

A U T O



T E M P

**RELOCATION PLAN**  
FOR THE  
**DISPOSITION**  
OF THE  
**HACIENDA PUBLIC HOUSING SITE**

PREPARED FOR  
THE  
**Richmond Housing Authority**  
**330 24<sup>TH</sup> STREET**  
**RICHMOND, CA 94804**

BY

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## INTRODUCTION

The Richmond Housing Authority (“RHA” or “Authority”) was established to provide low-income residents of the City of Richmond with access to low-cost housing.

The Authority has submitted to the U.S. Department of Housing and Urban Development (‘HUD’) and received approval, a ‘Disposition Application’ for the Hacienda Public Housing Site (the ‘Project’) within its jurisdiction. The authority has also submitted a *separate* application to HUD for Section 8 Vouchers for the occupied units of Hacienda, and has received 106 one-bedroom and 5 two-bedroom vouchers to allow households to move to replacement units, while Hacienda will be transferred to a non-profit, allowing for a substantial rehabilitation. The planned disposition will provide the Authority with the opportunity to upgrade the existing facilities, replace existing, and inadequate public housing subsidies with project-based Section 8 for future residents of the site, along with providing the existing residents the flexibility and continued subsidies of a Section 8 Tenant Protection Voucher. As a result of the planned disposition, 106 current households of the Hacienda will be required to move.

Autotemp, an experienced acquisition and relocation consulting firm, has been selected to prepare this requisite Relocation Plan (the ‘Plan’), and will provide all subsequently required relocation assistance. In compliance with statutory requirements, the Plan has been prepared to evaluate the present circumstances and any replacement housing requirements of the current Project occupants.

This Plan provides for the results of a needs assessment survey, its subsequent incorporation into the Authority’s planning process, and details of the Authority’s possible relocation activities. It conforms with the General Plan and Housing Element.

Pursuant to Federal regulations governing the disposition of public housing projects (24 CFR 970), and in accordance with Section 18 of the United States Housing Act (42 USC 1437p), and its implementing regulations (24 CFR 970.21), RHA must offer each family displaced, “comparable housing”. Such comparable housing may include, if available, tenant-based assistance such as a Housing Choice Voucher (Section 8 Vouchers), project-based assistance or, occupancy in a unit operated, or assisted by a public housing authority at a rental rate paid by the household that is

comparable to the rental rate applicable to the unit which the household presently occupies. Those residents, who are required to move, are also entitled to payment of actual and reasonable relocation expenses and are eligible to receive advisory services.

In the event any of the Authority's actions resulting from the implementation of the Disposition Application result in residential displacement, such displacement will be pursuant to the policies and procedures which would be necessary to conform to the statutes and regulations established by the Federal, Uniform Relocation Act (42 U.S.C. § 4600 et seq.), its implementing regulations (49 C.F.R.) Part 24); and, the California Relocation Assistance Law, California Government Code Section 7260 et. seq., (the "CRAL") and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et seq. (the "Guidelines") for residential displacements.

It should be noted that with certain narrow exceptions, Federal funds cannot be used for any "displaced person" who is an alien not lawfully present in the United States. No mandatory displacement activities will take place prior to the required reviews and approval of this Plan.

## **PROJECT CIRCUMSTANCES**

### **General**

The Richmond Housing Authority has submitted a 'Disposition Application' for its Hacienda public housing site to the U.S. Department of Housing and Urban Development (HUD). The Disposition Application, and subsequent request for Section 8 Vouchers, as approved, will allow the Authority to transfer the property to an affiliated non-profit corporation; allow for a substantial rehabilitation of the Hacienda site; increase and preserve the existing affordable housing stock and opportunities for low-income families in Richmond; replace public housing subsidies with Project Based Section 8 at the renovated Hacienda site; and will utilize vouchers to properly house the existing households. Such a change will significantly improve RHA's ability to repair, maintain and, manage the Hacienda site in the future while providing quality and affordable housing to its clients.

## **DISPOSITION PLAN**

### **Background**

The Richmond Housing Authority has determined that the disposition of its 150 Hacienda public housing units is in the best interest of the residents and the Authority; is consistent with the goals of the Authority and the Authority's Annual Plan; and is consistent with the United States Housing Act of 1937. The Authority has come to this conclusion based both on the current condition and the situation of the Hacienda units.

The Authority is committed to maintaining the affordability of the project site units, following rehabilitation, to families earning at, or below 60% of AMI. Ultimately, the strategy will result in preservation and renovation of the existing units.

### **The Cumulative Impact of Inadequate Public Housing and Capital Funds**

Following nearly twenty years of declining funding of the Public Housing Program, the Authority, short on capital grant funds, as discussed below and severely underfunded with operating subsidies now expected at approximately 82% of the formula amount, is unable to address physical and management conditions adequately at these properties.

The shortfall in funding means the Authority's staffing is not adequate. Routine repairs are often delayed due to a shortage of staff to provide maintenance and upkeep. Major repairs and upgrades have been deferred due to inadequate capital and operating funds. These delays further contribute to the deterioration and accumulation of replacement needs.

The Authority receives formula capital grants annually (for all public housing, large sites and scattered sites), which is below the amount RHA estimates to be necessary to keep up with accrual needs and inflation; thus placing the Authority in an untenable position regarding the Hacienda site.

## **Overview of Disposition Strategy**

Following HUD approval of the disposition request, and the provision by HUD of Section 8 Tenant Protection Vouchers, and all other required approvals, the Authority will proceed with the relocation of the current households of the Hacienda.

These eligible households will be offered tenant-based vouchers, and the Authority, on a one-time basis, will provide a fixed moving payment *or* will pay actual and reasonable relocation expenses for any family which moves within a specified period of time from receipt of a voucher.

All eligible households in *good standing* (current on their rent and in compliance with their lease) will be offered a Voucher. If available, a household may choose to transfer to another public housing unit or a Project Based Section 8 unit, and receive actual and reasonable relocation expenses.

Being “current on rent” means the household has paid the prior month’s rent and does not owe any back rent to RHA or, if there is back rent owed, the household has entered into a repayment agreement with RHA and is following the terms of that agreement. Being “in compliance with the lease” means the household has not been served with an eviction notice, written notice of violation or been evicted. If a household or one of its members has been issued a Notice to Vacate, or has otherwise been informed in writing they are not in compliance with their lease, and the case has not been resolved at the time the Section 8 Vouchers are available, RHA will not issue the family a Voucher at that time. If the case is resolved, or if a court rules in favor of the resident, RHA will provide a Voucher at that time.

## **A. DEMOGRAPHIC AND HOUSING CHARACTERISTICS**

### **THE COMMUNITY**

#### **Geography**

The Public Housing units which are the subject of this Relocation Plan are located in the City of Richmond, California (Contra Costa County), in the “East Bay” region of the San Francisco Bay Area; the 6<sup>th</sup> most populous metropolitan area in the United States.

## Population

As of 2010, it was estimated that there were 103,701 people, 36,093 households and 24,018 families residing in Richmond.

## Race and Ethnicity

The U.S. Census Bureau's 2010 estimates provide that the racial, and ethnic group break-out of the Richmond population as being 31.4% 'White'; 26.6% 'African American'; 39.5% 'Hispanic or Latino of Any Race'; 13.5% 'Asian American'; 21.8% 'Some Other Race'; 5.6% 'Two or More Races' .6% 'Native-American'; and, 5.6% 'Pacific Islander'.

## Income

Pursuant to the 2010 Decennial Census, the median *household* income in Richmond was \$54,589 per annum. Approximately 18.5% of the total population living below the poverty line. Incomes were distributed as follows:

Full-time, year-round workers with earnings	30,780
\$1 to \$9,999 or less	3.6%
\$10,000 to \$14,999	4.4%
\$15,000 to \$24,999	19.7%
\$25,000 to \$34,999	14.1%
\$35,000 to \$49,999	17.7%
\$50,000 to \$64,999	12.3%
\$65,000 to \$74,999	7.2%
\$75,000 to \$99,999	10.1%
\$100,000 or more	10.9%

## THE PROJECT SITE

The Public Housing units at the Hacienda, which are the subject of this Plan, are located with the City of Richmond, comprising a total of 150 units of affordable, rental housing, 49 of which are currently vacant.

The Hacienda is located at 1300 Roosevelt Avenue, in the City of Richmond. The location of this site is represented in **ATTACHMENT 1**. The breakdown of the currently occupied units by bedroom-count is shown in **TABLE 1** below.

**TABLE 1: Richmond Housing Authority  
Hacienda Public Housing Units by Bedroom Count**

	Studio (Units)	One (1)- Bedroom Units	Two (2)- Bedroom Units	Total Units All Bedrooms
Occupied	9	85	7	101
Vacant				49

### The Households

Of the 150 Public Housing units in the Hacienda, 101 units are currently *occupied* by 118 persons of all ages. The average household size within the occupied, Hacienda units is 1.17 persons.

Of the 101 occupied households, 38 head of households are “elderly” persons age 62 or over; 63 households have one or more members with a disability.

In **TABLE 3** below, are the State of California income limits, for Contra Costa County, effective April 15, 2015, reflecting the Extremely Low-, Very Low-, Lower-, and Moderate-income upper limits for households of from one, to eight persons. The Median for all households, by size, is also shown. When State income limits are to be used for a program, the limits in the Table are applied in determining the household’s income category in qualifying the household for one program, or another.

The ‘Extremely Low’ income category represents “thirty percent (30%)” of median income, by household size; the ‘Very Low’ income category represents “fifty percent (50%)” of median income, by household size; and, the ‘Lower’ income category represents “eighty percent (80%)” of median income by household size.

<b>TABLE 3: HUD ANNUAL INCOME LIMITS BY CATEGORY – CONTRA COSTA COUNTY (2015)</b>					
<b>AREA FOUR PERSON MEDIAN: \$93,500</b>					
<b>Family Size</b>	<b>Extremely Low Annual Income</b>	<b>Very Low Annual Income</b>	<b>Lower Annual Income</b>	<b>Median Annual Income</b>	<b>Moderate Annual Income</b>
<b>One Person</b>	\$19,650	\$32,750	\$47,350	\$65,450	\$78,550
<b>Two Person</b>	\$22,450	\$37,400	\$54,100	\$74,800	\$89,750
<b>Three Person</b>	\$25,250	\$42,100	\$60,850	\$84,150	\$101,000
<b>Four Person</b>	\$28,050	\$46,750	\$67,600.	<b>\$93,500</b>	\$112,200
<b>Five Person</b>	\$30,300	\$50,500	\$73,050.	\$101,000	\$121,200
<b>Six Person</b>	\$32,550	\$54,250	\$78,450	\$108,450	\$130,150
<b>Seven Person</b>	\$34,800	\$58,000	\$83,850.	\$115,950	\$139,150
<b>Eight Person</b>	\$37,050	\$61,750	\$89,250.	\$123,400	\$148,100

**Source:** State of California Business, Transportation and Housing Agency  
 Department of Housing and Community Development  
 Division of Housing Policy Development  
 April 15, 2015

By comparison with the County Median incomes above, **TABLE 4** below shows the income distribution of the 101 households presently residing in the Hacienda Public Housing site, determined by their household income and respective household size.

<b>TABLE 4: RICHMOND HOUSING AUTHORITY HACIENDA PUBLIC HOUSING SITE - Households by Income Group for Contra Costa County</b>						
	<b>Extremely low</b>	<b>Very Low</b>	<b>Low</b>	<b>Median</b>	<b>Moderate</b>	<b>Total</b>
<b>All Households</b>	94	7	-	-	-	<b>101</b>
<b>Percentages- All Households</b>	<b>94%</b>	<b>6%</b>	-	-	-	<b>100%</b>

Monthly rents at the Hacienda range from \$0.00/month to \$686.00/month, currently subsidized by HUD.

## **B. ASSESSMENT OF NEEDS**

To obtain resident information necessary for the preparation of this Plan, information was provided by the Authority along with personal interviews with the households, which began on February 26, 2015. Of the 101 households, 97 participated in the interview process. Response cards were left requesting the tenants to contact consultant staff to be interviewed, if they were not home. Inquiries made of the occupants included household size and composition, ages of occupants, rental and income information, length and type of occupancy, ethnicity, primary language in the home, disabilities and health problems, and preferences related to replacement housing and location.

Relocation activities will consider individual household needs to be close to public transportation, employment, schools, public/social services and agencies, recreational services, parks, community centers, or shopping.

Relocation Assistance information and assistance will be provided in the primary language of the displaced occupants, in order to assure that all displaced occupants obtain a complete understanding of the relocation plan and eligible benefits. English and Spanish are the predominant languages, with one household speaking Mien, but a family member speaks and reads English.

### **Units - Current**

As noted generally, above, of the 150 total *units*, there were 49 units vacant, with the remaining 101 units occupied by 118 persons; averaging 1.17 persons per household and ranging in occupancy density from one to three persons per household. Of the occupied 101 units, 9 households were in Studio units; 85 were in units having one-bedroom; 7 households were in two-bedroom units.

### **Unit Need**

Based upon the occupancy standards of the RHA as they apply to establishing the size of the replacement household by bedroom count, there appears to be no over-

crowding issues at this time.

Essentially, a single-person household or ‘Head’ of household is eligible to occupy one (1) bedroom. The introduction of a spouse or domestic partner would not alter that one-bedroom-count.

If, however, a single-person household required the services of an ‘aide’, that aide – as approved by the RHA – would be entitled to their own, separate bedroom, if a voucher of greater size is available. Under all other circumstances, every two persons are assigned a separate bedroom; any “odd-numbered” person would also be entitled to a separate bedroom. Except for single-persons and those requiring ‘aides’, each bedroom shall be(come) occupied by two persons before the family becomes otherwise eligible for an additional bedroom, as the availability of voucher sizes allow.

**Residential Relocation Resources (For Rent) - Units Required vs. Current Units  
for those households that may be displaced**

<b>Units by Bedroom Count</b>	<b>Current Units</b>	<b>Required Units</b>
<b>Studio Apartments</b>	<b>9</b>	<b>9</b>
<b>One-Bedroom Apartments</b>	<b>85</b>	<b>85</b>
<b>Two-Bedroom Apartments</b>	<b>7</b>	<b>7</b>
<b>All Units</b>	<b>101</b>	<b>101</b>

### **Disabilities/Handicaps**

There are a total of 63 households who are qualified as physically or mentally disabled to some degree, but not necessarily the head of household. Some of these disabilities currently require special accommodations for the relocation beyond locational preferences, addressing proximity to medical facilities, accessibility and unit locations within a building (i.e. first floor).

### **Elderly**

Of the total 101 currently occupied households, the ‘Head’ of household in 38 are

over the age of sixty-two years. 22 of these households also qualify as disabled.

### **C. RELOCATION HOUSING NEEDS AND RESOURCES**

The interview process will be used to determine housing preferences or reported need to be close to public transportation, employment, schools, public/social services and agencies, recreational services, parks, community centers, or shopping. In addition, health needs, which will require special consideration for accessibility and perhaps proximity to medical facilities, were identified. The interviews were performed by staff and confidentiality will be maintained. RHA has retained the services of Autotemp to prepare this Relocation Plan and, as required, to provide advisory and, other forms of relocation assistance to those households which may to relocate to:

1. Other, privately-held units which accept Section 8 Vouchers;
2. Other Public Housing units; or,
3. Other Project Based Section 8 units; or,
  - Choose to “port-out” to the jurisdiction of other Authorities using the portability feature of Section 8 Vouchers.

Of the households interviewed, virtually all indicated a desire to relocate to Richmond and/or the surrounding communities. These communities include San Pablo, El Cerrito, Oakland, El Sobrante, Albany, Concord, Walnut Creek, San Ramon, Union City, Oakland, Martinez, Hercules, Emeryville, Fairfield, Berkeley, Hayward, San Leandro, Pinole and Brentwood. One household indicated a desire to move to Sacramento, while others indicated Arizona, Ohio and Louisiana.

Some households indicated a need to be close to public transportation, proximity to medical providers, locational preference within a building (i.e. first floor) along with accessibility issues.

Residents will have 4 months from the point at which their Section 8 Vouchers and/or Notice of Eligibility are issued to them, to move from their unit. At that time, the resident will be offered advisory assistance to assist them in the move.

From the point a Tenant Protection Voucher is issued, RHA will pay one-time, fixed or actual and reasonable moving expenses for any household which moves within 120 days from the receipt of their Tenant Protection Voucher and/or Notice of Eligibility. RHA will consider an extension of the 120-day period, on a case-by-case basis for extenuating circumstances. Should the request for an extension of time be denied, families will have the right to grieve this determination pursuant to the grievance procedure outlined in this document.

Generally, the Section 8 Program is limited to families earning 50% of Annual Median Income (AMI), by household size, as compared to an income-limit of 80% of AMI for the Public Housing Program. However, because families at the Hacienda will be treated as “continuing participants”, all families in good standing will be offered a Section 8 Voucher.

Any family in good standing will be afforded, depending upon availability, the opportunity to transfer to ‘comparable replacement housing’, utilizing occupancy standards, in another public housing unit and, payment of actual and reasonable moving expenses.

In addition to meeting Section 8 Housing Quality Standards (HQS) inspection, “comparable replacement housing” includes standards such as:

- Comparable as to the number of bedrooms, living space, and type and quality of construction, but neither lesser, nor greater in rooms or living space than necessary to accommodate the household pursuant to the Housing Authority’s occupancy standards;
- In an area that does not have unreasonable environmental conditions;
- Is not generally less desirable than the Hacienda unit with respect to proximity to schools, employment, health and medical facilities and, other public and commercial facilities and services; and,

- Is within the financial means of the household as defined in Section 6008, subdivision (c) (5) of the Guidelines.

Any relocation assistance to be provided by RHA shall conform to the standards and provisions set forth in the California Relocation Assistance Law (the “CRAL”), Government Code 7260 et seq., the Guidelines and, all other applicable regulations and requirements.

The displacement of the existing households will be through the issuance of Section 8 Vouchers; which method should provide households with greater flexibility in regard to relocating virtually anywhere within the Authority’s jurisdiction – or, outside the area entirely, if the households should choose, while retaining their rent-geared-to-income position.

A replacement housing study was conducted in early March 2015 to identify available comparable, decent, safe, and sanitary units within Richmond and the adjoining communities. Referrals will be made both to income-restricted dwellings and open market housing. The over-income household will be referred to open market housing.

The survey identified numerous replacement housing resources, including landlords willing to accept Section 8 vouchers, within Richmond and the general vicinity See **ATTACHMENT 4 – Residential Relocation Resources**. Outreach will be necessary by both the Authority and consultant to promote acceptance of the Section 8 voucher.

Comparable replacement housing will be identified for each household before mandatory displacement can occur for that individual household.

#### **D. CONCURRENT RESIDENTIAL DISPLACEMENT**

Based on the project timeline, there are no projects now, or planned in the immediate future, which will impact negatively upon the efforts, and ability of the Authority in relocating any households to move from the Hacienda. The temporary relocation of residents from the Friendship and Triangle Public Housing sites will not impact this Plan.

## **E. PROGRAM ASSURANCES AND STANDARDS**

There shall be adequate funds budgeted to relocate any, and all households during the specified period of time, to relocate from the scattered sites project(s).

Any assistance and re-housing services will be provided to ensure that moving does not result in different, or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act; the Americans with Disabilities Act;

Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968 the California Fair Employment & Housing Act and the Unruh Act; as well as any otherwise arbitrary, or unlawful discrimination.

Services shall further conform to the standards, and provisions set forth in Section 18 of the United States Housing Act (42 USC 1437p), and its implementing regulations (24 CFR 970.21); and, the California Relocation Assistance Law, California Government Code Section 7260 et. seq., (the "CRAL") and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et. seq., (the "Guidelines") for residential displacements, and all otherwise applicable regulations and requirements as may be necessary.

## **F. RELOCATION ASSISTANCE PROGRAM**

Autotemp staff is available to assist the permanently displaced tenants with questions regarding relocation and/or assistance in relocating. Relocation staff can be contacted **Toll-free** at **888.202.9195** from 8:30 a.m. to 6:00 p.m., Monday through Friday and also available on-site by appointment. The Relocation Office is located at **373 4<sup>th</sup> Street, Suite 2A, Oakland, CA 94607**. An on-site office has been established in unit 115.

A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to those households who are required to relocate. Close contact will be maintained with each household. In addition to distribution of

informational brochures (See: '**ATTACHMENT 5**'), specific activities will:

1. Fully inform eligible project occupants of the nature of, and procedures for, obtaining relocation assistance and benefits;
2. Determine the needs of each residential displacee eligible for assistance;
3. Provide an adequate number of referrals – which, pursuant to the Guidelines requires a minimum of three (3) – to comparable, decent, safe and sanitary housing units within a reasonable time prior to displacement, and assure that no residential occupant is required to move without a minimum of 90 days written notice to vacate;
4. Provide current, and continually updated information concerning replacement housing opportunities;
5. Provide special assistance in the form of referrals to governmental and social service agencies, if needed. Referral agencies may include, but not necessarily be limited to, the Department of Public and Social Services (DPSS) for income maintenance or food stamps, Medi-Cal, Employment Development Department, Contra Costa County Health and Human Services Department, and Child and Adult Protective Services.
6. Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, sexual orientation, marital status or other arbitrary circumstances;
7. Supply information concerning federal and state housing programs and other governmental programs providing assistance to displaced persons;
8. Assist each eligible person to complete applications for benefits;
9. Make relocation benefit payments in accordance with State of California Guidelines, including the provisions of the Last Resort Housing sections, where applicable;
10. Inform all persons subject to displacement of the Authority's policies with

regard to eviction and property management; and,

11. Establish, and maintain a formal grievance procedure for use by displaced persons seeking administrative review of Authority decisions with respect to relocation assistance.

On-going meetings with residents, including one-on-one meetings between the residents and relocation staff will be necessary to relocate residents with a minimum of disruption. The relocation staff will be available to offer advisory service and assistance, including providing transportation to view prospective replacement homes, as necessary.

## **G. CITIZEN PARTICIPATION/PLAN REVIEW**

### **Resident Meetings**

To date, numerous meetings specifically related to the Disposition Application and/or potential relocation, have been held with residents and Resident Council of the Hacienda.

RHA invited all Hacienda public housing resident households to a meeting on February 25, 2015, to learn about and respond to a presentation on the upcoming relocation process. Copies of the invitation and subsequent information, including a summary brochure are included in **ATTACHMENT 2**. The relocation process and the advisory assistance being provided were discussed at the meeting along with the answering of resident's questions.

A subsequent meeting will be held on May 19, 2015 to once again discuss the process and to introduce the Relocation Plan, as part of the 30 Day public comment period, and to answer further questions. The invitation to that meeting, is included as **ATTACHMENT 3**.

The Authority utilizes a service for interpreters for any non-English speaking resident who requires such assistance and provided the meeting invitations and summaries in Spanish.

## **External Outreach**

In addition to meeting with residents, the Authority's staff has met with local housing advocates, congress members, City Council members, NAACP, Concerned Citizens of Richmond and Legal Aid to hear, and address their concerns regarding the planned disposition.

Authority staff will continue to meet with these organizations throughout the public comment period, to ensure their concerns are adequately addressed. Meetings have also been held with local, State and Federal governmental officials or their respective staff.

This Relocation Plan was released for a 30-day, public comment period, which ends on June 01, 2015. Comments in respect to this Plan will be included as a Plan addendum prior to submission for approval and adoption by the Richmond Housing Authority. In addition to being made available to all residents of the Hacienda, the 'Relocation Plan' is available for public review at:

**Richmond Housing Authority  
330 24<sup>TH</sup> STREET  
RICHMOND, CA 94804**

and will be presented for the consideration of the Housing Authority Commission at its meeting to be held June 16, 2015.

RHA will ensure the following:

1. Full and timely access to documents relevant to the relocation program;
2. Provision of technical assistance necessary to interpret elements of the relocation program and other pertinent materials;
3. A general notice of the availability of this Plan shall be provided to all residents of the proposed project. This Plan shall be made available for circulation for information and review by interested citizen groups, state and county agencies, and all persons affected by the project; and;

4. The right to submit written or oral comments and objections regarding the Relocation Plan and to have these comments attached to the Plan when it is forwarded to the Commission for final approval;
5. The Plan will be reviewed to ensure that it is feasible; and complies with locally-adopted rules and regulations governing relocation, and;
6. Upon completion of all reviews, the Plan will be presented for adoption by the Authority.

## **H. RELOCATION BENEFIT CATEGORIES**

As may be required, benefits will be provided in accordance with Section 18 of the United States Housing Act; the California Relocation Assistance Law (the “CRAL”), California Government Code 7260 et seq., and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et seq. (the “Guidelines”), and any other applicable regulations and requirements.

Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with Authority-approved procedures. Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displacees. In the course of personal interviews and follow-up visits, each displacee will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Chapter 6, of Title 25 of the California Code of Regulations contains the relocation regulations published by the California Department of Housing and Community Development (HCD) that apply to state and local agencies. Section 6008(g) defines a “dwelling” as: ‘. . . *the place of permanent or customary and usual abode of a person . . .*’ Additionally, ‘6008(g) states: “A second home shall be considered to be a dwelling only for the purposes of establishing eligibility for payment for moving and related expenses (as provided in ‘6090 Actual Reasonable Moving Expenses).

Pursuant to this definition of dwelling, both primary residents and any “part-time” residents are entitled to the moving expenses detailed in ‘6090 as long as they meet the eligibility requirements of ‘6034. Part-time residents are not entitled to rental

assistance payments.

In order to alleviate hardships for tenants who must pay “move-in costs” (such as credit report fees and security deposits), the Authority will provide up to seventy five dollars (\$75.00) for credit checks and a maximum of two months’ rents as a security deposit based upon the maximum monthly rent payment standards as approved by Housing Authority and outlined in **Section 8 Eligible Households**, below.

There are 2 types of moving payments. Tenants will have the option of selecting either one of the following types of moving payments:

**A. Fixed Moving Payment**

A ‘Fixed Moving Payment’ is based upon the number of rooms the tenant occupies, and whether or not the tenant owns their own furniture. The payment is based upon a Federal Highway Administration schedule approved for use in the State of California and, approved by the RHA.

Relative to the units occupied at the Hacienda, the following payments will apply:

- Studio Apartments – 2 Rooms \$880.00
- One-Bedroom Apartments – 3 Rooms \$1,100.00
- Two-bedroom Apartments – 4 Rooms \$1,295.00

If the tenant selects a *fixed payment* move, the tenant will be responsible for arranging their own move, and the RHA will assume no liability for any loss, or damage to the tenant’s personal property; **or**,

**B. Actual Moving Expense (Professional Move)**

If the tenant wishes to engage the services of a licensed, commercial mover and have RHA pay the invoice, the tenant may claim the actual cost of moving their personal property up to 50 miles.

The tenant’s relocation representative will inform the tenant of the number of competitive moving bids (if any) which may be required, and assist the tenant

in developing a scope of work for RHA's prior approval. Payments for professional, actual moves will be paid directly by RHA.

All households that elect to be moved by the licensed mover will be reimbursed for the actual cost of transferring/ reconnecting existing telephone, utility and cable services. RHA will not cover the cost of telephone, utility or cable bill arrangements, arrearages or new service. Residents are responsible for notifying the telephone, cable, electric, gas, and other utility companies of the need for a transfer. Special assistance will be provided to elderly, disabled and non-English speaking households as necessary. The RHA will reimburse residents for the actual transfer cost upon presentation of an itemized bill from the appropriate company.

### **Section 8 Eligible Households**

As residents of public housing, on-going rental assistance will be provided pursuant to the provisions of the Section 8 Housing Choice Voucher program of the federal Department of Housing and Urban Development (HUD). The Section 8 voucher program provides for a household to continue paying thirty percent (30%) of the household adjusted income – with some program-specific exceptions – for their monthly, housing rental costs.

In order to alleviate hardships for tenants who must pay “move-in costs” (such as credit report fees and security deposits), the Authority will provide up to seventy five dollars (\$75.00) for credit checks and a maximum of two months' security deposit based upon the maximum monthly rent payment standards as approved by Housing Authority and outlined in the following paragraph.

Section 8 Housing Choice Voucher Program (HCVP) **Payment Standards** are set by the U.S. Department of Housing and Urban Development (HUD). They're updated, at least, annually. A **payment standard** is the **maximum** allowable monthly assistance payment in the Richmond Housing Authority's (RHA's) jurisdiction for an assisted family's (1) **contract rent**; and (2) those **essential utilities** for which the tenant is responsible, including a stove or refrigerator provided by the family.

**Payment standards ARE** used to determine **how much of the rent is paid by RHA, and how much by the family. Payment standards do NOT determine or limit the rent a landlord may charge.** The maximum contract rent a landlord may

charge is based on the **reasonable rent** for the unit and the **family's income**. Richmond Housing Authority Payment Standards are listed below. Households can request the payment standards for other areas from their relocation consultant.

**SECTION 8 HOUSING CHOICE VOUCHER**

**PAYMENT STANDARDS – CITY OF RICHMOND**

<u>Unit Size</u>	<u>Current</u>	<u>as of July 01, 2015</u>
STUDIO	\$932.00	\$987.00
ONE-BEDROOM	\$1,130.00	\$1,197.00
TWO-BEDROOM	\$1,420.00	\$1,506.00

\*The above listed payment standards, which includes all utilities, represent the maximum amount the contract rent may be for each bedroom size indicated. Once a Request for Tenancy Approval (RTA) has been received, the Housing Manager will negotiate the contract rent with the owner. The rents offered will be based on comparable rents in the area and the condition of the unit submitted on the RTA.

If a household cannot find a comparable replacement home at a monthly rent that is at or below the Authority's payment standard, that household may be eligible to receive a gap differential, called a "rental assistance payment." This differential will enable the household to cover the gap for 42 months.

The household may receive this adjustment only if without such assistance, in RHA's determination, the household cannot lease a comparable home or apartment that is affordable to at 30% of their adjusted monthly income. If a household qualifies for a rental assistance payment, the household's rent share plus utilities still must not exceed 40% of their adjusted monthly income.

Although the rental assistance payment (RAP) is based on a forty-two (42) month calculation, the actual payment will be made in only four (4) installments; the first being paid at the time of move-in to the replacement dwelling and the next three (3) payments will be made quarterly. At the end of twelve months, the entire rental assistance payment will have been disbursed to the displacee household.

Requests for such advance payments will be expeditiously processed to help avoid

the loss of desirable and appropriate replacement housing. In addition, the Housing Authority will refund security deposits paid by tenants when they moved into public housing, less any excessive wear and tear, outstanding rent and late charges.

## **RIGHT TO RETURN**

Any household wishing to return to the completely renovated Hacienda, shall be afforded first priority for a renovated unit provided that the household meets the minimum eligibility requirements set by state and federal law at the time of application. In order to effectuate the return of households, every household shall be notified at least 90 days in advance, via U.S. Postal Service Certified Mail, email, telephone and text message, of when applications for the renovated Hacienda development will be accepted from the general public. Households may submit early applications anytime during this advance notice period. However, households are not required to submit early applications in order to maintain first priority. Households must also remain in good standing; in compliance with all terms of their lease agreement; not found guilty of fraud or must not have been involved with criminal activity; and have a satisfactory record of paying their rent.

Households wishing to return to the Hacienda will be provided full return moving expenses as outlined above.

### **I. PAYMENT OF RELOCATION BENEFITS**

Claims and supporting documentation for moving benefits must be filed with RHA within 18 months from the date a tenant moves from the Hacienda.

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

1. Tenant(s) will provide all necessary documentation to substantiate eligibility for assistance.
2. Assistance amounts will be determined in accordance with the provisions of California Relocation Law and guidelines, as may be applicable.

3. Required claim forms will be prepared by relocation personnel in conjunction with tenant(s). Signed claims and supporting documentation will be submitted by relocation personnel to RHA.
4. RHA will review, and approve claims for payment, or request additional information.
5. RHA will issue benefit checks for fixed moving payments which will be available for delivery to the Hacienda, unless circumstances dictate otherwise.
6. Final fixed, or actual moving payments will be issued after confirmation that the scattered site premises have been completely vacated, and actual residency at the replacement unit is verified.
7. Receipts of payment will be obtained and maintained in the relocation case file.

## **J. RELOCATION TAX CONSEQUENCES**

In *general*, relocation payments are *not* considered income for the purpose of the Internal Revenue Code of 1986, or the Personal Income Tax Law, Part 10, of the Revenue and Taxation Code. The preceding statement on tax consequences *is not* intended to be provision of tax advice by the Housing Authority, its Agents, Consultants or, Assigns.

Tenants in receipt of moving and/or rental assistance payments are encouraged to consult with independent tax advisors concerning the tax consequences of relocation payments.

## **K. APPEALS POLICY**

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

Briefly stated, displacees will have the right to request administrative review when there is a perceived grievance regarding any of their rights to relocation and relocation assistance, as to:

1. eligibility;
2. the amount of payment;
3. the failure to provide comparable replacement housing referrals;  
or,
4. the Authority's property management practices.

Requests for review will be directed first to:

Richmond Housing Authority,  
Attn: Development Department  
330 24<sup>TH</sup> STREET  
RICHMOND, CA 94804

A copy of the Authority's Appeals/Grievance Procedures is included as **ATTACHMENT 6**, and shall govern any appeals pursuant to this Plan.

Pursuant to California Code of Regulations Section 6156(d), a complainant shall have 18 months from the time s/he moves from the property to file a request for an informal settlement of a grievance or a formal grievance hearing under RHA's Grievance Procedure.

#### **L. EVICTION POLICY**

Under the State of California guidelines, eviction by the Authority is permissible only as a last alternative. With the exception of persons considered to be in unlawful occupancy, a displaced person's eviction does not affect eligibility for relocation assistance and benefits. Relocation records must be documented to reflect the specific circumstances surrounding an eviction.

With the exception of persons considered to be in unlawful occupancy, a “displaced persons” eviction does not affect eligibility for relocation assistance *after the issuance of a Notice of Eligibility*.

Any relocation documents will be documented to reflect the specific circumstances surrounding an eviction. Eviction by the Authority may be undertaken only for one, or more of the following reasons:

1. Failure to pay rent, except in those cases where the failure to pay is due to the Lessor Authority’s failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation or substantial interruption of services beyond the control of Authority;
2. Performance of a dangerous, and/or illegal act in the unit by tenant, tenant’s guest(s) and/or invitee(s) or any combination thereof;
3. A material breach of the rental agreement and failure to correct breach within 30 days of notice;
4. Maintenance of a nuisance, and failure to abate within a reasonable time following notice;
5. Refusal to accept one of a reasonable number of offers of replacement dwellings; or,
6. A requirement under State or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the Authority.

#### **M. PROJECTED DATES OF DISPLACEMENT**

Households will receive a minimum of a 90 -Days Notice before they are required to move. This notice is expected to be issued following the adoption of this Plan, in July 2015.

## **N. ESTIMATED RELOCATION COSTS**

To fund the relocation, RHA anticipates using available funds from the Authority's 'Local Fund', in addition to Section 8 Vouchers provided by the Richmond Housing Authority. The Authority will make the necessary relocation funds available, on a timely basis, to ensure the successful completion of the project. Any and all such required financial assistance will be provided.

The budget estimate for the relocation benefits for the Hacienda Site, excluding administration, is as follows:

Moving Assistance	\$175,000.00
Rental Assistance (GAP) Payments	\$425,000.00
Security Deposits and Credit Check Fees	\$316,000.00
Contingency	\$ 44,000.00
Return Moves	\$ 40,000.00
<b>TOTAL</b>	<b>\$1,000,000.00</b>

# **SCHEDULE OF ATTACHMENTS**

**ATTACHMENT 1: Project Area – Richmond Housing Authority Hacienda Site**

**ATTACHMENT 2: Public Meeting and Associated Documents**

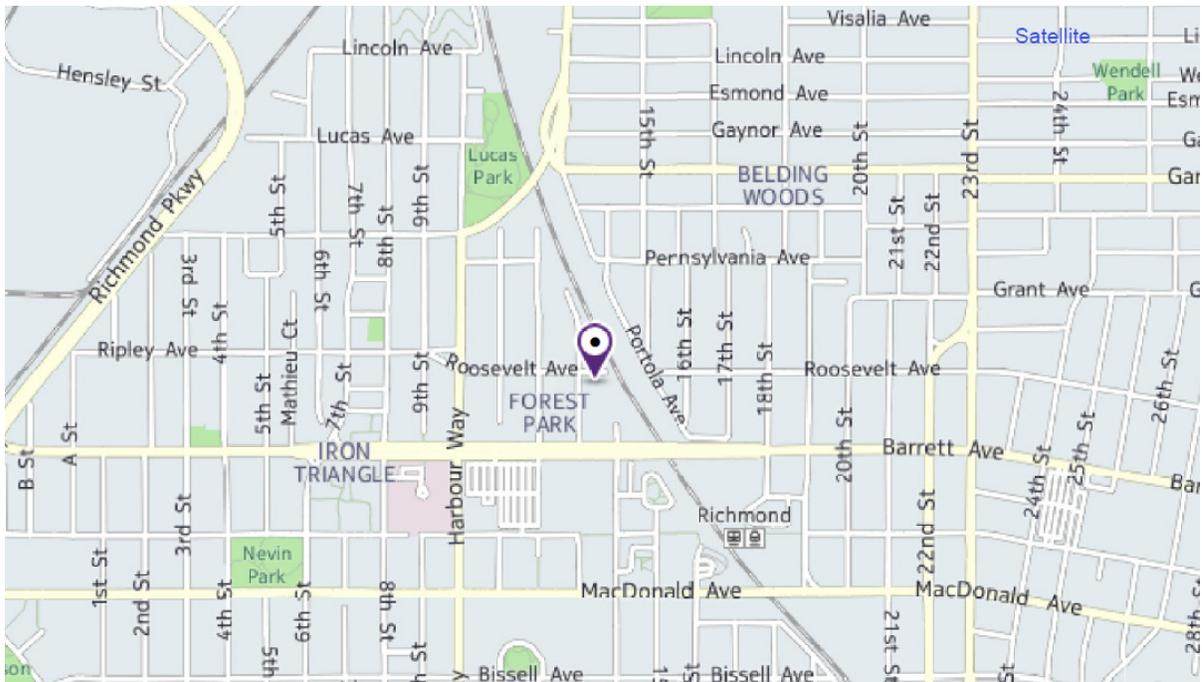
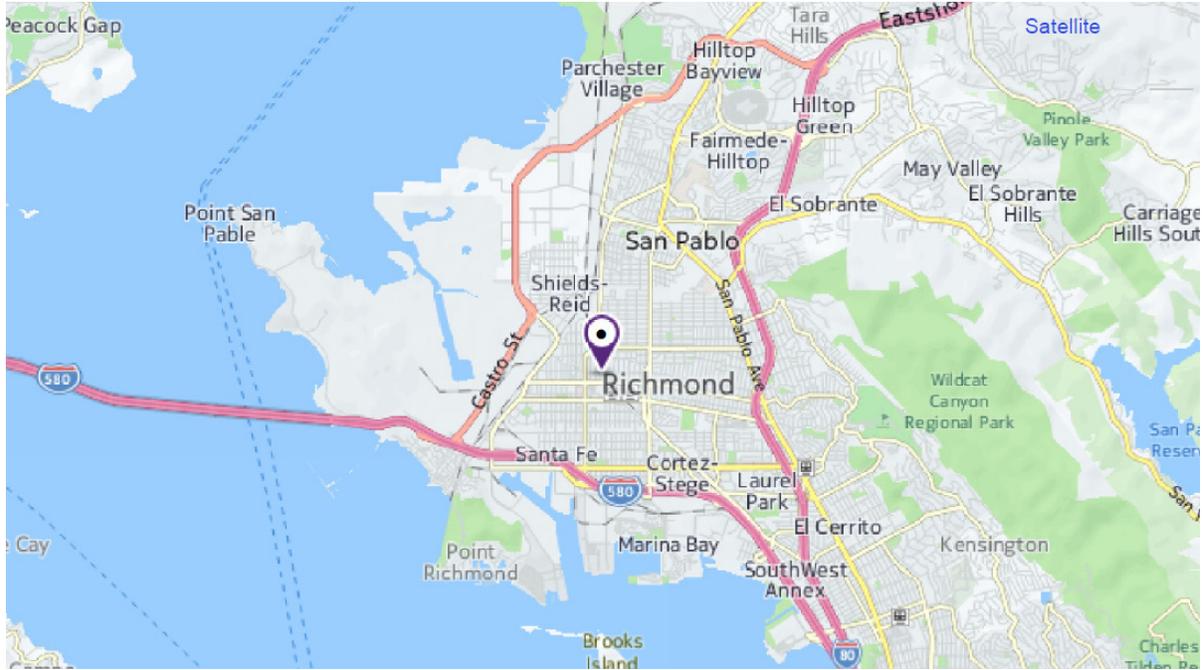
**ATTACHMENT 3: Notice of Relocation Plan Public Meeting and Public Notice**

**ATTACHMENT 4: Residential Relocation Resources**

**ATTACHMENT 5: Informational Brochures**

**ATTACHMENT 6: Appeal/Grievance Procedures**

# ATTACHMENT 1 Richmond Housing Authority HACIENDA SITE



## ATTACHMENT 2

### Public Meeting and Associated Documents

February 10, 2015

<<insert name>>

<<insert address>>

Re: General Information Notice- Hacienda's Disposition/Relocation Process

Dear Resident:

As you may be aware, The Richmond Housing Authority ("RHA") has applied for and obtained HUD approval of its Disposition and Tenant Protection Voucher applications for the Hacienda Public Housing Site. The RHA will consequently be holding a meeting to introduce its Relocation Consultant and provide critical information regarding the choices that are now available to you. The RHA strongly encourages you to attend so that you are clear on the next steps of this long awaited process. The first of several identical meetings will be held in the Hacienda's Community room on **Wednesday February 25<sup>th</sup> at 5:30 PM**.

This is not a notice to vacate. Therefore, we urge you **not to move** anywhere at this time. (If you elect to move for reasons of your choice, you will not be provided assistance.) Once we have the information meeting, complete required interviews with each household and have the related Relocation Plan fully adopted, you will be asked to move, and you will be eligible for relocation assistance under Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code). Of course, you will need to continue to pay your rent and comply with all other lease terms and conditions.

You are urged not to move or sign any agreement to lease a unit before receiving formal notice of eligibility for relocation assistance. If you move or are evicted before receiving such notice, you will not be eligible to receive relocation assistance. Please contact us before you make any moving plans.

Households in Good Standing will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance, through a Section 8 voucher, to help you rent a replacement dwelling.

In the weeks following the meetings, in order to assess and better plan for the relocation needs of possible displaced households, the RHA is preparing a Relocation Plan. In order to

prepare this relocation plan, our relocation consultant, Autotemp, will need to meet with you to assess your relocation needs. Autotemp will be at the Hacienda site beginning the week of **February 26th** and will be trying to contact you then. If you want to make an appointment that is convenient for you, please call the relocation consultant identified below. They will also have an office on-site, located in unit # 115.

This letter is important to you and should be retained. If you have any questions about this notice, or if you or anyone in your family is a person with disabilities, and requires a specific accommodation in order to attend this meeting; or if you have a limited ability to read, write, speak or understand English, and need an interpreter in order to participate in the meeting, please contact Art Perez of Autotemp at 888.202.9195 ext 11.

Sincerely,

Timothy Jones,

Executive Director

\*\*\*\*\*

*For your protection and in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code), please sign below to confirm your receipt of this correspondence.*

---

(Please print first and last name)

---

(Signature)

---

(Date)

## **RELOCATION BENEFITS**

### **I. Advisory Assistance** –To help you locate a replacement home

A relocation consultant will contact and interview you to find out your needs. Relocation services and payments will be explained in accordance with your eligibility. During the initial interview your housing needs and desires will be determined as well as your need for assistance.

The counselor will offer assistance and provide a current listing of comparable properties at the appropriate time.

Remember, the relocation consultant is there to **help** and **advise** you, so please be sure to make full use of the consultant's services. Do not hesitate to ask questions and be sure you fully understand all your rights and benefits.

An individual with a disability will be provided the assistance needed to locate and move to a replacement dwelling or site. The individual should inform the consultant of any special requirements for assistance at their initial interview.

### **II. Moving Assistance** – To provide either a Fixed Move Payment or an actual move performed by a licensed and insured mover

*Moving Services:* Households will not incur any costs associated with moving their belongings to a replacement dwelling. The Relocation Consultant will contract with a licensed and insured moving company to provide moving services.

Any household that does not wish to use the services of the moving company is eligible to receive a one-time fixed sum payment that includes a Dislocation Allowance Payment. The size of the payment is calculated based on the Residential Moving Expense and Dislocation Allowance Payment Schedule.

*Telephone, Utility and Cable Reconnection Expenses:* All households that elect to be moved by the licensed mover will be reimbursed for the actual cost of transferring/ reconnecting existing telephone, utility and cable services. RHA will not cover the cost of telephone, utility or cable bill arrangements, arrearages or new service. Residents are responsible for notifying the telephone, cable, electric, gas, and other utility companies of the need for a transfer. Special assistance will be provided to elderly, disabled and non-English speaking households as necessary. The RHA will reimburse residents for the actual transfer cost upon presentation of an itemized bill from the appropriate company.

- III. **Security Deposits-** To provide a security deposit to the landlord, secured by a note to the Housing Authority
- IV. **Credit Check Fees-** To provide up to \$75 in credit check fees
- V. **Section 8 Tenant Protection Voucher** – To cover the Housing Authority’s portion of the rent

The Section 8 voucher will be provided to each eligible household based on voucher payment standards and household sizes determined by the RHA’s Section 8 Guidelines. All residents must meet with the RHA’s Eligibility staff.

- VI. **Transfer to other Public Housing**, if available, in lieu of the Tenant Protection Voucher

Another RHA Unit

- 1. A Fixed One-time Dislocation Allowance Payment if household elect a self-move **or** ;
- 2. Use of a moving business contracted by RHA, if household does not elect to self- move and existing telephone, utility, and cable reconnection costs incurred as a result of the move.

Another Subsidized Unit

- 1. Security deposit **and**;
- 2. A Fixed One-time Dislocation Allowance Payment if household elect a self-move **or** ;
- 3. Use of a moving business contracted by RHA, if household does not elect to self-move and existing telephone, utility, and cable reconnection costs incurred as a result of the move.

- VII. **Right to Return** to the rehabilitated Hacienda- subject to qualifications and remaining in Good Standing

A resident in good standing is in compliance with their lease, including the following:

- ✓ **Is not in violation of their Lease Agreement; and**

- ✓ **Is not found guilty of fraud; and**
- ✓ **Is not involved in criminal activity; and**
- ✓ **Has a satisfactory record of paying rent in their old and new unit.**

Residents have the right to appeal the RHA's decision and file a grievance in accordance with RHA policies if the resident does not agree with the RHA's determination regarding their standing.

Households that do not remain in good standing, or will not agree to the new lease terms, will not be eligible for a new Hacienda unit.

**VIII. When Can I Move? To expedite your move, please contact the Relocation Consultant at 888.202.9195, using the extension provided below, to arrange an interview as soon as possible.**

**1<sup>st</sup> Floor – Linh Inokuchi - extension 7  
or Jessica Garliepp – extension 5**

**2<sup>nd</sup> Floor – Art Perez – extension 11**

**3<sup>rd</sup> Floor – David Hudson – extension 6**

**4<sup>th</sup> Floor – David Hudson– extension 6**

**5<sup>th</sup> Floor – Art Perez - extension 11**

**6<sup>th</sup> Floor – Linh Inokuchi - extension 7  
or Jessica Garliepp – extension 5**

**Ms. Garliepp, Mr. Hudson and Mr. Perez speak Spanish.**

**ATTACHMENT 3**  
**NOTICE OF RELOCATION PLAN PUBLIC MEETING AND PUBLIC NOTICE**

May 01, 2015

Insert Name and Address

Re: **Hacienda Relocation Plan**

Dear Name

As you know, the Richmond Housing Authority (RHA) is proceeding with the disposition of the Hacienda Public Housing Site. As a result, the RHA has hired a relocation consulting firm (Autotemp) to provide you with assistance and, in accordance with State law, has prepared a Relocation Plan that describes the benefits and services available to you as a tenant of the Hacienda at this time.

A copy of the proposed Relocation Plan is available in the property management office and/or unit #115, and is being made available to you for a 30-day review period prior to adoption by the RHA. The RHA **invites and welcomes your comments on the Relocation Plan by 5:00 p.m. on June 05, 2015**. Please send written comments and/or questions to:

**David Richman**  
**Autotemp**  
**P.O. Box 459**  
**Mammoth Lakes, CA 93546**  
**Phone Toll-free: 888.202.9195**  
[david@autotempservices.com](mailto:david@autotempservices.com)

**In addition, a resident meeting will be held in the community room on May 19, 2015 at 5:00 p.m. to review the Plan.**

Para personas con la capacidad limitada de leer, escribir, hablar, o entender ingles y necesitan asistencia para traducir este documento or el plan de relocalizacion, favor de comunicarse con la Sra. Jessica Garliepp, Arturo Perez, David Hudson o Teresa Laverde al numero 888.202.9195.

**Your comments must be received no later than 5:00 p.m., June 05, 2015, for consideration prior to the proposed adoption of the Plan by the Housing Authority on June 16, 2015.**

Sincerely,

**ATTACHMENT 4**  
**RESIDENTIAL RELOCATION RESOURCES**

Address	Type	Size	Ba.	Rent	Deposit	Sec. 8	Pet	Contact	Comments
<b>Studios</b>									
<b>Richmond</b>									
2610 Center Ave.	Apt.	0	1	\$795.00			N	844-683-7253	
2490 Lancaster Dr.	Apt.	0	1	\$936.00			Y	510-275-4937	
229 W Macdonald Ave.	SFR	0	1	\$1,700.00			N	707-225-5341	
3170 Garrity Way	Apt.	0	1	\$1,800.00			Y	888-844-0952	
<b>Berkeley</b>									
2226-2230 Durant Ave.	Apt.	0	1	\$925.00			N	844-622-1520	
2537 Regent St.	Apt.	0	1	\$1,495.00			N	844-285-0966	
1786 Spruce St.	Apt.	0	1	\$1,595.00			N	510-834-0782	
1786 Spruce St.	Apt.	0	1	\$1,695.00			N	510-834-0782	
2240 Blake St.	Apt.	0	1	\$1,750.00			Y	844-849-2777	
2315 Telegraph Ave.	Apt.	0	1	\$1,795.00			N	844-895-9676	
2340 Hilgard Ave.	Apt.	0	1	\$1,795.00			N	510-834-0782	
2491 Ellsworth St.	Apt.	0	1	\$1,885.00			N	844-212-7155	
2315 Telegraph Ave.	Apt.	0	1	\$1,795.00			N	844-895-9676	
2315 Telegraph Ave.	Apt.	0	1	\$1,895.00			N	844-895-9676	
1709 Shattuck Ave.	Apt.	0	1	\$2,000.00			Y	844-646-4335	
651 Addison St.	Apt.	0	1	\$2,285.00			Y	877-620-6470	
651 Addison St.	Apt.	0	1	\$2,360.00			Y	877-620-6470	
<b>Emeryville</b>									
6401 Shellmound St.	Apt.	0	1	\$2,036.00			Y	855-409-8563	
6401 Shellmound St.	Apt.	0	1	\$2,112.00			Y	855-409-8563	
6399 Christie Ave.	Apt.	0	1	\$2,363.00			Y	866-667-0414	
1333 Powell St.	Apt.	0	1	\$2,410.00			Y	844-205-2784	
1333 Powell St.	Apt.	0	1	\$2,495.00			Y	844-205-2784	

6350 Christie Ave.	Apt.	0	1	\$2,500.00			Y	888-762-5215	
<b>Oakland</b>									
5012 Bancroft Ave., #1	Apt.	0	1	\$850.00	\$500.00	Y	N	925-719-8241	
3525 Lyon Ave.	Apt.	0	1	\$870.00	\$1,000.00	Y	Y	510-261-4760	55+ Community
7965-7979 Macarthur Blvd.	Apt.	0	1	\$875.00			N	844-220-0181	
801 14th St.	Apt.	0	1	\$930.00	\$500.00	Y	N	510-835-4846	
1729 Filbert St.	Apt.	0	1	\$950.00			N	510-569-0722	
1431 Jackson St.	Apt.	0	1	\$1,100.00			N	844-792-2103	
246 30th St.	Apt.	0	1	\$1,250.00			N	510-584-9080	
1580 Madison St.	Apt.	0	1	\$1,300.00			Y	844-359-3004	
1232 E 19th St.	Apt.	0	1	\$1,395.00			Cats	844-217-3018	
2600 International Blvd.	Apt.	0	1	\$1,395.00			N	650-587-5059	
7969 Macarthur Blvd.	Apt.	0	1	\$1,500.00			N	408-533-5305	
<b>San Leandro</b>									
15999 Mateo St.	Cottage	0	1	\$1,050.00			N	510-569-0722	
<b>Hayward</b>									
22294 City Center Dr.	Apt.	0	1	\$1,520.00			Y	510-248-4814	
<b>Union City</b>									
1501 Decoto Rd.	Apt.	0	1	\$1,700.00			Y	844-214-7698	
33 Union Square	Apt.	0	1	\$1,918.00			Y	844-434-8022	
<b>Walnut Creek</b>									
1160 Lincoln Ave.	Apt.	0	1	\$1,450.00			Y	925-478-5588	
3128 Oak Rd.	Apt.	0	1	\$1,569.00			Y	844-288-4510	
1459 Creekside Dr.	Apt.	0	1	\$1,610.00			Y	925-289-7733	
121 Roble Rd.	Apt.	0	1	\$1,775.00			Y	877-256-0742	

1459 Creekside Dr.	Apt.	0	1	\$1,801.00			Y	925-289-7733		
<b>Fairfield</b>										
1350 Crowley Ln.	Apt.	0	1	\$675.00			N	844-769-5909		
<b>1 bds.</b>										
<b>Richmond</b>										
1555 Fred Jackson Way	Apt.	1	1	\$618.00			Y	Y	510-233-0501	Senior Apts.
105 Marina Way S	Apt.	1	1	\$795.00			Y	N	510-236-9718	Senior Apts.
107 Marina Way S	Apt.	1	1	\$795.00			Y	N	510-236-9718	Senior Apts.
315 25th St., #26	Apt.	1	1	\$895.00			Y	N	925-628-3334	
315 25th St., #16	Apt.	1	1	\$895.00			Y	N	925-628-3334	
3811 Lakeside Dr.	Apt.	1	1	\$1,011.00			Y	Y	510-262-9482	Senior Apts.
1 Schooner Ct.	Apt.	1	1	\$1,100.00				Y	510-240-1313 xt. 182	
419 Barrett Ave.	Apt.	1	1	\$1,125.00			Y	Y	510-931-0087	Senior Apts.
229 South 7th Street	Apt.	1	1	\$1,200.00				Y	510-418-2214	
2737 East Ct.	Apt.	1	1	\$1,400.00	\$2,100.00			Y	510-758-5636	
3185 Garrity Way	Apt.	1	1	\$1,473.00				Y	510-758-6874	
3600 Sierra Ridge	Apt.	1	1	\$1,545.00				Y	844-896-3602	
1 Shoreline Ct.	Apt.	1	1	\$1,550.00				Y	510-232-6565	
1 Shoreline Ct.	Apt.	1	1	\$1,573.00				Y	510-587-9074 xt. 285	
27 Marina Lakes Dr.	Condo	1	1	\$1,650.00	\$1,650.00			Y	925-308-6436	
3400 Richmond Pkwy.	Apt.	1	1	\$1,654.00				Y	510-223-2000	
1 Shoreline Ct.	Apt.	1	1	\$1,671.00				Y	510-240-1313 xt. 184	
3185 Garrity Way	Apt.	1	1	\$1,714.00				Y	510-758-6874	
1 Shoreline Ct.	Apt.	1	1	\$1,753.00				Y	510-240-1313 xt. 189	
1 Shoreline Ct.	Apt.	1	1	\$1,864.00				Y	510-587-9074 xt. 288	

1 Shoreline Ct.	Apt.	1	1	\$1,895.00			Y	510-232-4590	
1 Shoreline Ct.	Apt.	1	1	\$2,412.00			Y	510-587-9074 xt. 291	
<b>San Pablo</b>									
2488 Market Ave., #8	Apt.	1	1	\$750.00	\$750.00	Y	N	510-758-5636	
2488 Market Ave., #15	Apt.	1	1	\$750.00	\$750.00	Y	N	510-758-5636	
2488 Market Ave.	Apt.	1	1	\$850.00	\$850.00	Y	N	510-222-4405	
14655 San Pablo Ave., B	Apt.	1	1	\$950.00	\$950.00	Y	N	510-485-2115	
<b>Berkeley</b>									
2216-2232 Durant Ave.	Apt.	1	1	\$1,200.00			N	844-806-6682	
2232 Durant Ave.	Apt.	1	1	\$1,250.00			N	844-568-8582	
2416 5th St.	Apt.	1	1	\$1,335.00		Y	N	925-858-5574	
1114 Addison St.	Cottage	1	1	\$1,395.00			N	510-250-7918	
1626-1654 Dwight Way	Apt.	1	1	\$1,550.00			N	844-280-7140	
1919 Curtis St.	Apt.	1	1	\$1,595.00			N	510-834-0782	
771 San Diego Rd.	Apt.	1	1	\$1,635.00			N	844-861-5072	
1621 Blake St.	Apt.	1	1	\$1,695.00			N	510-834-0782	
2229 McGee Ave.	Apt.	1	1	\$1,700.00			N	510-584-9078	
1260-1290 Hopkins St.	Apt.	1	1	\$1,895.00			Y	844-244-8429	
2520 College Ave.	Apt.	1	1	\$1,925.00			N	844-516-5299	
2520 College Ave.	Apt.	1	1	\$1,925.00			N	844-516-5299	
2020 4th St.	Apt.	1	1	\$2,204.00			Y	844-271-9195	
2435 Hilgard Ave.	Apt.	1	1	\$2,295.00			N	510-834-0782	
2020 4th St.	Apt.	1	1	\$2,300.00			Y	844-271-9195	
1709 Shattuck Ave.	Apt.	1	1	\$2,400.00			Y	844-646-4335	
2110 Haste St.	Apt.	1	1	\$2,485.00			N	510-849-2000	
1786 Spruce St.	Apt.	1	1	\$2,495.00			N	510-834-0782	
1885 University Ave.	Apt.	1	1	\$2,500.00			N	844-202-3611	
2119 University Ave.	Apt.	1	1	\$2,620.00			Y	844-814-0470	

2120 Kittredge St.	Apt.	1	1	\$2,700.00			Y	844-627-4499	
2120 Kittredge St.	Apt.	1	1	\$2,800.00			Y	844-627-4499	
<b>Emeryville</b>									
1325 40th St.	Apt.	1	1	\$1,700.00			Y	510-250-7291	
1325 40th St.	Apt.	1	1	\$1,850.00			Y	510-250-7291	
6401 Shellmound St.	Apt.	1	1	\$2,178.00			Y	855-409-8563	
6400 Christie Ave.	Apt.	1	1	\$2,195.00			Y	510-250-7918	
1465 65th St.	Apt.	1	1	\$2,235.00			Y	844-205-7715	
6401 Shellmound St.	Apt.	1	1	\$2,244.00			Y	855-409-8563	
1465 65th St.	Apt.	1	1	\$2,250.00			Y	844-205-7715	
4098 San Pablo Ave.	Apt.	1	1	\$2,299.00			Y	844-309-8403	
<b>Oakland</b>									
3525 Lyon Ave., Apt. 17AB	Apt.	1	1	\$950.00	\$1,000.00	Y	N	510-261-4760	55+ Community
8701 Hillside St.	Apt.	1	1	\$950.00			N	844-845-4841	
8701 Hillside St.	Apt.	1	1	\$950.00			N	844-845-4841	
801 14th St.	Apt.	1	1	\$975.00			N	866-260-2346	
801 14th St.	Apt.	1	1	\$1,050.00		Y	N	510-835-4846	
1729 Filbert St.	Apt.	1	1	\$1,050.00			N	510-569-0722	
2250 96th Ave.	Apt.	1	1	\$1,100.00			N	510-530-1005	
1936-1948 E 29th St.	Apt.	1	1	\$1,100.00			N	844-262-5664	
7708 Macarthur Blvd.	Apt.	1	1	\$1,150.00			N	844-296-9171	
3130 14th Ave., #6	Apt.	1	1	\$1,200.00			N	855-381-8570	
3130 14th Ave., #5	Apt.	1	1	\$1,250.00			N	855-381-8570	
2151 51st Ave., #A	4plex	1	1	\$1,250.00	\$2,000.00	Y		877-359-4731 xt. 1483	
1921 26th Ave.	Apt.	1	1	\$1,295.00	\$1,395.00		N	510-918-2306	
2631 Wakefield Ave.	Apt.	1	1	\$1,300.00			N	510-530-1005	
260 Lee St.	Apt.	1	1	\$1,395.00			N	925-294-5860	

200-206 E 15th St.	Apt.	1	1	\$1,550.00			N	844-245-4446
433 Adams St.	Apt.	1	1	\$1,650.00			N	844-217-5887
2225-2227 7th Ave.	Apt.	1	1	\$1,675.00			Cat	844-411-4699
<b>San Leandro</b>								
1444 164th Ave.	Apt.	1	1	\$1,300.00			N	844-345-0084
14433 Bancroft Ave.	Apt.	1	1	\$1,325.00			N	888-543-8143
14365 Bancroft Ave.	Apt.	1	1	\$1,325.00			N	844-830-9215
14400 E 14th St.	Apt.	1	1	\$1,350.00			N	844-707-6684
15977-15987 Maubert Ave.	Apt.	1	1	\$1,350.00			N	844-257-2785
14700 Washington Ave.	Apt.	1	1	\$1,400.00			N	844-228-1246
13495 Bancroft Ave.	Apt.	1	1	\$1,445.00			Y	844-220-9429
235 Haas Ave.	Apt.	1	1	\$1,530.00			Y	844-453-9015
2795 San Leandro Blvd.	Apt.	1	1	\$1,600.00			Y	866-375-4220
<b>Hayward</b>								
21600 Westpark St.	Apt.	1	1	\$1,095.00			N	844-373-6528
1754 B St.	Apt.	1	1	\$1,125.00			N	844-492-2946
24545-24559 Amador St.	Apt.	1	1	\$1,195.00			Cat	844-269-4504
605-607 Sorenson Rd.	Apt.	1	1	\$1,250.00			N	510-962-3994
320 Harris Rd.	Apt.	1	1	\$1,395.00			N	844-219-9064
1137 Walpert St.	Apt.	1	1	\$1,425.00			Y	844-295-8063
794 Fletcher Ln.	Apt.	1	1	\$1,450.00			N	844-276-8831
27475 Hesperian Blvd.	Apt.	1	1	\$1,500.00			Y	510-962-8203
<b>2 bds.</b>								
3237 Ohio Ave.	Apt.	2	1	\$1,095.00	\$1,095.00		N	510-331-8122
404 Willard	4-plex	2	1	\$1,100.00		y		
200 Duboce Ave.	4-plex	2	1	\$1,199.00	\$1,200.00		N	408-835-5970
2601 Center Ave.	Apt.	2	1	\$1,295.00			N	650-991-1978

5005 Gately Ave.	Duplex	2	1	\$1,400.00	\$1,000.00	Y	N	510-847-4643	
422 C St.	Townhome	2	1	\$1,400.00		Y	N	510-691-7450	
643 16th St.	4-Plex	2	1	\$1,450.00			N	510-323-6323	
4th St.	SFR	2	1	\$1,600.00	\$1,600.00		N	510-307-6065	
2536 Chanslor Ave.	SFR	2	1	\$1,600.00	\$2,000.00		Cat	510-684-7673	
3400 Richmond Pkwy.	Apt.	2	1	\$1,727.00			Y	510-223-2000	
3400 Richmond Pkwy.	Apt.	2	1	\$1,742.00			Y	510-223-2000	
3185 Garrity Way	Apt.	2	1	\$1,761.00			Y	510-758-6874	
3400 Richmond Pkwy.	Apt.	2	1	\$1,837.00			Y	510-223-2000	
3185 Garrity Way	Apt.	2	2	\$1,856.00			Y	510-758-6874	
1240 S. 59th St.	SFR	2	1	\$2,000.00	\$2,000.00		Y	415-728-7120	
330 Summit Pl.	Townhome	2	2	\$2,250.00			N	510-913-2002	
1 Shoreline Ct.	Apt.	2	1	\$2,311.00			Y	510-232-4590	
1876 14th St., San Pablo	Apt.	2	1	\$1,200.00	\$1,500.00		N	510-387-7954	
4149 Fran Way, El Sobrante	Townhome	2	1	\$1,395.00	\$1,395.00		N	650-733-6113	
<b>Oakland</b>									
5012 Bancroft Ave.	Apt.	2	1	\$1,150.00	\$500.00	Y		925-719-8241	
801 14th St.	Apt.	2	1	\$1,295.00	\$1,000.00	Y	N	510-835-4846	

Address	Beds	Baths	Type	Rent	Deposit	Phone #	Landlord		Last Updated
8042 Greenridge Dr 39 Oakland , CA, 94605	2	1	4 Plex	\$1600	\$1650	510-632-7848	Kelly & Carol Pilkentzen	No	Mar 20, 2015
<b>Landlord Comments:</b> We welcome good-natured, friendly tenants, who Pay Rent On Time, and who are Able To Keep The Noise To a Minimum. *Credit check required. *Security check required. *Income check required. *References required. Everyone living in residence must be on apartment lease.									
3525 Lyon Ave 17ab Oakland , CA, 94601	1	1	Apt	\$950	\$1000	510-261-4760	Sophia Brinston	No	Mar 18, 2015
<b>Landlord Comments:</b> Close to transportation. Bart Station is about 5 mins drive time. Off of 580 highway. Street parking only.									
3525 Lyon Ave Oakland , CA, 94601	0	1	Apt	\$870	\$1000	510-261-4760	Sophia Brinston	Yes	Mar 18, 2015
5012 Bancroft Ave 1 Oakland , CA, 94601	0	1	Apt	\$850	\$500	925-719-8241	David Kim	No	Mar 12, 2015
5012 Bancroft Ave 2 Oakland , CA, 94601	2	1	Apt	\$1150	\$500	925-719-8241	David Kim	No	Mar 10, 2015
3026 School St Oakland , CA, 94602	2	1	House	\$1700	\$1500	510-388-5392	Andy Yu	No	Feb 28, 2015
2759 16th St 1 San Pablo , CA, 94806	2	1	Apt	\$1200	\$1200	707-206-2169	Joyce Kamau	Yes	Mar 16, 2015
1485 Kansas St B Fairfield , CA, 94533	1	1	House	\$850	\$850	707-342-7454	Norman Selle	No	Mar 19, 2015
<b>Landlord Comments:</b> EMAILS NOT ACCEPTED. Potential tenant must pick up a rental application and supply a current credit report FOR ALL TENANTS AGE 18 AND OLDER to be considered for selection. Call the landlord for a look at the property and collect the application.									
1189 Tabor Ave Fairfield , CA, 94533	2	1	Apt	\$950	\$950	707-422-3020	Theatrice Thompson	No	Mar 18, 2015
<b>Landlord Comments:</b> 2 bedroom 1 bath apartment/ townhome 950.00 per month . Affordable housing with income restrictions. Call for information on restrictions.									
1224 Dana Dr Fairfield , CA, 94533	2	1.5	4 Plex	\$1050	\$0	707-712-8731	Hea Hua	No	Mar 05, 2015
113 Tabor Ave B Fairfield , CA, 94533	2	1	4 Plex	\$1000	\$0	707-720-5135	Galvin C Delarosa	No	Feb 28, 2015
1809 Indiana St Fairfield , CA, 94533	2	1	Duplex	\$1200	\$1200	808-469-8522	Ruth Ebanez	No	Feb 26, 2015
<b>Landlord Comments:</b> Duplex available. Near Park and downtown Fairfield. Parking port, yard. Rent includes utilities. Would prefer only 2 occupants. Seniors welcome. Unit is ready to move in and available.									
222 S 37th St Richmond , CA, 94804	2	1	House	\$1400	\$1400	510-205-3761	Stan Jeffrey	No	Mar 20, 2015
404 Willard Ave Richmond , CA, 94801	2	1	4 Plex	\$1100	\$1300	925-899-8230	Paul Wayne	No	Mar 19, 2015
<b>Landlord Comments:</b> Remodeled 2 bedroom apartment. Upstairs unit. Accept 2 bedroom Section 8 voucher. Security gated quiet 4 plex. SECURITY DEPOSIT PAYMENT PLAN for Section 8 residents Sorry no pets.									

## ATTACHMENT 5 INFORMATIONAL BROCHURE

### *Informational Statement for Families and Individuals*

#### I. GENERAL INFORMATION

As you are aware, the Richmond Housing Authority (referred to as the “Displacing Agency” or “RHA”) has received approval of the disposition of the Hacienda public housing site, which you currently occupy. As the project schedule proceeds, it will be necessary for you to move from your dwelling. You will be notified in a timely manner as to the date by which you must move.

Please read this information as it will be helpful to you in determining your eligibility and the amount of relocation benefits you may receive under the federal and/or state law. We recommend you save this Informational Statement for reference.

The Displacing Agency has retained the professional firm of Autotemp to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is:

**Autotemp  
373 4th Street, Suite 2A  
Oakland, CA 94607  
Phone 888.202.9195**

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

**PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING.** This is a general informational brochure only and is not intended to give a detailed description of either the law or regulations pertaining to the Displacing Agency’s Relocation Assistance Program.

**Please continue to pay your rent to the Displacing Agency, otherwise you may be evicted and jeopardize the relocation benefits you may be entitled to receive.**

#### II. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

The Displacing Agency, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself.

When a suitable replacement dwelling unit has been found, the Displacing Agency( or receiving housing authority) will assure that an inspection is carried out and advise you as to whether the dwelling unit meets the Housing Quality Standards. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection prior to entering into a rental agreement and before relocation assistance payments can be authorized.

**III. MOVING BENEFITS**  
**Moving Payments**

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

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

For example, you may choose to move yourself and receive a payment based on the Fixed Moving Schedule shown below, plus contract with a professional mover to transport large items that require special handling. In this case there may be an adjustment in the number of rooms which qualify under the Fixed Moving Schedule.

A. Fixed Moving Payment

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your furniture. The payment is based upon a schedule approved by the Displacing Agency, and ranges, for example, from \$450.00 for one furnished room to \$2,365.00 for eight rooms in an unfurnished dwelling. (For details see the table below.) Your relocation representative will inform you of the amount you are eligible to receive if you choose this type of payment.

<b>Fixed Moving Schedule CALIFORNIA (Effective 2012)</b>	
<b>Occupant Owns Furniture:</b>	
1 room	\$685
2 rooms	\$880
3 rooms	\$1,100
4 rooms	\$1,295
5 rooms	\$1,570
6 rooms	\$1,815
7 rooms	\$2,090
8 rooms	\$2,365
Each additional room	\$250
<b>Occupant does NOT Own Furniture:</b>	
1 room	\$450
Each additional room	\$85

If you select a Fixed Moving Payment, you will be responsible for arranging

for your own move and the Displacing Agency will assume no liability for any loss or damage of your personal property. A Fixed Moving Payment also includes utility hook-up and other related moving fees.

B. Actual Moving Expense (Professional Move)

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

**Credit Check and Security Deposit Assistance**

The Displacing Agency will provide up to \$75.00 for credit check fees and up to a maximum of two month's rent for a security deposit on the replacement home.

**Housing Choice Voucher**

The Displacing Agency is providing Housing Choice Vouchers (HCV) to eligible displacees. A HCV allows you to pay 30% of your adjusted household income for rent. When you do move, you can use your Housing Choice Voucher at a replacement home. All HUD Section 8 Program requirements apply, including RHA's Payment Standards and the Housing Quality Standards.

A. Rental Assistance

If you qualify and comparable rentals are not available within the RHA's Payment Standard for your replacement housing needs, and there is a difference between your current rent and your new rent at a replacement dwelling, you may be eligible to receive a gap differential, called a rental assistance payment, paid to you based on a 42-month period. You will be required to provide your relocation representative with monthly rent verification prior to the determination of your eligibility for this payment.

**IV. QUALIFICATION FOR AND FILING OF RELOCATION CLAIMS**

To qualify for Replacement Housing Assistance, you must rent and occupy a comparable replacement unit **within twelve (12) months from the date you move from the displacement dwelling**. All claims for relocation benefits must be filed with the Displacing Agency **within eighteen (18) months** from the date on which you move along with supporting documentation.

**V. EVICTIONS**

Any person who occupies the real property and is in lawful occupancy is presumed to be

entitled to relocation benefits. Except for the causes of eviction set forth below, no person lawfully occupying property to be disposed of by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Agency. Eviction will be undertaken only in the event of one or more of the following reasons:

- Failure to pay rent; except in those cases where the failure to pay is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of dangerous illegal act(s) in the unit;
- Material breach of the rental agreement and failure to correct the breach within 30 days of notice;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings;
- The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the Displacing Agency; or
- Just cause under the current lease.

## **VI. APPEAL PROCEDURES - GRIEVANCE**

Any person aggrieved by a determination as to eligibility for a relocation payment or the amount of a payment may have his/her claim reviewed or reconsidered in accordance with the Displacing Agency's appeals procedure. Details on appeal procedures are available upon request from the Displacing Agency.

## **VII. TAX STATUS OF RELOCATION BENEFITS**

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1986 or the Personal Income Tax Law, Part 10, of the Revenue and Taxation Code. The preceding statement on tax consequences is not intended to be a provision of tax advice by the Housing Authority, its Agents, Consultants or Assigns. Tenants in receipt of moving and/or rental assistance payments are encouraged to consult with independent tax advisors concerning the tax consequences of relocation payments.

## **VIII. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE**

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

## ***Informational Statement for Families and Individuals- Over- income***

### **I. GENERAL INFORMATION**

As you are aware, the Richmond Housing Authority (referred to as the “Displacing Agency”) has made the determination to dispose of the Hacienda public housing complex, which you currently occupy. As the project schedule proceeds, it will be necessary for you to move from your dwelling. You will be notified in a timely manner as to the date by which you must move.

Please read this information as it will be helpful to you in determining your eligibility and the amount of relocation benefits you may receive under the federal and/or state law. We recommend you save this Informational Statement for reference.

The Displacing Agency has retained the professional firm of Autotemp to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is:

**Autotemp  
373 4th Street, Suite 2A  
Oakland, CA 94607  
Phone 510.238.9386**

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

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

**Please continue to pay your rent to the Displacing Agency, otherwise you may be evicted and jeopardize the relocation benefits you may be entitled to receive.**

### **II. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING**

The Displacing Agency, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself.

When a suitable replacement dwelling unit has been found, the Displacing Agency will carry out an inspection and advise you as to whether the dwelling unit meets the Housing Quality Standards. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection prior to entering into a rental agreement and before relocation assistance payments can be authorized.

### III. MOVING BENEFITS

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

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

For example, you may choose to move yourself and receive a payment based on the Fixed Moving Schedule shown below, plus contract with a professional mover to transport large items that require special handling. In this case there may be an adjustment in the number of rooms which qualify under the Fixed Moving Schedule.

#### A. Fixed Moving Payment

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your furniture. The payment is based upon a schedule approved by the Displacing Agency, and ranges, for example, from \$450.00 for one furnished room to \$2,365.00 for eight rooms in an unfurnished dwelling. (For details see the table below.) Your relocation representative will inform you of the amount you are eligible to receive if you choose this type of payment.

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

<b>Fixed Moving Schedule CALIFORNIA (Effective 2012)</b>	
<b>Occupant Owns Furniture:</b>	
1 room	\$685
2 rooms	\$880
3 rooms	\$1,100
4 rooms	\$1,295
5 rooms	\$1,570
6 rooms	\$1,815
7 rooms	\$2,090
8 rooms	\$2,365
Each additional room	\$250
<b>Occupant does NOT Own Furniture:</b>	
1 room	\$450
Each additional room	\$85

#### B. Actual Moving Expense (Professional Move)

If you wish to engage the services of a licensed commercial mover and have

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

#### **IV. REPLACEMENT HOUSING PAYMENT - TENANTS**

You may be eligible for a payment of up to \$5,250.00 to assist you in renting or purchasing a comparable replacement dwelling. In order to qualify, you must either be a tenant who has occupied your present dwelling for a least 90 days prior to the Agency's first offer to purchase the property or an owner who has occupied your dwelling for between 90 and 180 days prior to the Agency's first offer to purchase the property.

- A. **Rental Assistance.** If you qualify, and **wish to rent** your replacement dwelling, your rental assistance benefits will be based upon the difference over a forty-two (42) month period between the rent you must pay for a comparable replacement dwelling and the lesser of your current rent or thirty percent (30%) of your gross monthly household income. You will be required to provide your relocation representative with monthly rent and household income verification prior to the determination of your eligibility for this payment.

- OR -

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

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

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and last resort eligibility must be applied toward the downpayment of the home you intend to purchase.

## **V. QUALIFICATION FOR AND FILING OF RELOCATION CLAIMS**

To qualify for Replacement Housing Assistance, you must rent and occupy or purchase and occupy a comparable replacement unit **within twelve (12) months from the date you move from the displacement dwelling**. All claims for relocation benefits must be filed with the Displacing Agency **within eighteen (18) months** from the date on which you move.

## **VI. EVICTIONS**

Any person who occupies the real property and is in lawful occupancy is presumed to be entitled to relocation benefits. Except for the causes of eviction set forth below, no person lawfully occupying property to be disposed of by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Agency. Eviction will be undertaken only in the event of one or more of the following reasons:

- Failure to pay rent; except in those cases where the failure to pay is due to the Agency's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of dangerous illegal act(s) in the unit;
- Material breach of the rental agreement and failure to correct the breach within 30 days of notice;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings; or,
- The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the public entity.

## **VII. APPEAL PROCEDURES - GRIEVANCE**

Any person aggrieved by a determination as to eligibility for a relocation payment, or the amount of a payment, may have his/her claim reviewed or reconsidered in accordance with the Displacing Agency's appeals procedure. Details on appeal procedures are available upon request from the Displacing Agency.

## **VIII. TAX STATUS OF RELOCATION BENEFITS**

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) of Division 2 of the Revenue and

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

#### **IX. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE**

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

## **ATTACHMENT 6**

### **APPEALS/GRIEVANCE PROCEDURES**

## **APPEALS / GRIEVANCE PROCEDURES**

### **Purpose.**

The purpose of this procedure is to set forth the Richmond Housing Authority ("RHA") guidelines for processing appeals from determinations as to eligibility, the amount of a relocation payment or the failure to provide comparable replacement housing referrals.

### **Right of Review.**

(a) Any complainant, that is any person who believes himself/herself aggrieved by a determination by RHA as to eligibility, the amount of a relocation payment or failure to provide comparable replacement housing referrals, may, at his or her election, have his/her claim reviewed and reconsidered by RHA in accordance with the procedures set forth herein, as supplemented by the procedures RHA may establish for the conduct of hearings.

(b) A person or organization directly affected by the relocation project may petition the California Housing and Community Development Department ("HCD") to review RHA's final relocation plan to determine if the plan is in compliance with state laws and guidelines, or to review the implementation of the relocation plan to determine if RHA is acting in compliance with its relocation plan.

### **Notification to Complainant.**

If RHA denies or refuses to consider a claim, RHA's notification to the complainant of its determination shall inform the complainant of its reasons, and the applicable procedures for obtaining review of the decision. If necessary, such notification shall be printed in a language other than English.

### **Stages of Review by RHA.**

(a) **Request for Further Written Information.** A complainant may request RHA to provide him or her with a full written explanation of its determination and the basis therefore, if he/she feels that the

explanation of RHA's determination accompanying the payment of the claim or notice was incorrect or inadequate. RHA shall provide such an explanation to the complainant within three weeks of its receipt of his or her request.

(b) **Informal Oral Presentation.** A complainant may request an informal oral presentation before seeking formal review and reconsideration. A request for an informal oral presentation shall be filed with RHA within the period described in subsection (d) of this section. RHA shall afford the complainant the opportunity to make such presentation before a management-level Housing Authority staff person designated by the Executive Director and who has not previously participated in the relocation decision. The complainant may be represented by an attorney or other person of his/her choosing at his/her expense. This oral presentation shall enable the complainant to discuss the claim with the designated Housing Authority staff person. The designated Housing Authority staff person shall make a summary of the matters discussed in the oral presentation to be included as part of RHA's file on the complainants relocation. The right to formal review and reconsideration shall not be conditioned upon requesting an oral presentation.

(c) **Written Request for Review and Reconsideration.** At any time within the period described in subsection (d) below, a complainant may file a written request with RHA for formal review and reconsideration. The complainant may include in the request for review any statement of fact within the complainant's knowledge or belief or other material that may have a bearing on the appeal. If the complainant requests more time to gather and prepare additional material for consideration or review and demonstrates a reasonable basis therefore, RHA may grant the complainants request by granting the complainant a definite period of time to gather and prepare materials.

(d) **Time Limit for Requesting Review.** A complainant desiring either an informal oral presentation or seeking formal review and reconsideration, shall make a request to RHA within eighteen (18) months following the date he/she moves from the property.

#### **Formal Review and Reconsideration by RHA.**

(a) **General.** RHA shall consider the request for formal review and shall decide whether a modification of its initial determination is necessary. This formal review shall be conducted by the Dublin Housing Authority Commission (the "Board"). The Board shall consider the complaint regardless of form, and RHA staff shall, if necessary, provide assistance to the claimant in preparing the written claim. When

a claimant seeks review, Board staff shall inform him/her that he/she has the right to be represented by an attorney at the claimant's expense, to present his/her case by oral or documentary evidence, to submit rebuttal evidence, to conduct such cross-examination as may be required for a full and true disclosure of facts, and to seek judicial review once he/she has exhausted the administrative appeal.

(b) **Scope of Review.** The Board shall review and reconsider the initial determination of the claimant's case in light of: (1) all material upon which RHA based its original determination, including all applicable rules and regulations, except that no evidence shall be relied upon where a claimant has been improperly denied an opportunity to controvert the evidence or cross-examine the witness(es); (2) the reasons given by the claimant for requesting review and reconsideration of the claim; (3) any additional written or relevant documentary material submitted by the claimant; (4) any further information which the Board, in its discretion, obtains by request, investigation, or research, to ensure fair and full review of the claim.

(c) **Determination on Review by Board.** The determination on review by the Board shall include, but is not limited to: (1) the Board's decision on reconsideration of the claim; (2) the factual and legal basis upon which the decision rests, including any pertinent explanation or rationale; and (3) a statement to the claimant that administrative remedies have been exhausted and judicial review may be sought. The determination shall be in writing with a copy provided to the claimant. The Board's decision shall be binding on RHA.

(d) **Time Limits.** RHA shall issue its determination on review as soon as possible but no later than six weeks from the date of the hearing. In the case of complaints dismissed for un-timeliness or for any other reason not based on the merits of the claim, RHA shall furnish a written statement to the claimant stating the reason for the dismissal of the claim as soon as possible but not later than two weeks from receipt of the last material submitted by the claimant, or the date of the hearing, whichever is later.

#### **Refusals to Waive Time Limitation.**

Whenever RHA rejects a request by a claimant for a waiver of the time limits, the claimant may file a written request for reconsideration of this decision, except that such written request for reconsideration shall be filed within 90 calendar days of the claimant's receipt of RHA's determination.

**Extension of Time Limits.**

The time limits specified may be extended for good cause by RHA.

**Recommendations by Third Party.**

Upon agreement between the claimant and RHA, a mutually acceptable third party or parties may review the claim and make advisory recommendations thereon to RHA for its final determination. In reviewing the claim and making recommendations to RHA, the third party or parties shall be guided by the provisions of this Appeals/Grievance Procedure.

**Review of Files by Claimant.**

Except to the extent the confidentiality of material is protected by law or its disclosure is prohibited by law, RHA shall permit the claimant to inspect all files and records bearing upon his or her claim or the prosecution of the claimant's grievance. If a claimant is improperly denied access to any relevant material bearing on his or her claim, such material may not be relied upon in reviewing the initial determination.

**Effect of Determination on Other Persons.**

The principles established in all determinations by RHA shall be considered as precedent for all eligible persons in similar situations regardless of whether or not a person has filed a written request for review. All written determinations shall be kept on file and available for public review.

**Right to Counsel.**

Any aggrieved party has a right to representation by legal or other counsel at his or her expense at any and all stages of the proceedings set forth in this procedure.

**Stay of Displacement Pending Review.**

If a complainant seeks to prevent displacement, RHA shall not require the complainant to move until at least 20 calendar days after RHA has made a determination and the complainant has had an opportunity to seek judicial review. In all cases RHA shall notify the complainant in writing 20 calendar days prior to the proposed new date of displacement.

**Joint Complainants.**

Where more than one person is aggrieved by the failure of RHA to refer them to comparable permanent replacement housing, the complainants may join in filing a single written request for review. A determination shall be made by RHA for each of the complainants.

**Judicial Review.**

Nothing in this Appeals/Grievance Procedure shall in any way preclude or limit a claimant or RHA from seeking judicial review of a claim upon exhaustion of such administrative remedies as are available herein.