOC has engaged the services of Del Richardson & Associates, Inc. (DRA) a professional relocation consulting firm, to develop this relocation plan. The relocation consultants have extensive relocation expertise and will be responsible in conjunction with CHOC staff for administering CHOC's relocation assistance program to persons who are required to relocate because of the rehabilitation work proposed at the project site. Beyond their professional

qualifications and standing, the relocation consultants bring many years of valuable experience and skills in carrying out relocation assistance services.

CHOC recognizes the process of relocation may be disturbing to some individuals. Relocation staff will work to accommodate the needs of every eligible person. There will be sufficient relocation consultants and or CHOC staff assigned to this project, all of whom will be actively involved in the project.

Staff Functions:

The role of the relocation staff will be to:

- Inform persons of eligibility for relocation payments, assistance and of the procedures for obtaining such benefits and assistance if eligible.
- Determine the extent of the need for assistance of each eligible person.
- Provide current and continuing information on the availability, prices and rentals of comparable housing, if necessary and as to security deposits.
- Locate suitable temporary housing on or off site and coordinate move.
- Provide information about CHOC housing options and assistance in relocating to CHOC owned housing.
- Assist each eligible person to complete relocation claim for payments and benefits.
- Inspect all replacement housing dwellings offered or found by eligible persons to determine whether such housing meets relocation housing standards of decent, safe and sanitary.
- Assist eligible persons in obtaining and moving into a comparable replacement dwelling.
- Provide any services required to ensure that the relocation process does not result in different or separate treatment on account of race, color, religion, national origin, sex, marital status or other arbitrary circumstances.
- Provide other advisory assistance to eligible persons in order to minimize their hardships. As needed, such assistance may include counseling and referrals to various organizations for services, as well as other assistance.
- Provide eligible persons with all required notices; General Information Notice, Notice of Eligibility for Relocation Assistance prior to serving a 90 – Day Notice to Vacate. For tenants being temporarily relocated, provide Non Displacement Notices, Move Notice indicating the terms and conditions of the temporary move, and Temporary Vacate Notices.

- Notify in writing, every person to be displaced at least 90 days in advance prior to requiring a person to move from a dwelling.

VI. CITIZENS PARTICIPATION

CHOC actively encourages the involvement of eligible persons in fostering a high degree of participation in the project and in the planning stages of the relocation process. For this purpose, CHOC plans to;

- Hold informational meetings.
- Prepare and distribute all information and materials in the language most easily understood by the tenants.
- The provisions of technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials.
- The right to submit written or oral comments and objections, including the right to submit written comments on the Relocation Plan and to have those comments attached to the Plan when it is forwarded to the local legislative body or the head of the agency for approval.
- Prompt written response to any written objections or criticisms.

VII. RELOCATION STANDARDS

CHOC's objective is to ensure that all residential occupants be rehoused with minimum hardship to comparable replacement dwellings which satisfy the following:

Permanent Displacement:

- Be decent, safe, sanitary and comparable but not lesser in the number of bedrooms or living space and in the quality of construction, unless the displaced person expresses a desire for fewer bedrooms;
- Be in an area not subject to adverse environmental conditions;
- Be at least comparable to but no less desirable than the displaced dwelling with respect to utilities, public and commercial facilities and neighborhood conditions, including schools, services and employment;
- Be available to the displaced person without regard to race, color, sex, religion national origin or any other applicable state or federal anti-discrimination law; and
- Where possible be within the financial means of the displaced person.

The standards set forth below have been established by CHOC to achieve these objectives. *No eligible person will be displaced without having been offered housing that meets these standards.*

CHOC shall make a good faith effort to relocate displacees in close proximity to the project area unless they choose to relocate elsewhere. Only housing that qualifies, as standard under provisions of the local housing code will be used as relocation replacement resources.

The following standards apply in measuring the quality and suitability of the housing to be offered by the Relocation Consultant and/or staff to an eligible person, or that which a self-relocatee has selected on his or her own initiative.

1. Physical Standards

- Be structurally sound; weather tight, and in good repair.
- Contain a safe electrical wiring system adequate for lighting and electrical appliances.
- Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) except in those areas where local climatic conditions do not require such a system.
- Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced person(s).
- Contain a well-lighted and ventilated bathroom providing privacy to the user and containing a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and sewage drainage system.
- Contain a kitchen area with a fully usable sink, properly connected to portable hot and cold water and to a sewage drainage system with adequate space and utility connections for a stove and refrigerator.
- Have unobstructed egress to safe, open space.
- Every dwelling unit shall comply with the Residential Lead-Base Paint Hazard Reduction Act of 1992.

2. Occupancy Standards

The following standards will be considered for determining unit size for persons displaced:

Number Bedrooms	Maximum Number of Occupants
0	2
1	3
2	5

3	7
4	9
5	11

Note: for person's temporarily relocated this standard does not apply

Displaced persons will move into housing adequate for their specific family size. In a few cases, a potential displaced person may currently occupy a unit that is larger than they require. These households are entitled to choose either to be relocated into a unit of the same size that they moved from, or if they prefer, to relocate into a smaller unit which meets the household size requirement.

3. Standards for Ability to Pay

The relocation staff will give consideration to the particular financial situation of each individual household and will seek the displaced person's concurrence in the final determination of what he or she can afford to pay for housing. Every effort will be made to maintain the lowest possible ratio of housing cost to income while at the same time providing the displacee adequate housing. Staff will counsel displacees to relocate into housing which is affordable.

As a general rule, displacees are usually able to pay gross monthly rent based on the following criteria:

- A replacement dwelling is within the financial means of a displaced person if the monthly rental costs (including utilities) minus any replacement housing payment available to the displaced person does not exceed thirty-percent (30%) of the displaced person's average monthly income or such other ratio as established by law.

An eligible displacee who rents a replacement dwelling is entitled to a payment not to exceed $5,250 for rental assistance, unless Last Resort Housing Provisions apply. The payment shall be 42 times the amount obtained by subtracting the base monthly rental for the displacement dwelling from the lesser of:

- The monthly rent and estimated average monthly utilities costs for a comparable replacement dwelling; or

- The monthly rent and estimated average monthly cost of utilities for the decent, safe and sanitary replacement dwelling actually occupied by the displacee.

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

- The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by CHOC; or

- Thirty (30%) percent of the displacee's average gross household income (if low income). If the displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rental shall be established solely on the displacement dwelling rental rate.

Last Resort Housing is available whenever it becomes necessary to provide a comparable replacement dwelling in a timely and cost effective manner; CHOC is authorized by Last Resort Housing provisions to spend project funds for this purpose.

- Cash Assistance to exceed Statutory Payment Caps.
  Whenever the payment ceiling under the Replacement Housing Payment is insufficient, additional or alternative assistance must be provided. This is generally done by providing additional cash assistance.

- Other Last Resort Housing Measures.
  Last Resort Housing provisions authorizes CHOC to use funds to undertake special measures, such as the construction, rehabilitation or relocation of housing; the purchase of land and/or housing and later sale or lease to, or exchange with the displacee; the provision of a direct loan; and the removal of barriers to the specially challenge persons.

4. Environmental Standards

CHOC's policy will refer displaced persons to dwelling units located in an area not subject to unreasonable or adverse environmental conditions, natural or man-made, not generally less desirable than the location of the displacement dwelling with respect to public utilities and services, schools, churches, recreation, transportation and other public and commercial facilities and within reasonable proximity to the displaced person's present and potential place of employment.

If a dwelling that satisfies these standards is not available, CHOC may consider a dwelling that exceeds them.

5. Temporary Housing Standards

CHOC does anticipate relocating tenants on a temporary basis. The following temporary housing standards apply:

- In no event will the temporary housing offered by the relocation staff be of a less desirable character than that from which the displaced person is being moved, and such temporary housing shall be in a safe and habitable condition.

- Temporary relocations made by CHOC will not diminish its obligation with respect to the displaced person's permanent relocation. The necessary costs incurred in temporary moves made at the direction of CHOC will be paid in accordance with applicable relocation guidelines and directives, as appropriate.

VIII. INFORMATIONAL PROGRAM

CHOC and its Relocation Consultant shall continue to distribute informational materials to all persons eligible for relocation benefits and assistance. In addition, CHOC will:

- Conduct personal interviews and maintain personal contacts with all displaced persons to the maximum extent practicable.
- Through the use of meetings, personal contact, internet, correspondences, newsletters and other media, all eligible persons will be kept informed on a continuing basis of project activities.
- Provide each eligible person, written notification of his or her relocation eligibility status.
- Explain to persons interviewed (1) the purpose of a relocation needs survey; (2) the nature of relocation payments and assistance to be made available; and (3) encourage them to contact the Relocation Consultants for further information and assistance.

Relocation Advisory Assistance

The relocation advisory assistance to be provided by CHOC includes those measures, facilities and/or services which are necessary or appropriate to do all of the following:

- Determine and make timely recommendations on the needs and preferences, if any, of eligible persons for relocation assistance.
- Provide current and continuing information on the availability and rentals of comparable replacement dwellings for eligible persons.
- Assure that, within a reasonable time period prior to displacement, to the extent that it can be reasonably accomplished, there will be available, comparable, decent, safe and sanitary housing for all eligible persons.
- Assure that a person shall not be required to move from a dwelling unless the persons has had a reasonable opportunity to relocate to a comparable replacement dwelling, except in the case of any of the following:

  a. A major disaster as defined in Section 102(2) of the Federal Disaster Relief Act of 1974.

  b. A state of emergency declared by the President or Governor.

  c. Any other emergency which requires the person to move immediately from the dwelling because continued occupancy of the dwelling by the person constitutes a substantial danger to the health or safety of the person.

- Supply information concerning other federal and state programs that may be of benefit.
- Provide other advisory services to eligible persons in order to minimize hardships to those persons.
- Fully inform eligible persons as to the availability of relocation benefits and assistance and the eligibility requirements therefor, as well as the procedures for obtaining such benefits and assistance.
- Provide on – going advisory services during the temporary relocation period.
- Assist each eligible person to complete applications for payments and benefits.
- Inform all persons who are expected to be displaced about the eviction policies to be pursued in carrying out the project.

IX. RESIDENTIAL RELOCATION NEEDS ASSESSMENT

Methodology

The information utilized in this Relocation Plan was obtained from tenant surveys and third party sources under the assumption that the information received is current and accurate. The following conclusions were drawn:

- The project site contains a total of 54 units of which there are 50 occupied units.
- Approximately 42 residential households will be eligible for continued occupancy in the project at the conclusion of the building rehabilitation.
- An estimated 8 residential households will be permanently displaced and ineligible for continued occupancy in the project units at the conclusion of building rehabilitation.
- Advisory Services will be required and provided for all residents.

General Observations

Of the 38 families that reside within the Washington Square III community, 20 of the households consist of single parent homes with children, 11 consist of 2 parent households, and the remaining 7 households consist of adults with no children primarily single individuals who live alone. As for Sherwood Court, there are 3 – 2 parent households and 9 households that consist of single parent families.

Of the 34 Washington Square III and 10 Sherwood Court households that personally responded to the relocation plan survey, all appear to be knowledgeable of the project. In tallying the total number of site occupants that will be affected by CHOC's project, based on the completed

surveys, there are 38 children and 58 adults at Washington Square III, of which 7 adults are over the age of 62. There are 4 disabled person in residence, and there are 21 children and 15 adults at Sherwood Court, however there are no adults age 62 or older or disabled that responded to the survey that live in Sherwood Court.

The primary language spoken within the project site is English. The secondary language spoken is Spanish with a few Russian speaking tenants. In nearly all of the non English speaking households at least 1 family member spoke English.

Over 91% of the households are low income and have lived in the project site for at least 2 years. The median length of time that residents have lived in the project site is 10 years and a few have lived in the project site for over 30 years. There are at least 5 families that are second and third generation tenants. The longevity of the project site residents speaks to the strong bond between each other and the Alkali Flat community.

The residents have created within the project site a strong sense of community that extends far beyond the mere neighbor relationship. The tenants share values associated with family unification, hard work, cooperation, civic responsibility and compassion, often relying on each other for support. Beyond the walls of the Washington Square III and Sherwood Court Apartments, these residents have cultivated a unique community spirit that is evident by the respect received from the community at large.

Relocation Issues

As of the writing of this Plan, 8 households are determined ineligible for continued occupancy due to the fact that these household's income exceeds 60% of the area's median income pursuant to Tax Credit Regulations. Those households who will be permanently displaced, will receive relocation assistance and services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended; California Relocation Assistance and Real Property Acquisition Law, Government Code Section 7260 *et seq.*, the "CRAL", including the implementing regulations, California Code of Regulations, Title 25, Chapter 6 California Relocation Assistance and Real Property Acquisition Guidelines (the "Guidelines"), and benefits in accordance with applicable relocation regulations.

The 42 households determined eligible for temporary relocation will be temporarily relocated and eligible for continued residency at the Washington Square III and Sherwood Court Apartments. Such households will be provided with reimbursement for reasonable expenses incurred during the temporary relocation period. No out of pocket expenses are anticipated at this time for households temporarily relocated. Those households who will be temporarily relocated, will receive temporary relocation assistance and services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended; and the California Relocation Assistance and Real Property Acquisition Guidelines (Title 25 California Code of Regulations) and benefits in accordance with applicable relocation regulations.

X. OBTAINING REPLACEMENT HOUSING

Private Housing

For many years, the relocation consultants have been successful in soliciting cooperation from property owners, property management companies, and others offering a wide variety of decent, safe and sanitary housing for rent and sale. The Relocation Consultant will search the desired areas to locate suitable housing and to establish relationships with local housing providers. Property owners will be informed of the benefits of renting to persons displaced. For this matter, the relocation consultant will assist CHOC to employ a similar approach in order to ensure a likely supply of adequate replacement dwellings in the Sacramento area. Additionally, CHOC may have available housing units within CHOC owned or operated properties that could be offered to displaced tenants in the subject project area.

CHOC will obtain and maintain current listings of standard rental properties that are appropriate for temporary relocation and that are available on a non-discriminatory basis. For purposes of the subject project, hotels, vacant units on site and or the option of staying with family and or friends will be available to tenants temporarily relocated. Information on the size, rental and location of available units will be given to eligible persons seeking referrals, and as necessary, CHOC or the Relocation Consultant will offer transportation or otherwise assist the eligible person in their search for housing.

Special Rehousing Problems

The relocation consultants will interview tenants to obtain information pertinent to special rehousing and social needs of the individual or family household. Particular efforts will be made to anticipate and aggressively seek solutions for problems of individuals or groups of tenants among the elderly, low income, and or specially challenged.

XI. RELATIONSHIPS WITH SITE OCCUPANTS

Informational Programs

CHOC will use personal interviews and contacts, general mailings, distribution of informational material and group and public meetings to provide information and answer questions. All of these efforts will continue throughout the relocation process to ensure that each site occupant is fully informed as to the time schedules, relocation program, and opportunities for such benefits.

Interviews with Site Occupants

Attempts will be made to personally contact and interview all tenants. As of the writing of this Relocation Plan, over 91% of all site occupants have been cooperative and have completed a personal interview with the relocation agent. All eligible persons will be informed as to the availability of relocation benefits, assistance and the eligibility requirements therefor, as well as the procedures for obtaining such benefits. The relocation consultant will discuss and explain to tenants the contents of the Informational Statement, relocation Housing Standards and

information regarding their relocation rights and benefits. For those tenants temporarily relocated, move coordination and special case management services will be provided.

The relocation staff will also update any information obtained in prior interviews with tenants and ascertain precise relocation needs and problems. On this basis, tenants will be assisted in formulating and carrying out a personal relocation plan, and, as necessary, a tenant may be referred to appropriate agencies or resources for special services. The relocation staff will assess tenant needs for social services and or other needed

Housing Referral Services

The procedure for the referral of decent, safe and sanitary housing will be essentially one of personal contact, liaison and assistance by CHOC and the relocation consultant. CHOC staff, in conjunction with the relocation consultant, will work closely with displacees until they are permanently rehoused, offering housing that meets the displacee's needs and encouraging them to find decent, safe and sanitary housing on their own initiative.

The Relocation Consultant will maintain listings of private rental and sales housing that staff has previously inspected and certified as meeting CHOC relocation housing standards which is available on an open-occupancy basis, and which is not planned for clearance in the foreseeable future. Listings of vacancies will be provided to the displacees and arrangements will be made to inspect the housing and, if necessary, transportation will be offered and/or they will be accompanied on the inspection. Displacees will be provided further referrals if, for reasonable cause, they are unable to accept an offered unit. The same procedure will be followed when a self-relocatee is found to be occupying substandard housing.

Inspection of Replacement Housing

All housing to be offered eligible persons will be internally and externally inspected by qualified CHOC staff or the Relocation Consultant in advance and only those meeting the established standards in accordance with applicable relocation regulations will be considered as permanent replacement housing.

Housing occupied by relocatees moving outside the Alkali Flats will be inspected when possible, by the redevelopment agency of that city or by its building and safety department. When this is not possible, the displacee will be required to sign a certificate certifying that the dwelling meets CHOC's housing standards and such self-relocation will be considered as permanent.

Self-Relocatees

Displacees finding their own housing will be urged to notify CHOC staff or the Relocation Consultant in advance so that the selected housing may be inspected prior to moving into such housing. However, should the displacee move without giving notice or leaving a forwarding address, every effort will be made to locate the displacee promptly to determine the quality of relocation housing and to assure an understanding of the relocation assistance entitlement. Tracing efforts will not be abandoned until appropriate contacts with the post office, utility

companies, schools, employers, and publishing in a local newspaper, etc., have been made without success.

If, upon inspection, the housing occupied by a self-relocatee is found to be below standard, such relocation will be considered temporary, the occupant will be advised accordingly and offered standard housing. If the displacee refuses to accept further assistance, the obligation of CHOC will be considered fulfilled. In such instances, the matter may be referred to the Building Department with the objective of bringing the housing into conformity with local codes.

Referrals to Certain Service Providers

The relocation services offered by CHOC will be supplemented by those qualified professionals who have the expertise to provide solutions to the social and economic problems that may interfere with the successful relocation of a specific displacee or group of displacees.

CHOC will take positive action to assure displacees are given full opportunity to obtain the housing of their choice throughout the City of Sacramento and adjacent areas, where housing of their choice is available, in accordance with Title VIII of the Civil Rights Act of 1968. In an effort to assure that displacees are receiving equal treatment in their choice of housing regardless of race, color, sex, religion, natural origin, or ancestry, CHOC shall:

- Make full use of CHOC's available housing stock.
- Cooperate fully with human relations organizations, social, civil, religious and other groups involved in facilitating freedom of choice of housing.

XII. ANALYSIS OF RELOCATION RESOURCES

CHOC has engaged in preliminary investigations to determine the general adequacy and availability of the housing supply adjacent to the project area and in surrounding communities.

The replacement housing feasibility search occurred during the period of July 22, 2007 to August 27, 2007. During the end of July and early August, there appeared to be an abundant supply of rental housing in close proximity to the project area, however, during the middle of August the supply of housing became scarcer in this area. This could be attributable to families relocating in order to settle their children into new schools. In expanding the housing search a few miles beyond the project area, an adequately supply of housing appeared to be available.

Since the relocation of displacees will not occur immediately, the particular vacancy listed may not exist at the time of relocation. Thus, the information below is not meant to serve as a definitive assertion of availability, but rather as an indicator of a general trend.

Residential Rentals – Permanent Displacement

Bedrooms	Type	Units Available	Price Range
2 Bedroom	Apt	15	$795-$925
3 Bedroom	Apt.	12	$815-$1,490
4 Bedroom	House	5	$1,195-$1,650

At the time of actual displacement, CHOC and its Relocation Consultant will engage in an exhaustive effort to find as many referrals as needed to properly rehouse displacees. Housing referred by staff will be inspected to ensure housing standards are met prior to referral.

Temporary Housing Availability- during this same period of time, a search was conducted to determine the feasibility of adequate and suitable temporary housing. Since most landlords will not agree to short term rental of less than 6 months, hotels were located and inspected as possible temporary sites in which to relocate tenants for 16 days in the event that temporary relocation off site becomes necessary.

In the immediate area of the project site, there are a number of hotels ranging from the Best Western Inn to the Clarion Hotel. The hotels offer a wide array of amenities including adjoining and handicap accessible rooms, refrigerators, and some are pet friendly. During the month of August 2007, there appeared to be an adequate supply of hotel rooms available to accommodate the proposed phased relocation project.

More importantly, the available units within the Washington Square III and Sherwood Court Apartment complexes were studied to determine the feasibility of temporarily housing tenants on site. It appears that it may be possible to relocate households on site given the current number of vacant units, the proposed construction phasing and the timing of site vacation of those tenants that will be permanently relocated.

XIII. RELOCATION ADVISORY ASSISTANCE

Permanent Relocation

The relocation advisory assistance for tenants permanently displaced to be provided by CHOC shall include those measures, facilities and/or services that are necessary or appropriate to accomplish the following:

- Determine and make timely recommendations on the needs and preferences, if any, of displaced persons for relocation assistance.
- Provide current and continuing information on the availability, sales prices, and rentals of replacement dwellings.
- Supply information concerning other federal and state programs that may be of assistance to those persons in applying for assistance under the program.
- Provide other advisory services to displaced persons in order to minimize hardships to those persons.

- Fully inform eligible persons as to the availability of relocation benefits and assistance and the eligibility requirements therefor, as well as the procedures for obtaining such benefits and assistance.

- Assist each eligible, displaced person to complete applications for payments and benefits.

- Provide any services required to insure that the relocation process does not result in different or separate treatment on account of race, color, religion, ancestry, national origin, sex, sexual orientation, marital status or other arbitrary circumstances. Such relocation process shall satisfy the requirements of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the Unruh Civil Rights Act and the California Fair Housing Law.

- Inform all persons who are expected to be displaced about the eviction policies to be pursued in carrying out the project.

- Notice of Denial of Claim. If CHOC disapproves all or part of a payment claimed, or refuses to consider the claim on its merits because of untimely filing or other procedural or substantive grounds, it shall promptly notify the claimant in writing of its determination, the basis for its determination, and the procedures for appealing that determination.

Notices

General Information Notice. As soon as feasible, each occupant of the property shall be issued an appropriate advisory notice, as follows:

- Explain that a project has been proposed and caution the person not to relocate before the project is approved or the person receives a Notice of Eligibility for Relocation Assistance;

- Generally describe the relocation payments for which the person may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payments;

- Inform the person that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the person relocate successfully;

- Inform the person that he or she will not be required to move without at least 90 days' advance written notice; and

- Describe the person's right to appeal CHOC's determination as to the person's eligibility for relocation assistance or the amount of such assistance.

Informational Booklets. An informational booklet describes available relocation assistance and payments.

Notice of Eligibility for Relocation Assistance. Each person occupying the displacement property shall be issued a notice which provides as follows:

- Inform the person of his/her eligibility for the relocation assistance, effective on the date of the Initiation of Negotiations;

- Describe the assistance, the estimated amount of assistance, and the procedure for obtaining the assistance, and

- Inform the person that each household member must be legally present in the United States in order to be eligible for relocation assistance and benefits, unless such household qualifies for an extreme and usual hardship, based on a qualifying family member that is legally present in the United States in order to qualify for relocation assistance under the URA, however, since State law also applies due to the Tax Increment financing, persons not lawfully present in the United States may apply without regard to legal status.

Ninety-day Notice

- No lawful displacee to be displaced shall be required to move unless he or she has received at least 90 days' advance written notice of the earliest date by which he or she may be required to move.

- The 90-day Notice shall not be given before the person is issued a Notice of Eligibility for Relocation Assistance.

- The 90-day Notice shall either (a) state the specific date by which the property must be vacated or (b) specify the earliest date by which the displacee may be required to move and indicate that the displacee will receive a Vacate Notice indicating, at least 30 days in advance, the specific date by which he or she must move.

  Urgent Need. In unusual circumstances, a displacee may be required to vacate the property on less than 90 days' advance written notice if CHOC determines that a 90-Day Notice is impracticable, such as when the person's continued occupancy of the property would constitute a substantial danger to health or safety. A copy of CHOC's determination shall be included in the applicable case file.

Each notice shall be personally served or sent by certified or registered first-class mail, return receipt. Each notice shall be written in plain, understandable language. Persons who are unable to read and understand the notice (e.g., illiterate, foreign language, or impaired vision or other disability) must be provided with appropriate translation/communication (e.g., sign language interpreter or reader) and counseling. Each notice shall indicate the name and telephone number

(including the telecommunication device for the deaf (TDD) number, if applicable) of a person who may be contacted for answers to questions or other needed help.

Temporary Relocation

According to HUD relocation guidelines tenants who will be required to move temporarily because of rehabilitation activities should not be relocated for more than 12 months. CHOC acknowledges this requirement and fully intends to comply.

All conditions of temporary relocation will be reasonable and at a minimum, the tenants will be provided with the following relocation assistance and services:

Reimbursement of all reasonable out-of pocket expenses incurred in connection with temporary relocation including:

- The actual cost incurred in moving to and from the project site.
- Any increased housing and utility costs at the temporary housing location.

Advisory services including:

- Advance written notice of the date and approximate duration of the temporary relocation;
- The address of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period;
- Terms and conditions under which the tenant may lease and occupy a, decent, safe, and sanitary dwelling in the building upon completion of the rehabilitation.

Upon completion of the rehabilitation, tenants will be able to lease and occupy a rehabilitated unit. However, the estimated monthly rent and average utility cost may increase, but the new rent and estimated average utility costs will not exceed thirty percent (30%) of the adjusted gross income of all adult members of the household. The newly rehabilitated apartment will meet federal and state standards for decent, safe and sanitary housing.

Temporary Relocation Notices

- General Informational Notice

  As soon as feasible each occupant of the project unit shall be issued an appropriate Notice indicating the following:

  a. Advise the tenant *residential household* that the rehabilitation project has been proposed and caution the tenant not to move.

  b. Advise the person that they will not be displaced.

- Notice of Non-Displacement - As soon as feasible after the Initiation of Negotiations or earlier, each occupant of the property shall be issued an appropriate advisory notice, as follows:

  a) The date and approximate duration of the temporary relocation;

  b) The address of the suitable decent, safe and sanitary dwelling to be made available for the temporary period,

  c) The terms and conditions under which the tenant may lease and occupy a suitable decent, safe and sanitary dwelling in the building upon completion of the project, and

  d) All conditions of temporary relocation will be reasonable.

- Notice of Temporary Dwelling

  This notice will explain the reasonable terms and conditions under which the person may lease and occupy a unit in the project upon completion of the project.

Project Site Office

Depending on the progression of the construction schedule and the desire of the affected parties a temporary relocation site office may be established on site where assigned staff and Relocation Consultants may work closely with all displacees and appropriate agencies in carrying out the relocation program. Staffing and working hours may be arranged to provide services conveniently available to all displacees of the project.

Relocation Record

The Relocation Consultant will prepare and maintain a confidential record of each displaced household, as required by applicable relocation regulations.

Termination of Relocation Assistance

CHOC relocation obligations will terminate under the following circumstances:

- A displaced person moves to a comparable replacement dwelling and receives all assistance and payments to which he is entitled.

- The displaced person moves to substandard housing, refuses reasonable offers of additional assistance in moving to a decent, safe and sanitary replacement dwelling and receives all payments to which he is entitled.

- All reasonable efforts to trace a person have failed. To ensure that the action of a public entity does not reduce the housing supply in critical categories or locations, unsuccessful efforts to trace a particular displaced person shall not lessen the obligation to provide last resort housing.

- A person displaced from his dwelling refuses reasonable offers of assistance, payments and comparable replacement housing.

- A person temporarily relocated moves back to his/her original unit or another suitable unit in the newly rehabilitated property.

Vacate Notice - Eviction Policy

At the initial interview, site occupants will be advised as to tentative vacate schedules so that they may plan ahead and have sufficient time to obtain relocation accommodations. Every effort will be made to secure the site occupant's cooperation in relocation and payment of rent to CHOC. When a specific vacate date is determined, CHOC will give proper notice in advance to vacate the premises.

CHOC will undertake eviction proceedings only under the following circumstances:

- Failure to pay rent.

- Maintenance of a nuisance or use of the premises for illegal purposes.

- A material breach of the rental agreement.

- Refusal to consider, without adequate reason, accommodations meeting relocation standards.

- Situations permitting eviction under State law, local ordinances and or CHOC's property management policies.

If eviction proceedings are necessary, every effort will be made to provide relocation services prior to eviction.

XIV. RELOCATION PAYMENTS

Residential Displacees:

CHOC will make relocation payments to all eligible persons displaced by project activities in accordance with the Uniform Relocation Act (46 U.S.C. § 4600 et seq.) and its implementing regulations (49 Code of Federal Regulations Part 24), Section 104 (d) of the Housing and Community Development Act of 1974 (42.U.S.C. 5304(d)), 24 Code of Federal Regulations Part 42, HUD Handbook 1378 and California Relocation Assistance and Real Property Acquisition Law, Government Code Section 7260 *et seq.*, the "CRAL", including the implementing regulations, California Code of Regulations, Title 25, Chapter 6 California Relocation Assistance and Real Property Acquisition Guidelines (the "Guidelines"),

CHOC will provide an informational statement to displacees as required by law. This informational statement will notify the site occupant of eligibility requirements for relocation payments and generally instruct displacees on procedures for filing claims. Payments will be made in a timely fashion following the processing of filed claims.

Payment for Moving and Related Expenses

- Fixed Moving and Dislocation Allowance Payment is available up to $2,375 to any displacee who qualifies as a displaced person. A displacee is entitled to receive an expense and dislocation allowance as an alternative to a payment for actual moving and related expenses. This allowance shall be determined according to the applicable schedule approved by the Federal Highway Administration. Multiple occupants living together and displaced from a single dwelling shall be regarded as one household for the purposes of calculating these payments; or

- Actual Reasonable Moving Expenses Payment is available to any displacee who qualifies as a displaced person. Under this option, a displaced person is entitled to payment of actual moving and related expenses, as the Agency determines to be reasonable and necessary, including storage cost for moving the displacee and/or personal property.

- Combination of Fixed Moving and Dislocation Allowance and Actual Reasonable Moving Expenses Payment is available to any eligible displacee or a combination of both based upon circumstances. Under this option, a displaced person is entitled to a payment for any household item(s) that the displaced person desires to have moved by a professional mover. Additionally, the displacee may also choose to move certain rooms him/herself and be paid in accordance with the Fixed Moving and Dislocation Allowance Schedule for the State of California.

Replacement Housing Payment – Tenants

- Replacement Housing Payment is available to any displacee who qualifies as a displaced person and has actually and lawfully occupied the displacement dwelling for at least 90 days immediately prior to the Initiation of Negotiations; and has rented, or purchased, and occupied a decent, safe, and sanitary replacement dwelling within 1 year (unless CHOC extends this period for good cause). A replacement housing payment shall not to exceed $5,250 for rental assistance or downpayment assistance payment in the amount the person would receive if the person rented a comparable replacement dwelling.

Temporary Relocation Payments to Tenants:

CHOC will reimburse or advance tenants all reasonable out of pocket expenses incurred during the temporary relocation. CHOC proposes to hire a professional mover to move all personal property from each tenant's unit at no cost to the tenant. Additionally, and only if necessary, CHOC will pay a per diem food cost of $59.00 per adult per day for the first 2 adults and $25.00 per day for each additional person thereafter, for households that are required to move off site during construction.

It is anticipated that all households will be temporarily relocated on site during the rehabilitation of their units and will suffer no out of pocket expenses. All amenities that these households enjoyed in their units such as cable television, DSL, etc. will be provided at no cost to the tenants who are temporarily relocated on site. Although no out of pocket expenses are anticipated , should there be any, CHOC has allocated funds and will compensate the households for all reasonable out of pocket expenses associated with the temporary relocation. Additionally, each household temporarily relocated on site will be reimbursement for food cost on the day of the move out and back. It is anticipated that each move will take less than 4 hours, thus, the food allowance will be limited to $10.00 per adult and $5.00 for each minor child per move day.

XV. FILING CLAIMS FOR RELOCATION PAYMENTS

In order to obtain a relocation payment of any sort, a displacee(persons permanently relocated) or tenant who is being temporarily relocated will be required to submit a written claim form and supported documentation in accordance with applicable relocation regulations and as prescribed by CHOC. By prearrangement between CHOC, displacee and the mover/contractor, with such arrangements confirmed in writing by Relocation Consultant, CHOC may pay the mover/contractor directly.

Proration of Payment

For the purpose of calculating a moving expenses or replacement housing payment where, two or more occupants living together (whether they are members of one family or not) and displaced from a single dwelling shall be regarded as one displaced person. If two or more such occupants submit more than one claim, an eligible claimant for payment may be paid only his reasonable prorata share (as determined by CHOC) of the total payment applicable to a single displaced person. The total of the payments made to all such claimants moving from the dwelling unit shall not exceed the total payment allowable to a displaced person.

Documentation of Claims

A relocation claim must be supported by such documentation as may be reasonably required to support expenses incurred or other evidence of such expense. A displacee will be provided reasonable assistance necessary to complete and file any required claim for payment. Documentation shall include but not limited to:

- If for moving expenses, except in the case of a Fixed Payment, an itemized receipt, bids, bill or other evidence of such cost incurred.

- Replacement housing payment shall require income verification for all adult household members, occupancy and responsibility of rent and utilities at the displacement dwelling, as well as the replacement dwelling.

All claims for relocation payment must be submitted to CHOC within eighteen (18) months after the displacement of claimant.

Advance Payment

A displacee may be paid their anticipated moving or replacement housing expenses in advance of the actual move. CHOC will provide an advance payment whenever later payment would result in financial hardship with particular consideration to the financial limitations and difficulties of low-income persons.

Relocation Payments Not Considered As Income

No relocation payment received by a displaced tenant person shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been re-designated as the Internal Revenue Code of 1986 or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act or any other federal law, except for any federal law providing low-income housing assistance (Title 24 of the Code of Federal Regulations and Chapter 16 of the California Government Code).

XVI. GRIEVANCE PROCEDURES

The appeals policy will follow the standards described in the Uniform Relocation Act (46 U.S.C. § 4600 et seq.) & its implementing regulations (49 Code of Federal Regulations Part 24) and the appeals procedures pursuant to the State Guidelines. Briefly stated, a displaced household, will have the right to ask for review by CHOC when there is a complaint regarding any of its rights to relocation and relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral. In a case where the displaced household is dissatisfied with the determination on the appeal, by CHOC, they can appeal to the Sacramento Housing and Redevelopment Agency Relocation Appeals Board for a formal hearing.

Non-Discrimination Provisions

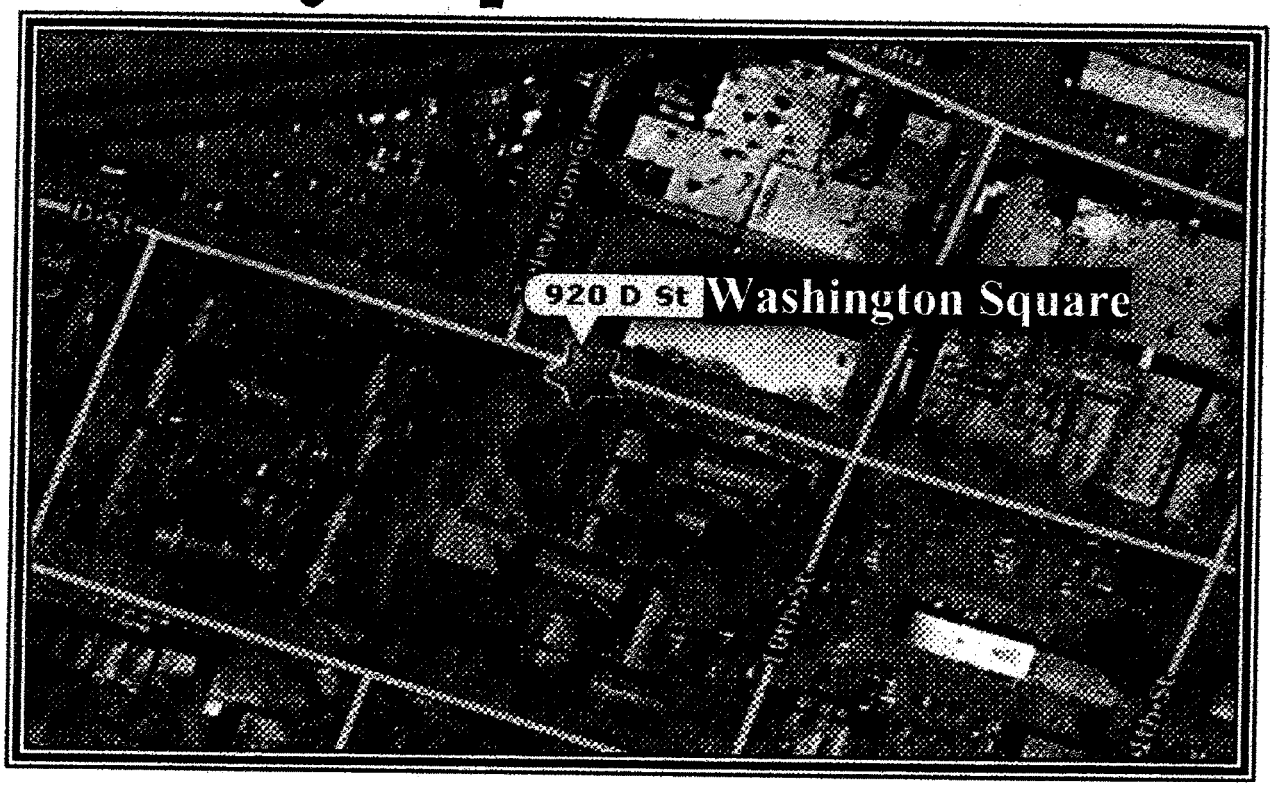
Additionally, CHOC assures that any displacement will not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the Federal Fair Housing Amendment Act, the Americans with Disabilities Act, Title VI of the Civil Rights act of 1964, Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), the California Fair Employment &

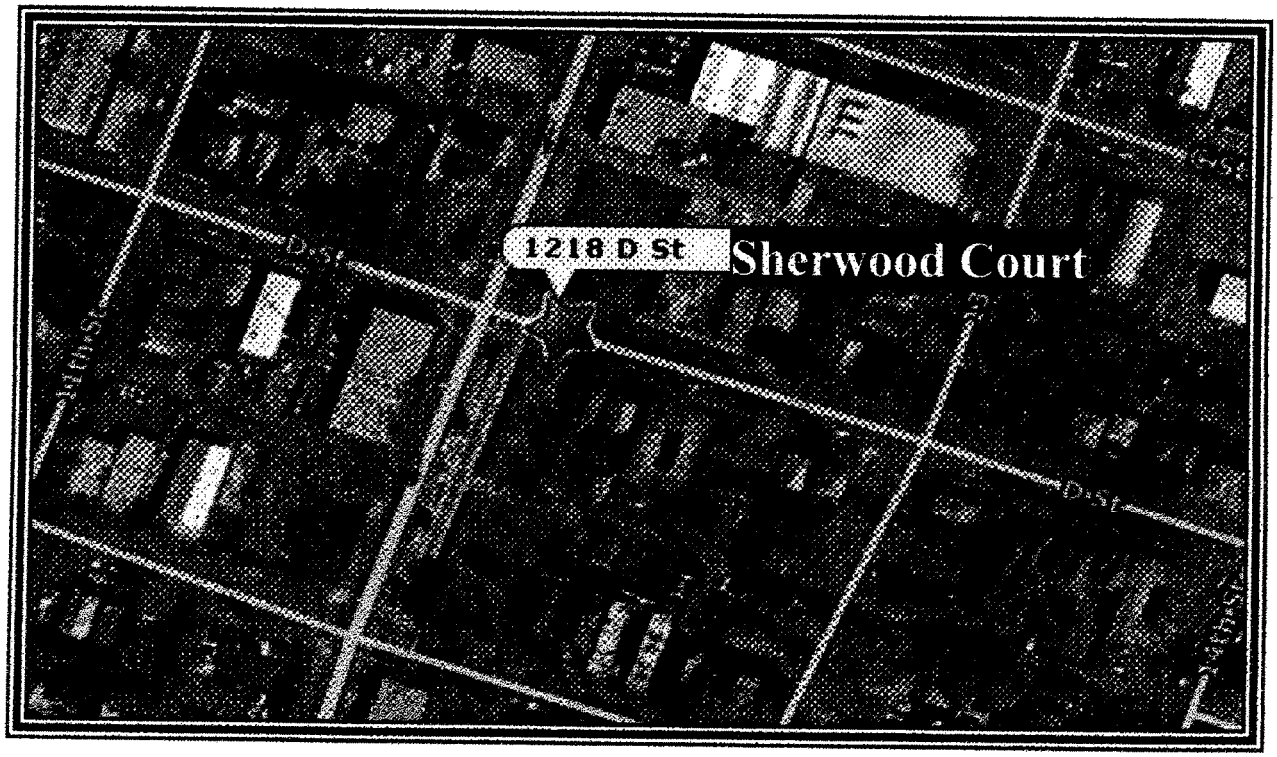
Housing Act and the Unruh Act, as well as any other basis protected by state or federal anti-discrimination laws, or any other arbitrary circumstances.

CHOC is committed to complying with the rules and regulations as stated in this Plan.

ATTACHMENT 1
PROJECT AREA MAP

Washington Square & Sherwood Court





ATTACHMENT 2
SCOPE OF DEVELOPMENT
(Construction work to be performed)

Scope of Development
Washington Square III Apartments

Community Housing Opportunities Corporation will acquire and rehabilitate the 40 unit Washington Square III and the 14 unit Sherwood Court Apartments.

The following details the work to be done:

Washington Square III Apartments

Building Exterior Repairs

- Remove and repair dry rot damage
- Remove and abate wood destroying pest damage
- Remove wood trim and replace with Hardi material
- Repair exterior stucco
- Replace single pane windows and patio doors with dual pane vinyl windows and patio doors in 100% of units
- Paint building exterior throughout
- Install new fencing at patios
- Repair balconies and install new railings
- Replace a minimum of 2 hot water heaters
- Replace a minimum of 17 HVAC units

Sitework and Common Area Repairs

- Improve landscaping with new plants, beds, irrigation, and drainage
- Improve erosion control; plant ground cover or mulch
- Trim trees extending over buildings
- Repair/replace sprinklers that are spraying onto structures
- Repair all concrete walkways where there are changes in grade greater than ¼ "
- All public areas, including but not limited to ramps and walkways to and from public areas, laundry facilities, mailboxes, offices, and community room, shall comply with the accessibility requirements of Title 24 of the California Building Code (ADA)
- Remodel existing laundry building and leasing office to: upgrade interiors, replace windows, and add exterior lighting
- Repair asphalt
- Seal coat asphalt
- Repair asphalt to correct ponding at Storm Drain in parking lot
- Re-stripe parking lot
- Repair or replace all fencing and gates on site
- Install 5 additional lights at parking lot and main building entrance, all site lighting shall be fully functional
- Replace picnic benches and BBQs
- Project shall include a security camera system

Unit Interior Repairs

- Install new refrigerators and kitchen appliances in a minimum of 20 units.
- Install new carpet and vinyl in a minimum of 20 units. Floor coverings must be new or in good, useable condition – no holes, tears, rips, or stains
- Install new vertical blinds in a minimum of 40 units. Finished project will have vertical blinds in good condition in all units.
- Install new counter tops in a minimum of 20 units. All countertops shall be new or in very good condition with no scratches, burns, or significant imperfections
- Install new sinks, fixtures, and plumbing hardware and trim in a minimum of 20 units.
- Install new kitchen and vanity lighting in a minimum of 40 units
- Install new electrical trims (sockets, covers, switches, etc.) in a minimum of 40 units
- Install new GFCI outlets at all kitchens and bathrooms
- Install new cabinetry and cabinet hardware in a minimum of 20 units. All cabinets shall be in very good condition both structurally and in appearance
- Install new bath hardware, including surrounds and enclosures, in a minimum of 20 units. All plumbing fixtures shall be new or in very good working condition. All toilets, sinks, and tubs shall be chip and stain free
- Install new vanity mirrors and medicine cabinets in a minimum of 20 units
- Inspect and certify all smoke detectors, fire alarms, control panels and attenuators

Sherwood Court

Building Exterior Repairs

- Remove and repair dry rot damage
- Remove and abate wood destroying pest damage
- Remove wood trim and replace with Hardi material
- Repair exterior stucco
- Replace single pane windows and patio doors with dual pane vinyl windows and patio doors in 100% of units
- Paint building exterior throughout
- Repair balconies and install new railings
- Repair/replace metal railing at second floor breezeway and stairs
- Replace all 14 HVAC units/heat pumps
- Replace Roof
- Replace exterior lighting

Sitework and Common Area Repairs

- Improve landscaping with new plants, beds, irrigation, and drainage
- Trim trees extending over buildings
- Repair/replace sprinklers that are spraying onto structures
- Repair all concrete walkways where there are changes in grade greater than ¼ "
- All public areas, including but not limited to ramps and walkways to and from public areas, laundry facilities, mailboxes, and parking lot shall comply with the accessibility requirements of Title 24 of the California Building Code (ADA)
- Remodel existing laundry building to: upgrade interiors, replace windows, replace roof, repair mold and water damage, and replace exterior lighting
- Repair asphalt
- Seal coat asphalt
- Re-stripe parking lot
- Repair or replace all fencing and gates on site
- Install 5 additional lights at parking lot and main building entrance, all site lighting shall be fully functional
- Project shall include a security camera system

Unit Interior Repairs

- Install new refrigerators and kitchen appliances in all 14 units.
- Install new carpet and vinyl in all 14 units. Floor coverings must be new or in good, useable condition – no holes, tears, rips, or stains
- Install new vertical blinds in all 14 units. Finished project will have vertical blinds in good condition in all units.
- Install new counter tops in all 14 units. All countertops shall be new or in very good condition with no scratches, burns, or significant imperfections
- Install new sinks, fixtures, and plumbing hardware and trim in all 14 units
- Install new kitchen and vanity lighting in all 14 units
- Install new electrical trims (sockets, covers, switches, etc.) in all 14 units
- Install new GFCI outlets at all kitchens and bathrooms
- Install new cabinetry and cabinet hardware in all 14 units. All cabinets shall be in very good condition both structurally and in appearance
- Install new bath hardware, including surrounds and enclosures, in a minimum of 7 units. All plumbing fixtures shall be new or in very good working condition. All toilets, sinks, and tubs shall be chip and stain free
- Install new vanity mirrors and medicine cabinets in all 14 units
- Inspect and certify all smoke detectors, fire alarms, control panels and attenuators

ATTACHMENT 3

2007

INCOME LIMITS FOR

CALIFORNIA

UNIFORM ACT (URA) INCOME LIMITS
PAGE 10
STATE: CALIFORNIA

	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
		INCOME LIMITS							
Bakersfield, CA MSA									
FY 2007 MFI: 47800	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100	54400
Chico, CA MSA									
FY 2007 MFI: 52000	LOW-INCOME	29100	33300	37450	41600	44950	48250	51600	54900
El Centro, CA MSA									
FY 2007 MFI: 42000	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100	54400
Fresno, CA MSA									
FY 2007 MFI: 48900	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100	54400
Hanford-Corcoran, CA MSA									
FY 2007 MFI: 46800	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100	54400
Los Angeles-Long Beach-Santa Ana, CA MSA									
Los Angeles-Long Beach, CA HUD Metro FMR Area									
FY 2007 MFI: 56500	LOW-INCOME	41450	47350	53300	59200	63950	68650	73400	78150
Orange County, CA HUD Metro FMR Area									
FY 2007 MFI: 78700	LOW-INCOME	48500	55450	62350	69300	74850	80400	85950	91500
Madera, CA MSA									
FY 2007 MFI: 51000	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100	54400
Merced, CA MSA									
FY 2007 MFI: 46800	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100	54400
Modesto, CA MSA									
FY 2007 MFI: 56000	LOW-INCOME	31350	35850	40300	44800	48400	51950	55550	59150
Napa, CA MSA									
FY 2007 MFI: 75800	LOW-INCOME	41700	47700	53650	59600	64350	69150	73900	78650
Oxnard-Thousand Oaks-Ventura, CA MSA									

FY 2007 MFI: 79500 LOW-INCOME 48000 54850 61700 68550 74050 79500 85000
90500

Redding, CA MSA
FY 2007 MFI: 52700 LOW-INCOME 29500 33700 37950 42150 45500 48900 52250
55650

Riverside-San Bernardino-Ontario, CA MSA
FY 2007 MFI: 59200 LOW-INCOME 33150 37900 42600 47350 51150 54950 58700
62500

Sacramento--Arden-Arcade--Roseville, CA MSA
Sacramento--Arden-Arcade--Roseville, CA HUD Metro FMR Area
FY 2007 MFI: 67200 LOW-INCOME 37650 43000 48400 53750 58050 62350 66650
70950

Yolo, CA HUD Metro FMR Area
FY 2007 MFI: 65700 LOW-INCOME 36800 42050 47300 52550 56750 60950 65150
69350

Salinas, CA MSA
FY 2007 MFI: 63400 LOW-INCOME 36100 41300 46450 51600 55750 59850 64000
68100

San Diego-Carlsbad-San Marcos, CA MSA
FY 2007 MFI: 69400 LOW-INCOME 39300 44900 50550 56150 60650 65150 69650
74100

San Francisco-Oakland-Fremont, CA MSA
Oakland-Fremont, CA HUD Metro FMR Area
FY 2007 MFI: 83000 LOW-INCOME 46350 53000 59600 66250 71550 76850 82150
87450

San Francisco, CA HUD Metro FMR Area
FY 2007 MFI: 86500 LOW-INCOME 63350 72400 81450 90500 97700 104950 112200
119450

San Jose-Sunnyvale-Santa Clara, CA MSA
San Benito County, CA HUD Metro FMR Area
FY 2007 MFI: 74700 LOW-INCOME 41500 47450 53350 59300 64050 68800 73550
78300

San Jose-Sunnyvale-Santa Clara, CA HUD Metro FMR Area
FY 2007 MFI: 94500 LOW-INCOME 59400 67900 76400 84900 91650 98450 105250
112050

San Luis Obispo-Paso Robles, CA MSA
FY 2007 MFI: 64200 LOW-INCOME 35950 41100 46200 51350 55450 59550 63650
67800

UNIFORM ACT (URA) INCOME LIMITS
PAGE 11
STATE:CALIFORNIA

	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
		INCOME LIMITS							
Santa Barbara-Santa Maria, CA MSA									
FY 2007 MFI: 67100	LOW-INCOME	37600	42950	48350	53700	58000	62300	66600	70900
Santa Cruz-Watsonville, CA MSA									
FY 2007 MFI: 81300	LOW-INCOME	44350	50700	57000	63350	68400	73500	78550	83600
Santa Rosa-Petaluma, CA MSA									
FY 2007 MFI: 74500	LOW-INCOME	41700	47700	53650	59600	64350	69150	73900	78650
Stockton, CA MSA									
FY 2007 MFI: 60300	LOW-INCOME	33800	38600	43450	48250	52100	55950	59850	63700
Vallejo-Fairfield, CA MSA									
FY 2007 MFI: 75400	LOW-INCOME	41450	47350	53300	59200	63950	68650	73400	78150
Visalia-Porterville, CA MSA									
FY 2007 MFI: 43700	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100	54400
Yuba City, CA MSA									
FY 2007 MFI: 51700	LOW-INCOME	28950	33100	37200	41350	44650	47950	51250	54600
Alpine County, CA									
FY 2007 MFI: 65800	LOW-INCOME	36850	42100	47400	52650	56850	61050	65300	69500
Amador County, CA									
FY 2007 MFI: 63700	LOW-INCOME	35650	40750	45850	50950	55050	59100	63200	67250
Calaveras County, CA									
FY 2007 MFI: 58900	LOW-INCOME	32950	37700	42400	47100	50850	54650	58400	62150
Colusa County, CA									
FY 2007 MFI: 49300	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100	54400
Del Norte County, CA									

FY 2007 MFI: 44400	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100
54400								
Glenn County, CA								
FY 2007 MFI: 45100	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100
54400								
Humboldt County, CA								
FY 2007 MFI: 51500	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100
54400								
Inyo County, CA								
FY 2007 MFI: 55000	LOW-INCOME	30800	35200	39600	44000	47500	51050	54550
58100								
Lake County, CA								
FY 2007 MFI: 46200	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100
54400								
Lassen County, CA								
FY 2007 MFI: 53200	LOW-INCOME	29800	34050	38300	42550	45950	49350	52750
56150								
Mariposa County, CA								
FY 2007 MFI: 51800	LOW-INCOME	29000	33150	37300	41450	44750	48100	51400
54700								
Mendocino County, CA								
FY 2007 MFI: 51100	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100
54400								
Modoc County, CA								
FY 2007 MFI: 44400	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100
54400								
Mono County, CA								
FY 2007 MFI: 64200	LOW-INCOME	35950	41100	46200	51350	55450	59550	63650
67800								
Nevada County, CA								
FY 2007 MFI: 65100	LOW-INCOME	36450	41700	46900	52100	56250	60450	64600
68750								
Plumas County, CA								
FY 2007 MFI: 56600	LOW-INCOME	31700	36250	40750	45300	48900	52550	56150
59800								
Sierra County, CA								
FY 2007 MFI: 51400	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100
54400								
Siskiyou County, CA								
FY 2007 MFI: 45500	LOW-INCOME	28850	32950	37100	41200	44500	47800	51100
54400								

ATTACHMENT 4

HOUSING SEARCH RESULTS

Housing Survey

Bdrm Size	# of Available Units	Rent	Address	City	Contact
2	2	$830-900	2028 San Juan Rd.	Sacramento, CA 95833	(877) 646-4320
	1	$925	815 E Street	Sacramento, CA 95814	(866) 428-0403
	2	$699-850	801 San Juan Rd.	Sacramento, CA 95833	(877) 841-5425
	2	$825-915	2450 Seamist Dr.	Sacramento, CA 95833	(866) 709-5791
	2	$795-925	6318A Gloria Dr.	Sacramento, CA 95831	(866) 728-5902
	1	$975	2424 Hurley Way	Sacramento, CA 95825	(866) 788-7819
	1	$985	6058 Riverside Blvd.	Sacramento, CA 95831	(866) 482-6619
	2	$936-1257	3310 Winter Park Dr.	Sacramento, CA 95834	(888) 721-4048
	4	$985	7928 La Riviera	Sacramento, CA 95826	(866) 265-5195
	1	$1,205	4400 Truxel Rd.	Sacramento, CA 95834	(866) 667-4306
	18				
3	1	$1,150	2424 Hurley Way	Sacramento, CA 95825	(866) 788-7819
	2	$1180-1185	6058 Riverside Blvd.	Sacramento, CA 95831	(866) 482-6619
	2	$1,300	3310 Winter Park Dr.	Sacramento, CA 95834	(888) 721-4048
	2	$1,295	7928 La Riviera	Sacramento, CA 95826	(866) 265-5195
	1	$1,435	4400 Truxel Rd.	Sacramento, CA 95834	(866) 667-4306
	1	$1,420	1761 Heritage Lane	Sacramento, CA 95826	(916) 922-5882
	1	$1,450	2423 T Street	Sacramento, CA 95814	(866) 849-5393
	1	$1,550	1451 3rd Street	Sacramento, CA 95814	(866) 482-6715
	1	$1,199	815 E Street	Sacramento, CA 95814	(866) 428-0403
	12				
4	1	$1,600	5112 Bissett Way	Sacramento, CA	(916) 923-5772x154
	1	$1,650	53 Rollingbrook Cir	Sacramento, CA	(916) 923-5772x153
	1	$1,650	3862 Chimney Rock	Sacramento, CA	(916) 923-5772x153
	3				
5	1	$1,895	3544 Beretania Way	Sacramento, CA 95834	(916) 486-7739
	1	$1,695	5739 Bridgecross Way	Sacramento, CA 95835	(916) 486-7739

ATTACHMENT 5

INFORMATIONAL BROCHURES

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SOME GENERAL QUESTIONS

How Will I Know I am Eligible for Relocation Assistance?
You will receive a written Notice explaining that your relocation assistance. Therefore, you should not move before you receive written notice from the CHOC. If you do, you may not be eligible for relocation assistance.

How Will the CHOC Know How Much Help I Need?
You will be contacted at an early date and personally interviewed by a Relocation Agent of the CHOC to determine your relocation needs and preferences for temporary replacement housing and other services. The Relocation Agent will ask certain questions about you and other members of your household.

It is to your advantage to provide the information so that the CHOC can assist you in moving with a minimum of hardship. The information you give will be kept in confidence.

How Soon Will I Have to Move?
The Relocation Agent will work with you so that there will be ample time worked out. You will be notified in advance in order to make plans for moving. Unless your continued occupancy would present a health or safety emergency, you will not be required to move without at least 30 days advance written notice. Most importantly, you will not be required to move before a comparable temporary replacement home, or other suitable temporary housing is available to you.

Will the Agency Help Me Find a Temporary Replacement Home?
Yes. You will be provided with referrals to temporary replacement housing that has been inspected to ensure that it meets established standards. Once the Relocation Agent has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing.

What is a Comparable Temporary Replacement Home?
A comparable temporary replacement home is:

- Decent, safe and sanitary.
- Functionally **similar** to your present home, or a hotel / motel unit for short stays.
- Actually available to you.
- Affordable according to legal standards.
- Reasonably accessible to your place of employment or potential place of employment.
- Generally as well located with respect to public and commercial facilities, such as schools and shopping, as to your present home.

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- Not subject to unreasonable adverse environmental conditions.
- Available to all persons regardless or race, color, religion, sex or national origin.

What is Decent, Safe and Sanitary Housing?
Decent, safe and sanitary housing is housing that:

- Meets applicable housing and occupancy requirements.
- Is structurally sound, weather tight and in good repair.
- Contains a safe, adequate electrical wiring system.
- Has adequate living space for the occupants.
- If food preparation is required, has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator.
- Has a separate, complete bathroom with hot and cold running water.
- Has heating as required by climate conditions.
- If you are physically handicapped, is free of barriers which would preclude your reasonable use of the unit.
- Free of lead-base paint contaminants.

What if I Find My Own Temporary Replacement Housing?
You have every right to find your own temporary replacement housing. However, before you rent or lease, the Relocation Agent must inspect the unit to make sure that it is decent, safe and sanitary. If the temporary housing unit is not decent, safe and sanitary, you may not receive a temporary replacement housing assistance payment.

What If I Encounter a Problem in Obtaining Temporary Housing of My Choice?
If you encounter a problem in leasing or renting temporary housing of your choice, notify the Relocation Agent immediately. The Relocation Agent will look into the matter and try to resolve it. You will receive this help whether you were referred to the temporary housing unit or found it yourself.

If you are unable to lease or rent a temporary housing unit because of discriminatory practices on the part of a real estate broker, rental agent, lender, or a property owner, the Agency will help you file a formal housing discrimination complaint with the Department of Housing & Urban Development or the appropriate State or local fair housing agency.

What other Services Will I Receive?
In addition to help in obtaining a comparable temporary replacement home, other assistance, as necessary, will be provided in order to minimize the impact of your

move. This assistance may include referral to appropriate public and private agencies that provide housing financing, employment, welfare or legal assistance.

The range of services depends on the needs of the person being displaced. You should ask the Relocation Agent to tell you about the specific services that will be available to help you and your family.

Will I Have to Pay Rent to the CHOC before I move?
Yes. You will continue to pay your rent as usual before and during your temporary relocation. The increased rent at your temporary unit may be paid by the CHOC.

PAYMENT FOR MOVING EXPENSES

Payment for Actual Reasonable Moving and Related Expenses.
Generally, the Relocation Agent will assist you in moving, if necessary. Often, your household goods can remain in your unit during rehabilitation however; it is your responsibility to secure all your valuables. If, due to the project, it becomes necessary to move your household goods to a different location, you may be eligible to receive a Payment for Actual Reasonable Moving and Related Expenses; you may include in your claim the costs of:

- Moving your household goods, including necessary insurance on the household goods while in transit.
- Disconnecting and reconnecting household appliances.
- Transportation for you and your family.
- Storage of household goods, including the cost of insuring them while in storage, as may be necessary.
- Utility reinstallation.

The amount of the payment you receive for moving your household goods may be calculated in one of the following ways:

1. Actual Move: This payment is based on two bids from licensed professional movers. The professional movers will move your household goods and the Agency will reimburse your costs up to the amount of the lower of the two bids. To receive this payment you must present the Relocation Agent with the paid invoice from the movers you chose to use.

2. Fixed Move: This payment is based on a schedule produced by the Federal Highway Administration (FHWA) for the State of California. The payment you receive is based on how many rooms you occupy. Bathrooms and hallways <u>do not</u> count as rooms. You make your own arrangements to

3. move your household goods and the CHOC will reimburse your costs based on the FHWA schedule of payments. You do not have to present the CHOC with paid invoices to receive this type of move payment.

4. Combination of 1 & 2: You may choose to have a licensed professional mover move some of your household goods and take a fixed move payment for the rest of your items to be moved. For example, if you have a heavy item such as a piano or refrigerator that would be difficult to move by yourself, you may wish to have a mover take care of those items. You can then take responsibility for moving the other items yourself and be reimbursed for those items based on the FHWA schedule of fixed move payments.

The Relocation Agent will explain all eligible moving costs, as well as those which are not eligible. You must be able to account for any costs that you incur; so keep all your receipts.

You may elect to pay your moving costs yourself and be reimbursed by the CHOC, or if you prefer, you may have the CHOC pay the mover directly. In either case, prior arrangements must be made with Relocation Agent.

Select your mover with care. Be sure you request a quote for *full value replacement* insurance in any bids you receive. The Relocation Agent can help you select a reliable and reputable mover.

Rental Assistance Payment
You will move temporarily for a period of not more than twelve (12) months. Rental Assistance shall include:

- Any increase in housing expenses such as rent and utilities.

Filing a Claim for a Relocation Payment
You must file a claim for each relocation payment. The Relocation Agent will provide you with the required claim forms, assist you in completing them, and explain the type of documentation, if any, that you must submit in order to receive your relocation payments.

If you must pay any relocation expenses before you move (such as a security deposit when you sign a lease for your new home), discuss your financial needs with the Relocation Agent. You may be able to obtain an advance payment to meet these costs. An advance payment may be placed in "escrow" to ensure that the move will be completed on a timely basis.

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

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NON DISPLACEE – (TEMPORARY MOVE)

submit your claim the sooner it can be processed and paid. If you are unable to file your claim with 18 months, CHOC may extend this period for good cause.
You will be paid promptly after you file an acceptable claim. If there is any problem regarding your claim or the amount of the payment, you will be notified of the action you must take to resolve the matter.

Do I Have to Pay Federal or State Income Taxes on My Relocation Payments?
No. Relocation Assistance payments are not considered as "income" for income tax purposes. For more information, you should check with the State or Federal income tax office in your area or with your personal tax advisor.

Appeals
If you disagree with the CHOC's decision as to your right to relocation assistance or the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to the CHOC.

The CHOC will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with the CHOC after you receive written notification of the Agency's determination on your claim. Your appeal must be in writing. However, if you need help, the Relocation Agent will assist you in preparing your appeal.

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

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

ADDITIONAL INFORMATION
If you have further questions after reading this booklet, contact the Agency and discuss your concerns Relocation Agent.

Agency:	**Del Richardson & Associates Inc.**
Address:	**510 S. La Brea Avenue**
	Inglewood, CA 90301
Office Hours:	**9:00am to 6:30pm, Monday through Friday**
Your Relocation Specialist:	**Michael Quijano**
Telephone Number:	**(916) 498-8559**

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RELOCATION ASSISTANCE TO TENANTS DISPLACED FROM THEIR HOMES

Introduction

This booklet describes the relocation payments and other relocation assistance provided under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) to tenants displaced from their homes. This includes any family or individual that must move as a direct result of rehabilitation, demolition or acquisition for a project in which Federal funds are used.

If you are notified that you will be displaced, it is important that you do not move before you learn what you must do to receive the relocation payments and other assistance to which you are entitled.

> ***Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, 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.***

This booklet may not answer all of your questions. If you have more questions about your relocation, contact the Relocation Agent assigned to your case. (Check the back of this booklet for the name of the person to contact at the Del Richardson & Associates, Inc.) Ask your questions before you move. Afterwards, it may be too late.

Summary of Relocation Assistance

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

- Advisory Services. This includes referrals to comparable and suitable replacement homes, the inspection of replacement housing to ensure that it meets established standards, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.

- Payment for Moving Expenses. You may choose either a:

  * Payment for Your Actual Reasonable Moving and Related Expenses, or
  * Fixed Moving Expense and Dislocation Allowance, or
  * A combination of both, based on circumstances.

- Replacement Housing Assistance. To enable you to rent, or if you prefer, buy a comparable or suitable replacement home, you may choose either:
  * Rental Assistance, or
  * Purchase Assistance.

If you disagree with the *Community Housing Opportunities Corporation*'s (CHOC) decision as to the relocation assistance for which you are eligible, you may appeal that decision.

General Questions

How Will I Know I Am Eligible For Relocation Assistance?

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

How Will The CHOC Know How Much Help I Need?

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

How Soon Will I Have To Move?

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

What Is A Comparable Replacement Home?

A comparable replacement home is:

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

What is Decent, Safe, and Sanitary Housing?

Decent, safe, and sanitary housing is housing that:

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

Will The CHOC Help Me Find A Replacement Home?

Yes. You will be provided with referrals to housing that has been inspected to ensure that it meets established standards. If possible, you will be referred to at least three comparable replacement homes. The maximum financial assistance for which you may qualify will be based on the cost of the most representative comparable replacement home that is available to you. Promptly after you become eligible for relocation assistance, the Relocation Consultant will inform you of such unit and the maximum payment available.

Once the Relocation Consultant has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing. The Relocation Consultant will offer you appropriate transportation to inspect these units.

If you would like to move to government-owned housing or obtain a Housing Choice Voucher (HCV) let the Relocation Consultant know of your interest. Generally, an eligible displaced person receives preference for such long term housing assistance. You will be given assistance in completing any required application forms.

What If I Find My Own Replacement Housing?

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

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

If you encounter a problem in buying or renting housing of your choice, notify the CHOC immediately. The Relocation Consultant will look into the matter and try to resolve it. You will receive this help whether you were referred to the housing unit or found it yourself.

If you are unable to buy or rent a housing unit because of discriminatory practices on the part of a real estate broker, rental agent, lender, or a property owner, the Relocation Consultant will help you file a formal housing discrimination complaint with the U.S. Department of Housing and Urban Development or the appropriate State or local fair housing agency.

What Other Services Will I Receive?

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

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

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

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

The Relocation Consultant will explain all eligible moving costs, as well as those which are not eligible. You must be able to account for any costs that you incur, so keep all your receipts. Select your mover with care. The Agency can help you select a reliable and reputable mover.

You may elect to pay your moving costs yourself and be repaid by the CHOC or, if you prefer, you may have the CHOC pay the mover. In either case, let the Relocation Consultant know before you move.

What Is A Fixed Moving Expense And Dislocation Allowance?

If you choose a Fixed Moving Expense and Dislocation Allowance, you will receive an allowance which is based on the number of rooms in your home or the number of rooms of furniture you will be moving, as shown on a schedule. The Relocation Consultant has a copy of the schedule and will help you decide whether choosing this allowance is in your best interest.

If you do not have a large amount of personal property to move, this payment should be more advantageous. No special documentation is required to support your claim. You need only move your personal property and complete the appropriate claim form in order to receive your payment.

How Much Rental Assistance Will I Receive?

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

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

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

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

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

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

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

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

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

Must I File A Claim To Obtain A Relocation Payment?

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

If you must pay any relocation expenses before you move (e.g., a security deposit when you sign a lease for your new home), discuss your financial needs with the Relocation Consultant. While refundable deposits are not covered by URA payments, you may be able to obtain an advance payment to meet these costs. An advance payment may be placed in "escrow" or paid directly to a contractor to ensure that the move will be completed on a timely basis.

You must file your claim within 18 months after the date you move. However, it is to your advantage to file as soon as possible after you move. The sooner you submit your claim, the sooner it can be processed and paid. If you are unable to file your claim within 18 months, you must request the CHOC to extend this period.

Be careful not to confuse this 18-month period with the 12-month period within which you must rent (or buy) and occupy a replacement dwelling in order to be eligible for a replacement housing payment.

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

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

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

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

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

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

If you disagree with the CHOC's decision as to your right to relocation assistance or the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to the CHOC.

The Relocation Consultant will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with the CHOC after you receive written notification of the CHOC's determination on your claim. Your appeal must be in writing. However, if you need help, the Relocation Consultant will assist you in preparing your appeal.

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

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

I Have More Questions. Who Will Answer Them?

If you have further questions after reading this booklet, contact the Del Richardson & Associates, Inc. and discuss your concerns with the Relocation Agent:

Relocation Agent: **Del Richardson & Associates, Inc.**
Address: **510 South La Brea Avenue, Inglewood, CA 90301**
Office Hours: **9:00 am until 6:30 pm – Monday thru Friday**
Telephone No.: **(916) 498-8559**
Person to Contact: **Michael Quijano**

ATTACHMENT 6

FIXED RESIDENTIAL MOVING COST SCHEDULE

Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended, Fixed Residential Moving Cost Schedule

The payments listed in the table below apply on a state-by state basis. Two exceptions and limitations apply to all States and Territories. Payment is limited to $100.00 if either of the following conditions apply:

a. A person has minimal possessions and occupies a dormitory style room, or
b. A person's residential move is performed by an agency at no cost to the person.

Effective Date June 15, 2005

State	Occupant owns furniture									Occupant does not own furniture	
	Number of rooms of furniture										
	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms	Each add'l. room	1 room not furn.	Addt'l room/ no furn.
Alabama	$450	$600	$750	$900	$1050	$1200	$1350	$1500	$150	$300	$50
Alaska	600	800	1025	1250	1450	1625	1800	1975	200	400	100
American Samoa	282	395	508	621	706	790	875	960	85	226	28
Arizona	650	750	850	950	1050	1150	1250	1350	100	345	60
Arkansas	450	675	900	1100	1300	1475	1650	1800	150	250	50
California	625	800	1000	1175	1425	1650	1900	2150	225	400	65
Colorado	400	550	700	850	1000	1150	1300	1450	150	300	50
Connecticut	575	750	925	1100	1325	1550	1775	2000	150	225	60
Delaware	450	630	810	990	1125	1260	1395	1530	135	360	45

DC	250	400	550	650	750	850	950	1050	100	225	35
Florida	550	700	875	1050	1200	1350	1500	1650	200	450	125
Georgia	495	715	935	1100	1320	1485	1650	1760	140	275	40
Guam	282	395	508	621	706	790	875	960	85	226	28
Hawaii	550	900	1250	1550	1850	2100	2350	2600	200	300	100
Idaho	400	550	700	850	950	1050	1150	1250	100	300	50
Illinois	550	700	850	950	1050	1150	1250	1350	100	475	50
Indiana	425	625	825	900	1025	1150	1300	1400	200	375	100
Iowa	550	700	800	900	1000	1100	1225	1350	125	400	50
Kansas	400	600	800	1000	1200	1400	1600	1800	200	250	50
Kentucky	450	620	790	960	1130	1300	1470	1640	170	350	50
Louisiana	500	700	900	1100	1300	1500	1700	1900	200	375	60
Maine	500	700	900	1100	1300	1500	1650	1800	150	300	75
Maryland	350	500	650	800	925	1050	1175	1300	100	225	35
Massachusetts	400	550	700	850	1000	1150	1300	1450	150	250	50
Michigan	550	800	1050	1150	1300	1450	1625	1750	250	475	150
Minnesota	400	550	700	850	1000	1150	1300	1400	100	275	50
Mississippi	550	650	750	850	950	1050	1150	1250	100	300	50
Missouri	600	700	800	900	1000	1100	1200	1300	200	400	100
Montana	500	700	750	875	1000	1125	1250	1375	150	350	50
Nebraska	360	505	645	790	900	1005	1115	1225	110	285	37
Nevada	500	700	900	1100	1300	1500	1700	1900	200	350	60
New Hampshire	450	600	750	900	1050	1200	1350	1500	150	200	150
New Jersey	500	500	700	850	1000	1150	1250	1400	250	225	35
New Mexico	400	650	880	1040	1200	1360	1520	1680	160	360	55
New York	550	700	850	1000	1150	1300	1450	1600	150	350	100
North Carolina	500	700	900	1100	1300	1500	1650	1800	150	350	50
North Dakota	400	575	725	875	1025	1150	1225	1375	150	350	50
N. Mariana	282	395	508	621	706	790	875	960	85	226	28

Is.											
Ohio	400	600	800	950	1100	1250	1400	1550	150	250	50
Oklahoma	450	600	750	900	1025	1150	1275	1400	100	300	50
Oregon	400	550	750	950	1125	1300	1475	1650	175	350	100
Pennsylvania	420	680	940	1110	1280	1450	1620	1790	170	380	60
Puerto Rico	280	370	460	550	640	730	820	910	75	200	25
Rhode Island	400	500	600	700	900	1000	1100	1200	100	300	25
South Carolina	600	675	925	1100	1350	1500	1625	1800	175	450	50
South Dakota	350	500	650	800	900	1200	1400	1600	200	300	40
Tennessee	500	700	900	1100	1300	1500	1700	1900	200	300	50
Texas	400	550	700	850	1000	1100	1200	1300	100	300	50
Utah	460	585	720	845	970	1120	1245	1370	125	300	50
Vermont	400	550	650	850	1000	1100	1200	1300	150	300	75
Virgin Islands	250	350	450	550	625	700	775	850	75	200	25
Virginia	450	650	800	950	1100	1250	1400	1550	150	300	50
Washington	600	800	1000	1200	1400	1600	1800	2000	200	300	50
West Virginia	600	750	900	1050	1200	1350	1500	1650	200	300	50
Wisconsin	450	600	750	900	1050	1200	1350	1500	150	350	50
Wyoming	410	550	685	820	960	1095	1235	1370	135	275	50

To provide Feedback, Suggestions or Comments for this page contact Wayne Coil wayne.coil@fhwa.dot.gov.

This page last modified on May 24, 2005

RELOCATION PLAN COMMENT(S) FORM

All comments must be received no later than 5 pm on Friday, October 5, 2007. Submit your comments in writing to either address at:

CHOC	or	DRA, Inc.
Ben Rosen, Project, Manager		915 L Street,
1490 Drew Avenue, Suite 160,		Suite C142
Davis, CA 95618		Sacramento, CA 95814

Name: Eva Rios
Address: 920 D St #3
Sacramento CA 95814
Phone: (916) 410-7765 / 916-443-5488
Email: rioseva@sbcglobal.net
Date: 9-24-07

After reading the material the following applies:

☐ I do not have any comments to provide.

☒ My comments are as follows:

Once temporary move time is complete I would like to return to my previous unit Apt #3 at 920 D st. Also if possible I would like the temporary unit to be in the same complex.

Thank you for your time!

Signature: Eva R (optional) Date: 9-24-07 (optional)

CC DRA

RELOCATION PLAN COMMENT(S) FORM

All comments must be received no later than 5 pm on Friday, October 5, 2007. Submit your comments in writing to either address at:

CHOC
Ben Rosen, Project, Manager
1490 Drew Avenue, Suite 160,
Davis, CA 95618

or

DRA, Inc.
915 L Street,
Suite C142
Sacramento, CA 95814

Name: Galina Djonic
Address: 422 10 th St #21
Sacramento CA 95814
Phone: (916) 446-6267
Email: vso 578 sbcglobal.com
Date: 09/11/07

After reading the material the following applies:

☐ I do not have any comments to provide.
☒ My comments are as follows:

May I ask you to put our unit for constraction from December 18 to January 15 because this time I have a vacation and it will be easier for me to pack and move. Please, if you can.

Thank you.

Signature: _____ (optional) Date: _____ (optional)

RESOLUTION NO. 2007 -

ADOPTED BY THE SACRAMENTO CITY COUNCIL

on date of

ADOPTION OF RELOCATION PLAN FOR WASHINGTON SQUARE III AND SHERWOOD COURT IN THE ALKALI FLAT REDEVELOPMENT AREA

BACKGROUND

A. On September 5, 2006, the Redevelopment Agency of the City of Sacramento executed a loan agreement totaling $1,638,000 with the Community Housing and Opportunities Corporation (CHOC), an affordable housing developer, to acquire and rehabilitate Washington Square III and Sherwood Court.

B. In order to rehabilitate each unit, all residents will be temporarily relocated while eight (8) families will be permanently relocated because their incomes are higher than the qualification limit for the affordable units.

C. State law requires the creation and adoption of a relocation plan which outlines relocation procedures and tenants rights whenever redevelopment projects result in the displacement of residents.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. After due consideration of the facts presented, the Relocation Plan for Washington Square III and Sherwood Court, which includes the results of a Needs Assessment Survey and Housing Resources Study and provides specifics on the rights and monetary benefits available to all residents, is approved.

RESOLUTION NO. 2007 -

Adopted by the Redevelopment Agency of the City of Sacramento

on date of

ADOPTION OF RELOCATION PLAN FOR WASHINGTON SQUARE III AND SHERWOOD COURT IN THE ALKALI FLAT REDEVELOPMENT AREA

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BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO RESOLVES AS FOLLOWS:

Section 1. After due consideration of the facts presented, the Relocation Plan for Washington Square III and Sherwood Court which includes the results of a Needs Assessment Survey and Housing Resources Study and provides specifics on the rights and monetary benefits available to all residents is approved.