

El Monte Apartments

1225 E. El Monte Street
Stockton, CA

RELOCATION PLAN

September 2015

Prepared by:

Overland, Pacific and Cutler

For STAND Affordable Housing

INTRODUCTION

STAND Affordable Housing ("STAND") is planning for the rehabilitation of the El Monte Apartments located at 1225 E. El Monte Rd in Stockton, CA (Subject Property). STAND will receive HUD Neighborhood Stabilization Program (NSP) III funds for the project administered by the City of Stockton. STAND plans to rehabilitate the units and hold them as long-term affordable housing for families. The units are managed by a professional management company.

This relocation plan has been prepared by Overland, Pacific and Cutler (OPC) to provide a plan for the actions, costs, and resources needed to temporarily relocate the households in occupancy at the Subject Property. This relocation plan (Plan) has been prepared in accordance with the provisions of the Uniform Relocation Assistance and Property Acquisition Policies Act of 1970 (URA) as amended and the State of California Relocation Assistance Guidelines (Guidelines) and California Relocation Assistance Law (CRAL).

The Subject Property (or Property) is comprised of eleven (11) units. Presently three (3) units are occupied. A total of eight (8) units are vacant. The 3 households presently at the Property will be required to temporarily vacate the premises. Upon completion of the rehabilitation project qualified households will be permitted to re-occupy a decent, safe and sanitary (DS&S) housing unit that is adequate to meet their needs at the Property. OPC will plan and execute the temporary relocations with the households.

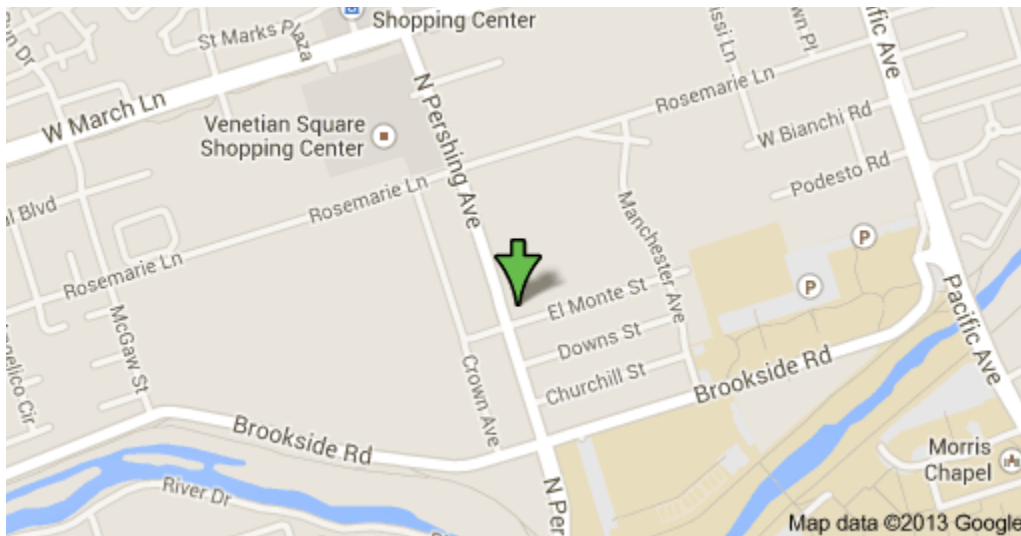
Households with incomes above 50 percent (%) of Area Median Income (AMI) will not be income eligible to reside at the Property upon completion of the rehabilitation project. Households with incomes above 50% AMI will be required to permanently relocate. Permanent relocations will be carried out in accordance with the URA, Guidelines and CRAL. At this time, all households are classified as Extremely Low and Very Low Income based on comparing their adjusted gross household income to the median household incomes (adjusted for family size) for San Joaquin County. No permanent relocations are expected at this time.

Should there be any permanent relocations, OPC will work closely with the households. The permanent relocation assistance program is described later in this plan.

Temporary relocations will be carried out in compliance with the URA and HUD Handbook 1378. The temporary relocation program and process is described later in this plan. The temporary relocation program will be managed by OPC.

Project Location/Description

The City of Stockton is located along State Highway 99, in the northern portion of the San Joaquin Valley in California's Central Valley. It is the County seat of San Joaquin County. The image below shows the location of the property.



The current Stockton Housing Element (a component of the Stockton General Plan) indicates a need for additional housing for families, particularly housing that is affordable. In response to this need, the City of Stockton is working with organizations such as STAND develop and rehabilitate housing for the purposes of creating a greater supply of permanently affordable housing.

SITE/BUILDING IMPROVEMENTS

All units sit on a single land parcel. The property consists of the building improvements as well as associated parking and landscaping improvements.

SURROUNDING NEIGHBORHOOD

The El Monte Apartments is located near University of the Pacific. The apartments and their neighborhood is conveniently located to all needed services and facilities including but not limited to schools, libraries, full service grocery stores, medical care and public transit. The property is also within walking distance of the Calaveras River which provides unique recreational amenities to the area.

RELOCATION PLAN

1. **Impact Analysis:** Interviews with all present occupants were originally conducted in September of 2013. Follow-up contact was made on May 5, 2015 to ensure all information is accurate at this time. The table below displays the number of persons impacted by the rehabilitation. The table below provides for the number of persons over the age of 62 (seniors), children and disabled persons. No households reported requiring communication in languages other than English.

Property	Total Households	Total Persons	Total Adults	Total Children Under 18	Persons Over 62	Total Disabled Persons
Total	3	9	7	2	2	1

2. **Projected Dates of Relocation and Project Phasing:** Temporary relocation would take place approximately one week prior to the contractors “need by date” to start the rehabilitation of the units.

STAND owns a similar property adjacent to the Subject Property, which may be utilized for temporary housing if units are available. If no units are available, the households will be moved into other housing arranged by STAND or OPC. This plan may be further revised once more details of STAND construction process are understood.

3. **Tenant Notifications:** A General Information Notice (GIN) was mailed to each household on September 13, 2013. Tenant relocation interviews were conducted in person by staff from the consulting firm of Overland, Pacific and Cutler (OPC) in September of 2013.

Each household will receive a Notice of Non displacement prior to their temporary relocation.

A Memorandum of Understanding (MOU) for Relocation Assistance will be provided to the tenants prior to their relocation. The MOU will provide the residents with options for temporary housing and moving assistance. A sample MOU can be found in Appendix A.

Each household will receive a minimum of a 30 day notice to vacate.

4. **Relocation Housing Resources:** No need for permanent replacement housing is expected to be required for this project.

A search of available units was conducted on May 5, 2015 to determine if an adequate supply of temporary housing is available in the area. One and two bedroom apartments range primarily between \$650 and \$1,200 per month. A total of ten DS&S units within five (5) miles of the Subject Property were located that could be used for temporary housing if the units were needed on May 5, 2015. An ample supply of units is expected to be available when needed. OPC staff will conduct an inspection of the unit to determine if it is DS&S prior to leasing of the unit for temporary occupancy.

5. **Advisory Services:** OPC staff will be available to provide advisory services to the residents during the relocation process.

6. **Cost Estimate and Sources:** The total cost for relocation is estimated at \$34,000. Relocation cost will be for with NSP funds. This relocation cost estimate is based on:

- Housing and moving costs for 3 tenant households,
- Associated costs for utility transfers for each household, and
- Relocation consulting fees

7. **Temporary Relocation:** A resident is considered to be only temporarily relocated if the relocation is less than 12 months. The impacted households will be moved to nearby apartments at no additional cost to them. Residents will enter into an MOU with STAND that discusses their obligations and options related to the temporary housing. Moving assistance will be provided to each household. The household will continue to pay their rent for their current housing unit and STAND will pay rent at the temporary housing units.

8. **Permanent Relocation:** No permanent relocations are expected. In order to be eligible to receive permanent relocation assistance under the URA, Guidelines and CRAL, the displaced person must have been a resident for a minimum of 90 days prior to the Initiation of Negotiations (ION). In addition the household must be lawfully present in the United States. Should members of the household not be lawfully present, any relocation benefits they will receive will be prorated according to the number of lawfully present persons in the household.

Any permanent relocation will be carried out in accordance with the URA. They will be provided with, at a minimum, an informational brochure, an NOE, a 90 Day Notice to Vacate, referrals to at least three replacement units and an opportunity to appeal any relocation decisions by STAND as described in Section 12 of this plan.

9. **Relocation Office Procedures:** All mail and telephone contact with residents being temporarily relocated will take place from OPC's offices in Oakland, CA with support from the property management. An OPC representative will travel to the El Monte Apartments as needed.
10. **Resident Communication:** OPC will meet with each household to explain options for temporary relocation and to answer all relocation related questions. Meetings will be scheduled to explain the MOU, 30 Day Notice to Vacate and the overall process for temporary relocation. Due to the limited number of households impacted, no neighborhood or other form of larger group meeting will be held. No relocation committee will be formed for this project.
11. **Coordination of Relocation Activities:** An OPC representative will coordinate the moving schedule and housing assignments with all parties necessary to ensure a fair, efficient and orderly temporary relocation.
12. **Grievance Procedures:** Within eighteen (18) months of the date of the temporary relocation or receipt of final compensation (whichever is later), any person who believes themselves aggrieved in the relocation process including the amount of relocation assistance payment, the relocation practices or temporary, may have their claim reviewed and reconsidered by (1) STAND or (2) the person or persons so designated by STAND for review and reconsideration.

The review may be formal or informal and every attempt will be made to constrain or mitigate disputes between parties prior to any review.

If STAND denies or refuses to consider the claim, the claimant will be informed of the reasons in writing.

The complainant may request an informal oral presentation before seeking formal review and reconsideration. STAND or the person or persons so designated by them, will hear such presentation within fifteen (15) days of the request by complainant. The complainant may be represented by an attorney or other person of their choosing.

At any time within the eighteen (18) month appeal period, the complainant may file a written request for formal review and reconsideration.

APPENDIX A: SAMPLE FORMS AND NOTICES

SAMPLE MOU – TEMPORARY RELOCATION

MEMORANDUM OF UNDERSTANDING OF TEMPORARY RELOCATION BENEFITS

As you are aware, STAND Affordable Housing (STAND) is preparing to rehabilitate the property you reside at located at **1225 E. El Monte Street, Stockton CA**. As part of the rehabilitation project you will be required to move from your unit for a period of up to six months. Residents will be required to completely temporarily vacate their current unit during construction period so the rehabilitation work can proceed in a safe and expedient manner.

This project is receiving Federal funds. The temporary relocation process will be carried out in accordance with the statutes and provisions of Uniform Relocation Act (URA) and HUD Handbook 1378. STAND is required to provide you relocation assistance including assistance to move your household goods to temporary or permanent housing, temporary housing, and reimbursement of reasonable and necessary out-of-pocket expense incurred as a result of you being displaced from your current unit. To ensure that you do not incur out of pocket cost, STAND will provide you with the following assistance,

TEMPORARY HOUSING

STAND will provide you with a temporary housing unit. Please initial your acknowledgment of this benefit below.

Temporary Housing: A housing unit, adequate to meet your needs will be provided to you by STAND, during the construction period. You will be responsible for any damage that you may cause to the temporary unit.

Resident Acknowledgement: _____

MOVING ASSISTANCE

You may select to have your personal property moved by a professional mover coordinated by the STAND. The moving company will submit its invoice directly to STAND for payment. Or you may conduct a self-move and receive a fixed moving payment. Please initial below the option you would to select.

Professional Moving Company Option:

A mover coordinated by STAND or their representatives will pack and move your household goods to and from your permanent housing. Should you require storage, storage will be provided by the moving company. If you have out of pocket expenses related to utility transfers, you will be reimbursed the amount based on your statement or receipt provided by your provider.

Residents Initials to Select This Option: _____

Self-move Option:

If you elect to conduct a self-move, you will receive compensation based on the number of furnished rooms in your unit as follows. By selecting this option, you will be responsible to acquire all packing materials and additional labor that you require. You will not receive any additional assistance.

- One-bedroom: \$880 _____
- Two-bedroom Unit: \$1,100 _____

Residents Initials to Select This Option: _____

Relocation benefits will terminate once a rehabilitated unit is ready to be occupied and you are moved to that unit. The benefits described above are intended for Residents only, and as such, are non-transferable or assignable. The Resident and STAND must stay in touch during the temporary relocation period. A CONTACT INFORMATION SHEET is provided for you.

By signing this document you acknowledge that you have fully considered the housing options presented to you and accept that option as the option best suited for your needs.

X _____
Head of Household Date

X _____
Other Adult in Household Date

X _____
On behalf of STAND Date

CONTACT INFORMATION SHEET

Temporary Address:

Telephone Numbers:

Work#
Hm#
Cell#
Other#

Additional Contact Information:

Name:

Address:

Telephone Number:

Name:

Address:

Telephone Number: