

Draft Relocation Impact Statement and Last Resort Housing Plan

Transit Center Parking Expansion Project

Prepared for

The City of Manteca

Submitted by

Associated Right of Way Services, Inc.

March 2021

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Introduction

The City of Manteca (City) is moving forward with its plan to expand the existing parking lot of the Transit Center which will be utilized to support future uses including the Altamont Corridor Express. In order to complete the Transit Center Parking Expansion Project (Project), the City will need to acquire a portion of occupied property along Moffat Boulevard. This property includes one owner occupied single-family residence (SFR) that will need to be permanently relocated, as a result of the Project.

The impacted property is located along Moffat Boulevard in Manteca (Subject Property). The parcel is about 5,000 square feet, which includes the SFR, a shed, and a large area in front for parking. The Project is acquiring other parcels along Moffat Boulevard however they are vacant and will not need relocation assistance. The owner occupants of this residence will be required to permanently relocate.

The City has contracted with Associated Right of Way Services, Inc. (AR/WS) to prepare and implement this Relocation Impact Statement and Last Resort Housing Plan (the Statement). This Statement documents the results of a needs assessment survey, a housing resource study, and provides details of the City's Residential Relocation Assistance Program. The Project will be Federally funded, therefore, this Statement sets forth policies and procedures necessary to conform with statutes and regulations established by the California Relocation Assistance Law, California Government Code Section 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., and the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act), 42 U.S.C. Sections 4601 et seq., and its implementing regulations, 49 CFR Part 24. No displacement activities will take place prior to the required reviews and approval of this Statement.

This Statement addresses the specific housing needs that the displaced household will need in order to permanently relocate from the Project site. The housing resource survey conducted for this Statement has demonstrated that there is an adequate number of available replacement houses on the market in the local area to accommodate the needs of the household. The City will need to provide advisory and monetary assistance to allow this household to secure and move to a Decent, Safe and Sanitary dwelling.

Project Scheduling. The City is anticipated to present the property owner with an offer to purchase their property in February of 2021. The draft Statement will be circulated for a 30-day public review and comment period in March of 2021. If this Statement is approved by Council, the household would be provided with at least 90 days advance written notice of when they must relocate and the Subject Property must be vacated.

Project Assurances. The City is committed to providing relocation assistance to each permanently displaced person who is in legal occupancy prior to the City's initiation of negotiations for the acquisition of the Property. It is the City's intent that:

- This Statement will be made available to the public, including the displaced persons and any other interested parties for review and comment.
- The displaced persons, members of the public, and any Project Area Committee will have an opportunity to comment on this Statement during a 30-day review and comment period.
- All persons displaced as a result of this project shall receive fair and equitable treatment.
- No displaced person will suffer disproportionate damages as a result of a project proposed for the public's benefit.
- No eligible displaced person will be required to move unless adequate replacement housing is available to the displaced person, regardless of race, color, religion, sex, or national origin.
- No displaced person will be required to relocate unless comparable, affordable replacement housing is available within the City of Manteca.
- The impacted household will be assisted by a Relocation Advisor who will work closely through each step of the relocation process.
- No eligible permanently displaced person will receive a 90-Day Notice to Vacate or be required to relocate without first receiving a Notice of Eligibility for Relocation Assistance, a Conditional Entitlement Letter, a Relocation Brochure, and referrals to available, comparable replacement housing.
- A Relocation Advisor will provide each permanently displaced person with a Relocation Brochure which will explain all relocation assistance available and a Conditional Entitlement Letter which explains the specific assistance and options available. A calculation of any monetary assistance will be included in each Conditional Entitlement Letter.
- Relocation assistance payments will be made in a timely manner. Payments for replacement housing will be based on the City's Housing Valuation Study and "spend-to-get" requirements.
- Eligible benefits and payments as required by governing regulations will be provided to the impacted household.
- The City's relocation assistance program is adequate to provide orderly and timely relocation of the impacted household.

- The City will secure funds to pay all required moving costs, replacement housing payments, and other relocation benefits, including Last Resort Housing payments.
- Any person that is required to relocate temporarily will be treated fairly and equitably and will receive all reasonable and necessary out of pocket expenses, including any increased housing costs, payment for moving expenses, and storage of personal property as needed.

Assessment of Needs

The impacted household was interviewed in order to determine the Project impact and the feasibility of permanently relocating the occupants into the surrounding community. The household provided information for assessment and consideration regarding household size, income and replacement housing needs. Information regarding the current housing market was gathered through websites, and by contacting local realtors.

Occupant Characteristics. There are a total of three adult occupants living in the household. The household plans to move together and reside in similar type housing in the area.

- Locational Needs. The household reported that they had purchased and moved into the residence in 2019. The adults work in the area and would like to stay within the city of Manteca.
- Household Income. During the process of interviewing the household for this Statement, the household's annual income was discussed. Household is not low income and is likely to purchase another SFR in the area.
- Overcrowded Conditions. The household is currently not living in overcrowded conditions based upon the City's housing occupancy standards for relocation programs (two persons per bedroom). A comparable four-bedroom SFR for purchase would suffice.
- Language. The household speaks English as their primary language.

Special Circumstances. In some cases special circumstances may need to be considered in the moving or relocation process that would result in a need for additional Advisory Assistance to be provided to the displaced household. These circumstances may include, but are not limited to, occupants with physical, mental, or emotional limitations. Based on the interviews with the household, no special circumstances were identified.

Available Housing. A review of the current market was conducted throughout February of 2021 to identify available comparable SFR's for sale in the Project area. The survey indicated that in the local area there are a sufficient number of single-family houses for sale to

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accommodate the household being permanently displaced. However, it is important to note that the available three and four-bedroom houses are well over the acquisition price. It is very likely to assume that Last Resort Housing will be implemented, and the Replacement Housing Payment could be between \$80,000-\$210,000.

The following list details examples of comparable homes for sale that are currently available on the local market. No determination has yet been made as to their direct comparability to the Subject Property.

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**Single Family Residences for Sale
 February 2021**

Address	Bedroom/Bath	Price	Comments
1064 Tioga Way, Manteca	3/2	\$425,000	1,316 sf, 6,199 sf lot
1159 Windsor Place, Manteca	3/2	\$440,000	1,494 sf, 6,839 sf lot
706 Mission Ridge Drive, Manteca	3/2	\$449,999	1,315 sf, 6,273 sf lot
695 Alpine Avenue, Manteca	3/2	\$450,000	1,425 sf, 5,502 sf lot
2834 W Yosemite Avenue, Manteca	4/2	\$450,000	1,818 sf, .33 acres lot
919 Norman Drive, Manteca	3/2	\$480,000	1,642 sf, 5,001 sf lot
187 Dyer Avenue, Manteca	3/2	\$489,000	1,789 sf, 5,401 sf lot
1916 Tolbert Avenue, Manteca	3/2	\$499,000	1,656 sf, 6,647 sf lot
1134 Blackoak Drive, Manteca	3/3	\$510,000	1,960 sf, 5,000+ sf lot

Project Cost Estimate. The following estimate is for budgeting purposes only. These figures should not be interpreted as firm, “not to exceed”, or actual entitlement costs. These figures are based on the data obtained through occupant interviews, current project scope, replacement site availability, market research, and the judgment and experience of the writer. They do not include payments to consultants or to contractors.

	Most Probable Cost	High Estimate
Cost to Permanently Relocate Household:	\$125,000	\$210,000

Relocation Assistance Program

This portion of the Statement summarizes the City of Manteca's Relocation Assistance Program as it pertains to the occupants displaced from the Property. This summary of benefits has been provided for general information purposes only and it is not meant to be interpreted as law.

Legal Residency

Individuals seeking relocation assistance must certify that he or she is either a citizen, or national of the United States, or an alien who is lawfully present in the United States.

Definition of Terms

This Statement uses various acronyms and terminology that may be unfamiliar to some readers. Therefore, the definitions of various terms and conditions have been presented in this section in order to provide the reader with a greater understanding of the Relocation Assistance Program available to the displaced persons.

Comparable Replacement Dwelling. A definition of a comparable replacement dwelling is a dwelling that is of similar size and type to the acquired dwelling. A more specific definition would include:

- Decent, safe, and sanitary as described below.
- Functionally equivalent to the displacement dwelling. The term "functionally equivalent" means that it performs the same function, provides the same utility, and is capable of contributing to a comparable style of living.
- In an area not subject to unreasonable adverse environmental conditions from either natural or manmade sources.
- Available to all persons regardless of race, color, religion, sex, marital status, or national origin.
- Within the financial means of the displaced person, either by their own means or through assistance from the City.

Decent, Safe, & Sanitary (DS&S) In order to meet decent, safe and sanitary requirements, a replacement site must meet the following criteria:

- Be structurally sound, clean, weather tight, in good repair, and adequately maintained.
- Contain a safe electrical wiring system adequate for lighting and other devises.
- Contain a safe heating system capable of sustaining a healthful temperature.
- Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced persons. This shall be interpreted to mean that no more than two persons shall occupy a bedroom.
- Have a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system.
- Be free of any barriers which prevent reasonable ingress, egress, or use of the dwelling by such displaced person.

Displaced Person. Persons who are required to move permanently for the project are displaced persons. The household will be eligible to receive Relocation Advisory Assistance, Moving Cost Assistance, and a Replacement Housing Payment.

Persons Not Displaced. A person who is required to move temporarily from the property is not considered to be a Displaced Person if they are provided reasonable notice, their reasonable out of pocket expenses are covered by the City and they are provided with Decent, Safe and Sanitary temporary replacement housing.

Summary of Benefits for Permanently Displaced Persons

The City has adopted the following Relocation Assistance Program in order to provide eligible displaced person with the benefits to which they are entitled under governing regulations.

A. Relocation Advisory Assistance. A Relocation Advisor will work with each household and will be the principal contact in all relocation matters. The Relocation Advisor shall provide ongoing advisory assistance by assisting the occupant in locating and securing a comparable replacement dwelling. In addition, the Relocation Advisor shall ensure that each household receives the following:

1. Each household will receive written documentation informing them of their rights and the availability of relocation assistance.
2. Each household shall be interviewed by their Relocation Advisor in order to ascertain

replacement needs. The Relocation Advisor shall request documentation concerning length of occupancy, occupant income, public assistance, and other pertinent information.

3. A Housing Valuation Study will be prepared on the availability of replacement housing in the area. Consideration will be given to the condition of the dwellings and whether or not they compare favorably to the Property. A determination will then be made as to the reasonable cost for each type of comparable replacement dwelling needed. Each household will then receive a Conditional Entitlement Letter that will explain the specific relocation benefits to which they are entitled.
4. The development of this project shall be so scheduled that no displaced person lawfully occupying the Property shall be required to move from their dwelling without a written 90 days' notice from the City of the date by which such a move is required. The 90-Day Notice to Vacate will also include a list of referrals to available replacement sites in the area.
5. Each household shall receive current and continuing information on the availability of comparable replacement homes in the area.
6. A Relocation Advisor will work with the household as a liaison with prospective landlords, realtors, and the City. The Relocation Advisor shall provide documentation to prospective landlords or realtors concerning Replacement Housing Payments. In addition, the Relocation Advisor shall help the household complete relocation claims that will be submitted to the City. The Relocation Advisor shall also coordinate delivery of relocation payments to the household or to their assignee.
7. Should a household have a grievance against the City in regards to relocation policies and procedures, the Relocation Advisor will provide the household with information concerning the City's grievance procedures.
8. The Relocation Advisor shall inspect the replacement site to ensure that the unit meets decent, safe, and sanitary standards.
9. The Relocation Advisor shall provide any services required to ensure that the relocation process does not result in different or separate treatment of occupants on account of race, color, religion, national origin, sex, marital status, or other arbitrary circumstances.
10. The Relocation Advisor shall provide referrals to other local assistance programs to the households in order to minimize their hardships. When needed, referrals to housing, finance, employment, training, health and welfare, and other assistance programs will be provided.

B. Moving Cost Assistance. Each household is entitled to receive a moving payment from the City to move their personal property to their replacement home. Each household may elect one of the two options for cost reimbursement as outlined below or a combination of the two options:

Fixed Moving Expense and Dislocation Allowance. A household may choose to move their own personal property to the replacement site and to submit a claim based on the following Moving Expense and Dislocation Allowance Schedule published by the Code of Federal Regulations.

Occupant owns Furniture - Number of Rooms of Furniture									Occupant does not own furniture	
1 Room	2 Rooms	3 Rooms	4 Rooms	5 Rooms	6 Rooms	7 Rooms	8 Rooms	Additional room	1 room no furn.	Add' room/ no furn.
\$725	\$930	\$1,165	\$1,375	\$1,665	\$1,925	\$2,215	\$2,505	\$265	\$475	\$90

Actual Reasonable Moving Costs and Related Expenses. The City will pay actual moving expenses based on the lower of at least two acceptable moving bids from qualified professional moving carriers. The City will pay all reasonable costs to pack, move, and unpack all personal property up to 50 miles from the displacement site. The City can make a direct payment to the professional moving carrier under this option. The City will allow reimbursement to the household for any one-time utility reconnection fees, such as phone, gas, electric, and cable.

C. Replacement Housing Payments for Permanently Displaced Persons. A Replacement Housing Payment up to \$31,000 is available to assist the property owners in either renting or purchasing a replacement dwelling. To be eligible, the occupants must rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within 12 months after moving.

The City will conduct a Housing Valuation Study to determine the cost of a comparable replacement dwelling. The household will receive a Conditional Entitlement Letter that describes all relocation benefits and the maximum Purchase Differential Payment to which the household is entitled. The Letter will also explain the “**spend to get**” requirement. The “spend to get” requirement means that benefit payments will be made by the City only when the household demonstrates that entitlement amounts have been or will be spent.

The Last Resort Housing Program

Housing of Last Resort is a program that allows for the implementation of certain regulations to ensure that comparable replacement housing is within the financial means of the displaced person. Last Resort Housing is a procedure wherein the City, based upon additional documentation, may exceed the \$31,000 monetary limit to enable a displaced person to purchase a comparable replacement dwelling. Several methods to provide Last Resort Housing to qualified displaced persons are available to the City:

1. Provide supplemental funds in excess of the standard limit to allow occupants to replace their current home with an affordable dwelling. All payments are based on the most comparable replacement property as approved in the City's Housing Valuation Study. As with all other replacement housing payments, occupants must meet spend to get requirements in order to claim payments.
2. Build new replacement housing or rehabilitate existing units or provide funds for private parties to rehabilitate existing units for occupancy by displaced households.

Recommended Action. The most flexible of the Last Resort Housing option is for the City to pay the Purchase Differential Payment in excess of \$31,000, in order for the displaced household to relocate to a similar SFR within the area. Since there are adequate replacement dwellings available, building replacement housing units is not recommended at this time.

A survey of the local housing market indicates that there will be an adequate supply of replacement dwellings available during the expected displacement period. All of these comparable homes, however, are currently much more expensive than the acquisition price. The recommended course of action is for the City to provide supplemental replacement housing funds in order for the owners to afford a comparable house within the timeframe needed.

Appeal and Grievance Process

If a displaced person believes that a claim has been unfairly administered, the claimant may request review by the Public Works Director of the City, or his/her designee. Review may also be brought before the Relocation Appeals Board if the claimant wishes to forego review by the Public Works Director or is unsatisfied with the Public Works Director's determination. The Relocation Appeals Board, after holding a hearing, will make a final determination. If still unsatisfied, the claimant may then seek judicial review. Any appeal must be filed within 18 months following the date of displacement.

Claim Processing and Distribution of Payments

All claims are to be filed through a Relocation Advisor. The Relocation Advisor will assist the displaced person in completing their claim forms, will notify each displaced person of the documentation needed in order to file the claim, and will inspect replacement properties as needed. Each claim will be submitted along with documentation to the City for review and processing. Checks or escrow deposits will be available for approved claims within four weeks of the date all documentation is submitted to the Relocation Advisor. Checks will be delivered to the project occupant or to the project occupant's designee. The City shall provide advance payments when necessary to secure replacement housing and whenever a later payment would result in financial hardship.

Relocation Advisor Contact Information

The Relocation Advisor may be contacted at the following location and during the following times:

Address:	Associated Right of Way Services, Inc. 2300 Contra Costa Boulevard, Suite 525 Pleasant Hill, CA 94523
Phone:	(925) 691-2863 (Direct)
Office Hours:	Monday – Friday, 8:30 am – 5:00 pm

Citizen Participation/Statement Review

A draft Statement will be provided to the displaced household and made available to the public for the mandatory 30-day review period. The Final Relocation Impact Study and Last Resort Housing Plan will be submitted to the City of Manteca City Council for approval.

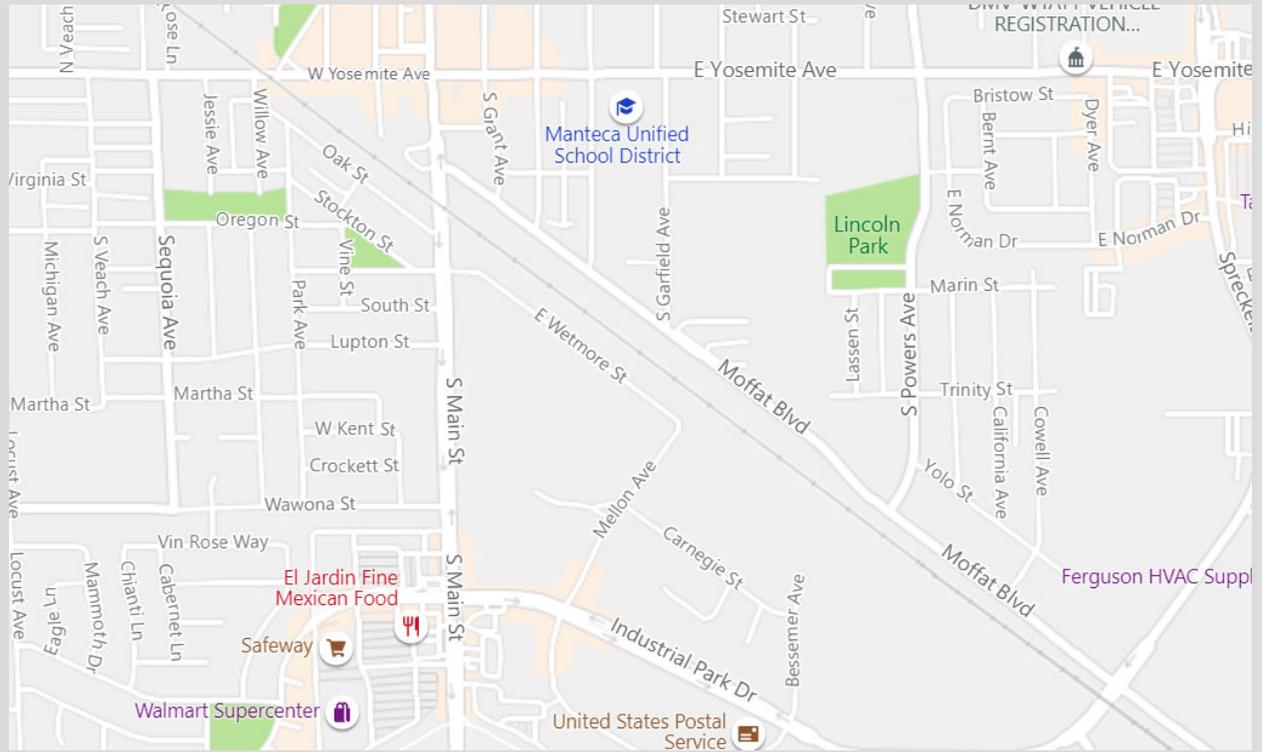
Governing Regulations

This project is being funded by local City and federal funds. Therefore, the City will administer the Relocation Assistance Program in compliance with the statutes and regulations established by California Relocation Assistance Law, California Government Code Section 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., and in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act), 42 U.S.C. Sections 4601 et seq., and its implementing regulations, 49 CFR Part 24.

Appendix

- Project Area Map
- Relocation Brochure – Assistance Available to Residential Displaced Persons

Map of Transit Center Parking Expansion Project Area



Relocation Brochure

Assistance Available to Residential Displaced Persons

PROVIDED TO YOU BY



Summarizing the Government Code of the State of California §7260, *et seq.* and the California Code of Regulations, Title 25, Chapter 6, Subchapter 1: and U.S. Code, Title 42, Chapter 61 and implementing regulations found in 49 CFR 24.

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Introduction

Government programs designed to benefit the public as a whole often result in the acquisition of private property, and sometimes in the displacement of people from their residences, businesses, non-profit organizations, or farms. When Congress passed the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and amended it in 1987, it recognized the need to balance the right of a public agency to acquire property with the rights of the occupants of the property being affected. The State of California adopted similar laws and regulations that provide for the rights of persons affected by public and publicly assisted projects. The Government Code of the State of California §7260, *et seq.* and the California Code of Regulations, Title 25, Chapter 6, Subchapter 1, U.S. Code, Title 42, Chapter 61, outline a public agencies rights and responsibilities to acquire property and to provide Relocation Assistance. This brochure is an attempt to provide you with a summary of those laws and regulations. Certainly, the information provided in this brief brochure cannot provide you with answers to all of the specific questions and situations that might arise in regards to your relocation. Please work with your Relocation Advisor in order to understand how the Relocation Assistance Program relates to your specific relocation.

Please review this brochure carefully and present any questions to your Relocation Advisor. Section 1 of this brochure provides information about Relocation Advisory Assistance. Section 2 contains information for payments that are available to displaced residential occupants. Section 3 provides additional information that is important to understand regarding the Relocation Assistance Program. Section 4 provides a summary.

If you are required to move as a result of a publicly assisted program or project, a Relocation Advisor will contact you and will provide you with assistance. Your Relocation Advisor will answer your specific questions and will provide additional information that you may need to help you to understand the Relocation Assistance Program. If you have any questions regarding this brochure, please contact your Relocation Advisor.



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Important Terms Used in this Brochure

Agency

Relocation Advisory Assistance and Relocation Payments are administered by a public agency responsible for the acquisition of real property and/or the displacement of persons from property to be used for a publicly funded program or project. The public agency may be a State agency, a local agency, such as a county or a City, or a person carrying out a program or project with public financial assistance. A public agency may contract with a qualified individual or firm like Associated Right of Way Services, Inc. to administer the Relocation Assistance Program. However, the public agency remains responsible for the program.

Displaced Person

Any person who moves from real property, or who moves personal property from real property as a direct result of:

(1) a written notice of intent to acquire by a public agency or as a result of the acquisition of real property in whole or in part, by a public agency or by any person having an agreement with or acting on behalf of a public agency, or as the result of a written order from a public agency to vacate the property for public use; or

(2) rehabilitation, demolition or other displacing activity undertaken by a public agency or by any person having an agreement with or acting on behalf of a public agency of real property on which the person is in lawful occupancy or conducts a business, and the displacement, lasts longer than 90 days. This definition includes those persons displaced as a result of a public action where they are displaced as a result of an owner participation agreement or an acquisition carried out by a private person for or in connection with a public use where the public agency is otherwise empowered to acquire the property to carry out the public use.

Program or Project

An activity or series of activities undertaken by a public agency, or an activity undertaken by a public agency with public financial assistance in any phase of the activity.

Unlawful Occupancy

A residential occupant is considered to be in unlawful occupancy if the residential occupant has been ordered to move by a court of competent jurisdiction or if the occupant's tenancy has been lawfully terminated by the owner for cause, the tenant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.

Comparable Replacement Housing

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

Decent, Safe, and Sanitary (DS&S)

Certain standards to evaluate the quality of housing where you will move have been established, and any referrals for housing given to you must meet these standards. These standards are referred to as Decent, Safe, and Sanitary, which means it meets all of the minimum requirements established by federal and State regulations and conforms to applicable housing and occupancy codes. The dwelling shall:

- Be structurally sound, weather tight, and in good repair.
- Contain a safe electrical wiring system adequate for lighting and other devices.
- Contain a heating system capable of sustaining healthful temperature (at least 70 degrees) except in those areas where local climatic conditions do not require such a system.
- Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced person(s).
- Have a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system.
- Contain unobstructed egress to safe, open space at ground level.
- Be free of any barriers which prevent reasonable ingress, egress, or use of the dwelling by such displaced person.

Any housing which you may find yourself must also meet the above criteria. Please request that the Relocation Advisor make an inspection prior to moving. It is necessary that you move to DS&S housing in order to obtain Replacement Housing Payments.

Section 1 – Relocation Advisory Assistance

A Relocation Advisor will work with each eligible displaced person in order to guide them through the relocation process and to help them to locate decent, safe, and sanitary comparable replacement housing. Relocation services are provided by Associated Right of Way Services, Inc. It is our goal and desire to be of service to you, and to assist you in any way possible to help you successfully relocate. Your Relocation Advisor is available to **help** and to **advise** you, so please make full use of the services offered. Do not hesitate to ask questions to ensure that you fully understand all your rights and benefits.

An individual with a disability will be provided the assistance needed to understand their rights under this program and assistance to locate and to move to comparable replacement housing. Please notify your Relocation Advisor if you need any additional assistance to understand your rights or to secure a replacement site.

When your Relocation Advisor initially contacts you, they will interview you in order to explain the Relocation Program and to understand your individual circumstances. Your Relocation Advisor will also ask you to describe the type of replacement dwelling you are interested in finding. Your Relocation Advisor will explain the assistance and payments that you may claim in accordance with your eligibility. It is important that you explain any anticipated relocation problems to your Relocation Advisor. During the initial interview the Relocation Advisor will ask many questions to determine your specific relocation needs. After the initial interview, your Relocation Advisor will deliver written information regarding your rights as a displaced person and will forward information on available comparable replacement housing as that information becomes available.

Your Relocation Advisor will continue to work with you to help you to plan your relocation to comparable replacement housing. Your Relocation Advisor will help you to understand which costs are compensable under the Relocation Assistance Program and which costs are not. Your Relocation Advisor will also help to determine the need for outside specialists to plan for the move of your personal property.

The goal is to achieve a successful relocation to comparable replacement housing that is decent, safe, and sanitary. Therefore, it is important that you work closely with your Relocation Advisor to evaluate and prepare for the move.

Your Relocation Advisor is also available to provide information to possible sources of funding and assistance from other local, State, and Federal agencies. If you have special problems, the Relocation Advisor will make every effort to secure the services of those agencies with trained personnel who have the expertise to help you. Make your needs known in order to receive the help you need.

Section 2 – Available Relocation Payments

A. Moving Expenses

If you qualify as a displaced person, you are entitled to reimbursement of moving costs and certain related expenses incurred in moving. Displaced persons may choose to be paid on the basis of: 1) Actual Reasonable Moving Costs and Related Expenses, 2) Fixed Moving Cost Schedule, OR a combination of both, based on individual circumstances.

1. Actual Reasonable Moving Costs and Related Expenses

If you choose a payment for Actual Reasonable Moving and Related Expenses, you may include in your claim the reasonable costs for:

- I. Transportation of persons and property not to exceed a distance of 50 miles from the site from which displaced, except where relocation beyond such distance of 50 miles is justified.
- II. Packing, crating, unpacking and uncrating personal property.
- III. The cost of disconnecting, dismantling, removing, reassembling, reconnecting and reinstalling personal property including connection charges imposed by public utilities for starting utility service (e.g., telephone and cable TV).
- IV. Such storage of personal property, for a period generally not to exceed 12 months, as determined by the City to be necessary in connection with relocation.
- V. Insurance for the replacement value of personal property during the move and necessary storage.
- VI. The replacement value of property lost, stolen, or damaged in the move (but not through your neglect) if insurance is not reasonably available.

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

A claim for moving expenses should be submitted to the City as soon as possible after the move, but in no case later than 18 months from the date of the move. Your Relocation Advisor will provide you with these forms and help you fill out your claim.

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

2. Fixed Moving Cost Schedule

You may choose to be paid on the basis of a fixed moving cost schedule. The amount of the payment is based on the number of rooms in your dwelling. Your Relocation Advisor will be able to tell you the exact amount you will be eligible to receive if you select this option. The schedule is designed to include all of the expenses such as temporary storage, transportation of personal property, and utility hook ups.

Occupant owns Furniture - Number of Rooms of Furniture									Occupant does not own furniture	
1 Room	2 Rooms	3 Rooms	4 Rooms	5 Rooms	6 Rooms	7 Rooms	8 Rooms	Additional room	1 room no furn.	Add' room/ no furn.
\$725	\$930	\$1,165	\$1,375	\$1,665	\$1,925	\$2,215	\$2,505	\$265	\$475	\$90

For a complete explanation of all moving cost options, please discuss the matter with your Relocation Advisor.

B. Replacement Housing Payments for Homeowners

If you are an owner and have occupied your home for a 90-day period or more prior to commencement of negotiation for your property you may be eligible for a Replacement Housing Payment for up to \$31,000. The amount of entitlement is calculated by the City. This is a separate and additional payment over the amount you receive from the City for your property. The Replacement Housing Payment is also a separate amount from your moving expense payment. It is intended to help you purchase a replacement dwelling.

This payment can include the following:

- **Price Differential**-is the amount by which the cost of a replacement dwelling exceeds the acquisition cost of the displacement dwelling. The price differential payment is in addition to the acquisition price. This payment is the difference between the payment for the acquired dwelling and the reasonable cost of an available comparable replacement dwelling.
- **Mortgage Differential**-you may be reimbursed for any increased mortgage interest costs in financing your new home. This is called an interest differential payment and is based on your existing mortgage amount.
- **Incidental Expenses**-you may be entitled to receive compensation for incidental costs such as transfer taxes, title search costs, notary fees, credit report, appraisal report, and other expenses incurred in purchasing a new dwelling. You will not be reimbursed for any recurring costs such as prepaid taxes and property insurance.

To be eligible for this Replacement Housing Payment:

- You must have lived in the unit 90 consecutive days immediately before the City commenced negotiations with the owner for the purchase of the property;
- You must rent/purchase and occupy a decent, safe, and sanitary replacement dwelling within 18 months from the date you vacate the displacement property or you must purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date you vacate the displacement property.
- You are residing in a decent, safe, and sanitary private dwelling when the payment is made.
- Your claim for payment is submitted within 18 months of the date you move.

***Note:** See Last Resort Housing

Section 3 – Important Information Regarding Relocation Assistance

A. Filing of Claims for Payment

All claims filed with the public agency shall be submitted within 18 months of the later of the date on which the property is vacated. Most claims will be paid within three weeks of submission of a fully documented claim for payment.

B. Relocation Payments are Not Considered to be Income

No relocation payment received will 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 (Title 26, U.S. Code) [49 CFR 24.209] or Personal Income Tax Law, Part 10 (commencing with § 17001) of Division 2 of the Revenue and Taxation Code [Gov. Code § 7269].

No relocation payment received will be considered income or resources to any recipient of public assistance and such payments shall not be deducted from the amount of aid to which the recipient would otherwise be entitled under any other provisions of law.

C. Appeals and Other Rights

Any aggrieved person may file a written appeal with the head of the City if the person believes the City has failed to properly determine his or her eligibility for relocation assistance advisory services or the amount of a relocation payment.

If you have a grievance, you will be given a prompt and full opportunity to be heard. You will also have the right to be represented by legal counsel or other representative in connection with the appeal, but solely at your own expense.

The City will promptly review your appeal and consider all pertinent justification and information available to ensure a fair and full review. The City will provide you with a written determination as well as an explanation of the decision. If you are still dissatisfied with the relief granted, the City will advise you of your right to seek judicial review of the public agency decision.

D. Last Resort Housing

In some instances the basic relocation program, as established by California State law and Federal regulations, does not provide sufficient benefits to adequately rehouse a household. Last Resort Housing is a procedure wherein the City, based upon additional documentation, may exceed the \$31,000 monetary limit to enable a displaced homeowner to purchase a comparable replacement dwelling. You will be informed if this process applies to you.

Section 4 – Summary

Relocation assistance benefits vary. Benefits are determined based on factors such as individual or family needs, acquisition costs, income status, family size, unit size and type and availability of comparable replacement housing.

Your Relocation Advisor is always available to help you. Please feel free to call whenever you have any questions. You will receive written information and your benefits will be explained to you. If you do locate a new home on your own, please notify your Relocation Advisor as soon as possible before you move.

A. Important To Know!

- The City will advise you of your eligibility and the amounts you are eligible to receive.
- You must meet occupancy requirements to be eligible for replacement housing payments.
- For tenants, you must occupy your replacement dwelling no later than 18 months following the date you move from the residence.
- To receive payment you must submit a claim form which your Relocation Advisor will give you. Submit these forms no later than 18 months after the date you move from the residence.
- Your new dwelling must be inspected by a representative of the City before the City can make any payments other than for moving costs. Make sure that a DS&S housing inspection is made before you are obligated to buy or rent your replacement housing property.

General Information

This brochure is provided to assist you in understanding your rights and benefits. If you have questions regarding your relocation please contact your Relocation Advisor. Additional information on relocation and acquisition requirements, the law, and the regulation can be found at <http://www.leginfo.ca.gov/calaw.html> and <http://www.dir.ca.gov/dlse/CCR.htm>.

This brochure has been provided to you as a courtesy by the City and Associated Right of Way Services, Inc. It is intended to provide general information concerning the Relocation Assistance Program. Further details regarding relocation assistance and benefits are set forth in the Government Code of the State of California §7260, et seq. and the California Code of Regulations, Title 25, Chapter 6, Subchapter 1. In the event of any conflict, California Law and Regulations shall be controlling. Please contact your Relocation Advisor for additional information regarding the Relocation Assistance Program.



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