

**CROSSROADS REDEVELOPMENT PROJECT**

**DRAFT  
PLAN AND METHOD FOR  
RELOCATION**

**November 14, 2002**



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## **PLAN AND METHOD OF RELOCATION**

### **I. INTRODUCTION**

The Redevelopment Agency of the City of San Diego ("Agency") has prepared this plan and method of relocation ("Relocation Plan") for those site occupants who may be displaced by Agency action within the Crossroads Redevelopment Project ("Redevelopment Project") area ("Project Area"). This Relocation Plan will be included as part of the Agency's Report to the City Council required by Section 33352(f) of the California Community Redevelopment Law in connection with the proposed amendment to the Redevelopment Plan ("Redevelopment Plan") for the Redevelopment Project.

#### **A. Agency Displacement**

The Agency anticipates that its program of redevelopment by assisting in needed property rehabilitation and upgrading and installing needed public improvements and facilities within the Project Area will provide an incentive for the private sector to develop or redevelop vacant, underutilized and blighted properties. As an additional aid to the private sector, the Agency may also selectively acquire and dispose of property: 1) to encourage the development of affordable housing; 2) to aid in the re-use of the land after the upgrade or installation of public improvements; 3) to eliminate non-conforming and other blighting uses; 4) in response to property-owner and developer initiated efforts where public assistance is necessary to assemble property needed for expansion of existing uses or to create developable sites for proposed new uses; and 5) as "opportunity" acquisitions in which an existing owner may desire to sell in order to pursue opportunities outside of the Project Area.

To the extent that the Agency acquires occupied property for land assembly or other purposes, or enters into agreements with developers or others under which occupants will be required to move, the Agency will cause or will be responsible for causing such displacement of occupants. The Agency is not responsible for any displacement which may occur as a result of private development activities not directly assisted by the Agency under a disposition and development, owner participation, or other such agreement.

#### **B. Relocation in the Event of Agency Displacement**

Some displacement of residents or businesses may occur in the implementation of the Redevelopment Plan. If and when displacement occurs, the Agency will provide those businesses and persons displaced by Agency activities with monetary and advisory relocation assistance consistent with the California Relocation Assistance and Real Property Acquisition Law (Government Code, Sections 7260, et seq.), the State Guidelines adopted and promulgated pursuant thereto, Relocation

Rules and Regulations adopted by the Agency and the provisions of the Redevelopment Plan for the Project.

The Agency will pay all relocation payments required by law. This Relocation Plan outlines the general relocation rules and procedures which must be adhered to by the Agency in activities requiring the relocation of businesses and persons within the Project Area. It also identifies the Agency determinations and assurances which must be made prior to undertaking relocation activities as well as describes the Agency's functions in providing relocation assistance and benefits.

### **C. Agency Rules and Regulations**

The Agency has adopted Agency Rules and Regulations that: (1) implement the requirements of California Relocation Assistance and Real Property Acquisition Law (the "Act"); (2) are in accordance with the provisions of the California Department of Housing and Community Development's "Relocation Assistance and Real Property Acquisition Guidelines" (25 California Administrative Code, Sections 6000, et seq.)(the "State Guidelines"); (3) meet the requirements of the California Community Redevelopment Law (Health and Safety Code Sections 33000, et seq.) and the provisions of the Redevelopment Plan; and (4) are appropriate to the particular activities of the Agency and not inconsistent with the Act or the State Guidelines. To the extent that applicable provisions of the Act, the California Community Redevelopment Law or the State Guidelines are amended, such amendments shall be effective prospectively from the date they are adopted (or from an otherwise applicable effective date) and shall govern any conflicting provision in the Agency Rules and Regulations and this Relocation Plan. Additionally, the Agency Rules and Regulations and this Relocation Plan shall be promptly revised as necessary to conform to applicable amendments of the Act, the California Community Redevelopment Law or the State Guidelines.

### **D. Agency Determinations and Assurances**

1. The Agency may not proceed with any approval of a project or other activity which will directly result in the displacement of any business or person until it makes the following determinations:
  - (a) Fair and reasonable relocation payments will be provided to eligible businesses and persons as required by the Act, the State Guidelines and Agency Rules and Regulations.
  - (b) A relocation assistance advisory program offering the services described in Article 2 of the State Guidelines will be established.

(c) Eligible businesses and persons will be adequately informed of the assistance, benefits, policies, practices and procedures, including grievance procedures, provided for in the State Guidelines and Agency Rules and Regulations.

(d) A Supplemental Relocation Plan meeting the requirements of Section 6038 of the State Guidelines and the Agency Rules and Regulations has been prepared.

(e) In the event that displacement involves housing, and based upon a recent survey and analysis of both the housing needs of persons who will be displaced and available replacement housing and considering competing demands for that housing, comparable replacement dwellings will be available, or provided, if necessary, within a reasonable period of time prior to displacement sufficient in number, size and cost for the eligible persons who require them.

(f) In the event that displacement involves housing, adequate provisions have been made to provide orderly, timely and efficient relocation of eligible persons to comparable replacement housing available without regard to race, color, religion, sex, marital status, or national origin, and with a minimum of hardship to those affected.

2. No business or person shall be displaced until the Agency has fulfilled the obligations imposed by the Act, the California Community Redevelopment Law, the Redevelopment Plan, the State Guidelines and the Agency Rules and Regulations.

3. In the event that displacement involves housing, no persons or families of low- and moderate-income shall be displaced unless and until there is a suitable housing unit available and ready for occupancy by such displaced person or family at rents comparable to those at the time of their displacement. Such housing units shall be suitable to the needs of such displaced persons or families and must be decent, safe, sanitary and an otherwise standard dwelling.

4. Pursuant to the Community Redevelopment Law (Health and Safety Code Section 33411.3), if any portion of the Project Area is

developed with low- or moderate-income housing units, the Agency shall require by contract or other appropriate means that such housing be made available for rent or purchase to the persons and families of low-and moderate-income displaced by the Redevelopment Project. Such persons and families shall be given priority in renting or buying such housing; provided, however, that failure to give such priority shall not affect the validity of title to real property.

5. Pursuant to the Community Redevelopment Law (Health and Safety Code Section 33411.4), in the event that displacement involves housing, and if insufficient suitable housing units are available in the community for low- and moderate-income persons and families to be displaced from the Project Area, the Agency shall assure that sufficient land is made available for suitable housing for rental or purchase by low- and moderate-income persons and families. If insufficient suitable housing units are available in the City for use such persons and families of low- and moderate-income displaced by the Redevelopment Project, the Agency may, to the extent of that deficiency, expend funds and take such other actions as necessary to provide, rehabilitate, or construct, or cause the provision, rehabilitation or construction of last resort housing through methods including but not limited to the following:

- (a) Transfer of funds to state and local housing agencies as permitted by law;
- (b) Contract with organizations experienced in the development of housing as permitted by law;
- (c) Direct development, rehabilitation or construction by the Agency as permitted by law;
- (d) Financing of development, rehabilitation or construction by the Agency as permitted by law; or
- (e) Provide housing subsidies as permitted by law.

6. Pursuant to the Community Redevelopment Law (Health and Safety Code Section 33412), in the event that displacement involves housing, permanent housing facilities shall be made available within three years from the time any occupants thereof are displaced, and pending the development of such

facilities there will be available to such displaced occupants adequate temporary housing facilities at rents comparable to those in the community at the time of their displacement.

7. Pursuant to the Community Redevelopment Law (Health and Safety Code Section 33413(a)), in the event that, and whenever dwelling units housing persons and families of low- or moderate-income are destroyed or removed from the low- and moderate-income housing market as part of the Redevelopment Project which is subject to a written agreement with the Agency or where financial assistance has been provided by the Agency, the Agency shall prepare a Housing Replacement Plan for Low and Moderate Income Units in accordance with subsection 6 hereinbelow and, within four years of such destruction or removal, rehabilitate, develop or construct, or cause to be rehabilitated, developed or constructed, for rental or sale to persons and families of low- or moderate-income an equal number of replacement dwelling units at affordable housing costs within the Project Area or other territorial jurisdiction of the Agency, as provided for in the Redevelopment Plan and as allowed by the City's General Plan.

**E. Replacement Housing Plan for Last Resort Housing**

In the event the Agency is unable to demonstrate that comparable replacement housing will be available as required under the Agency Rules and Regulations for a project, then the Agency shall determine whether to use Agency funds or the funds authorized for the project to provide such necessary replacement housing or to modify, suspend or terminate the project or undertaking. If the Agency determines to provide such necessary replacement housing, then the Agency shall develop or cause to be developed a Replacement Housing Plan for Last Resort Housing in accordance with Sections 6124, et seq. of the State Guidelines. The requirement for this Replacement Housing Plan for Last Resort Housing is separate and distinct from the requirement for the Replacement Housing Plan for Low and Moderate Income Units described hereinbelow.

**F. Replacement Housing Plan for Low and Moderate Income Units**

Pursuant to the California Redevelopment Law (Health and Safety Code Section 33413.5), in the event that redevelopment activities result in the destruction or removal of low- and moderate-income housing units from the housing market, a Replacement Housing Plan for Low and Moderate Income Units shall be prepared as follows:

Not less than 30 days prior to the execution of an agreement for acquisition of real property, or the execution of an agreement for the disposition and development of property, or the execution of an owner participation agreement, which agreement would lead to the destruction or removal of dwelling units from the low- and moderate-income housing market, the Agency shall adopt by resolution a Replacement Housing Plan for Low and Moderate Income Units. For a reasonable time prior to adopting a Replacement Housing Plan for Low and Moderate Income Units, the Agency shall make available a draft of the proposed Replacement Housing Plan for Low and Moderate Income Units for review and comment by the residents and businesses in the affected area, other public agencies, and the general public.

The Replacement Housing Plan for Low and Moderate Income Units shall include those elements required by the Community Redevelopment Law (Health and Safety Code Section 33413.5). A dwelling unit housing persons of low- or moderate-income whose replacement is required by the Agency, but for which no Replacement Housing Plan for Low and Moderate Income Units has been prepared, shall not be destroyed or removed from the low- and moderate-income housing market until the Agency has by resolution adopted a Replacement Housing Plan for Low and Moderate Income Units.

Nothing, however, shall prevent the Agency from destroying or removing from the low- and moderate-income housing market a dwelling unit which the Agency owns and which is an immediate danger to health and safety. The Agency shall, as soon as practicable, adopt by resolution a Replacement Housing Plan for Low and Moderate Income Units with respect to such dwelling unit.

The requirement for this Replacement Housing Plan for Low and Moderate Income Units is separate and distinct from the requirement for the Replacement Housing Plan for Last Resort Housing described hereinabove.

## **II. RELOCATION ASSISTANCE ADVISORY PROGRAM AND ASSURANCE OF COMPARABLE REPLACEMENT HOUSING**

The Agency shall implement a relocation assistance advisory program which satisfies the requirements of the Act, Article 2 of the State Guidelines, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the Unruh Rights Act, the Rumford Act, and applicable state and federal anti-discrimination laws. Such program shall be administered so as to provide advisory services which offer maximum assistance to minimize the hardship of displacement and to ensure that (a) all persons displaced from their places of business are assisted in reestablishing with a minimum of delay and loss of earnings (if reasonably possible), and (b) in the event that displacement involves housing, all persons and families displaced from their dwellings are relocated into housing meeting the criteria for comparable replacement housing contained in the State Guidelines and the Agency Rules and Regulations. No eligible person shall be required to move from his/her dwelling unless within a reasonable period of time prior to displacement a comparable replacement dwelling or, in the case of a temporary move, an adequate replacement dwelling is available to such person.

The following outlines the general functions of the Agency in providing relocation assistance advisory services. Nothing in this section is intended to permit the Agency to displace businesses or persons other than in a manner prescribed by law, the State Guidelines and the Agency Rules and Regulations.

**A. Administrative Organization**

1. Responsible Entity

The Agency is responsible for providing relocation payments and assistance to site occupants displaced by Agency activities. The Agency will meet its relocation responsibilities through the use of its staff, supplemented by assistance from consultants, local realtors, social service agencies and civic organizations.

2. Staff

The Agency has an established Acquisition and Relocation Department whose staff is responsible for developing and administering the Agency's programs for the relocation of all site occupants who are required to move by redevelopment activities.

Agency staff has extensive relocation expertise, with many years of experience. Staff has been, and will continue to be, selected by the Agency from the fields of social welfare, community organization, real estate, business administration, public health, education, public housing, and other related fields. Beyond their professional qualifications and standing, many staff members bring years of valuable experience and skill in carrying out relocation and community planning programs in this and other communities.

As discussed earlier, the Agency's record of relocation is highly successful and attests to its capacity and competency to effect an orderly and satisfactory relocation program. While all of Agency staff will be available, if necessary, it will primarily be the relocation specialists who will assure the successful relocation of families, individuals, businesses and nonprofit organizations.

3. Functions

The Agency's staff and/or consultants will perform the following functions:

(1) Prepare a supplemental relocation plan ("Supplemental Relocation Plan") as soon as possible following the initiation of negotiations for acquisition of real property by the Agency and prior to proceeding with any phase of a public improvement or facility project or other implementation activity that will result in any displacement other than an insignificant amount of non-residential displacement. *The term "initiation of negotiations" is defined in the Agency Rules and Regulations.* Such Supplemental Relocation Plan shall conform to the requirements of Section 6038 of the State Guidelines and the Agency Rules and Regulations and shall be submitted to the Agency Board for approval. The Agency or its consultants shall interview all eligible affected persons, including businesses and non-profit organizations, to obtain information upon which to plan for housing, if necessary, and other accommodations, as well as to provide counseling and assistance needs.

(2) Provide such measures, facilities or services as needed in order to:

a. Fully inform persons and businesses eligible for relocation payments and assistance within 60 days following the initiation of negotiations, but no later than the close of escrow on the property, as to the availability of relocation benefits and assistance and the eligibility requirements therefore, as well as the procedures for obtaining such benefits and assistance, in accordance with the requirements of Section 6046 of the State Guidelines and the Agency Rules and Regulations.

b. Determine the extent of the need of each such eligible person or business for relocation assistance in accordance with the requirements of Section 6048 of the State Guidelines and the Agency Rules and Regulations.

c. Provide current and continuing information on the availability, prices and rentals of comparable commercial properties and locations, and of comparable sales and rental housing, if necessary, and as to security deposits, closing costs, typical down payments, interest rates, and terms for residential property in the area.

d. Assist each eligible person and business to complete applications for payments and benefits.

e. Assist each eligible person displaced from his/her business in obtaining and becoming established in a suitable replacement location.

f. Provide any services required to insure that the relocation process does not result in different or separate treatment on account of race, color, religion, national origin, sex, marital status, familial status, or any basis protected by state or federal anti-discriminatory laws, or any other arbitrary circumstances.

g. Supply to such eligible persons information concerning disaster loan and other programs administered by the Small Business Administration, federal and state housing programs, and other federal or state programs offering assistance to displaced persons and businesses.

h. Provide other advisory assistance to eligible persons in order to minimize their hardships. As needed, such assistance may include counseling and referrals with regard to housing, financing, employment, training, health and welfare, as well as other assistance.

i. Inform all persons who are expected to be displaced about the eviction policies to be pursued in carrying out the Redevelopment Project, which policies shall be in accordance with the provisions of Section 5058 of the State Guidelines and the Agency Rules and Regulations.

j. Notify in writing eligible persons to be displaced at least 90 days in advance prior to requiring the person to move from a dwelling or to move a business. In the event that acquisition is taking place within the context of eminent domain, this notice may be in the form of an Order for Prejudgment Possession.

k. In the event that displacement involves housing, assure eligible persons that within a reasonable period of time prior to displacement there will be available comparable replacement housing meeting the criteria described in Section 6008(c) of the State Guidelines and the Agency Rules and Regulations, sufficient in number and kind for and available to such eligible persons.

l. In the event that displacement involves housing, assist each eligible person to obtain and move to a comparable replacement dwelling.

## **B. Information Program**

The Agency, through its staff and/or consultants, shall establish and maintain an information program that provides for the following:

1. Within 60 days following the initiation of negotiations and not less than 90 days in advance of displacement, except for those situations described in Section 6042(e) of the State Guidelines, the Agency shall prepare and distribute informational materials (in the language most easily understood by the recipients) to persons and businesses eligible for Agency relocation benefits and assistance ("Informational Statement"). The Informational Statement shall be in substantially the form attached hereto as Exhibits A and B.

2. Conducting personal interviews and maintaining personal contacts with occupants of the property to the maximum extent practicable.
3. Utilizing meetings, newsletters and other mechanisms, including local media available to all persons, for keeping occupants of the property informed on a continuing basis.
4. Providing each person and business written notification as soon as his/her eligibility status has been determined.
5. Explaining to persons interviewed the purpose of relocation needs survey, the nature of relocation payments and assistance to be made available, and encouraging them to visit the relocation office for information and assistance.

**C. Relocation Record**

The Agency shall prepare and maintain an accurate relocation record for each person and business to be displaced as required by Section 6048 of the State Guidelines and the Agency Rules and Regulations.

**D. Relocation Payments**

The Agency shall make relocation payments to or on behalf of eligible displaced persons and businesses in accordance with the State Guidelines and the Agency Rules and Regulations. The obligations for relocation payments are in addition to any acquisition payments made pursuant to the Agency's real property acquisition guidelines, which are set forth in the Agency Rules and Regulations and consistent with Article 6 of the State Guidelines.

**E. Temporary Moves**

Temporary moves are not encouraged. Agency staff and/or consultants shall make every effort to assist the site occupant in obtaining permanent relocation resources prior to initiation of a temporary move, and then only after it is determined that Project Area activities will be seriously impeded if such move is not performed. Temporary moves shall be in accordance with Section 6044 of the State Guidelines and the Agency Rules and Regulations.

**F. Relocation Resources Survey**

In the event that displacement involves housing, the Agency shall conduct a survey of available relocation resources in accordance with Section 6052 of the State Guidelines and the Agency Rules and Regulations.

**G. Last Resort Housing**

In the event that displacement involves housing, Agency shall follow Sections 6120-6139 of the State Guidelines and the Agency Rules and Regulations for assuring that if the Agency action results, or will result in displacement, and comparable replacement housing will not be available as needed, the Agency shall use its funds or fund authorized for the Project to provide such housing.

**H. Grievance Procedures**

The Agency Rules and Regulations contain grievance procedures which implement the provisions of the Act and the State Guidelines. The purpose of the grievance procedures is to provide Agency requirements for processing appeals from Agency determinations as to the eligibility for, and the amount of a relocation payment, and for processing appeals from persons aggrieved by the Agency's failure to refer them to comparable permanent or adequate temporary replacement housing. Potential displacees will be informed by the Agency of their right to appeal regarding relocation payment claims or other decisions made affecting their relocation. A copy of the Agency's Relocation Grievance Procedures is attached as Exhibit C.

**I. Relocation Appeals Board**

The Agency provides an approved forum for informal or formal review. The City of San Diego, at the request of the Agency, has established a Relocation Appeals Board to review cases requiring further action. The Relocation Appeals Board shall hear all complaints brought by potential displacees and residents of the Project Area relating to relocation and make determinations in accordance with the Agency Rules and Regulations. The Relocation Appeals Board shall, after a public hearing, transmit its findings and recommendations to the Agency in accordance with the Agency Rules and Regulations.

**III. OBTAINING RELOCATION HOUSING**

**A. Private Housing**

For several decades, now, the Agency has received excellent cooperation from property owners, operating managers, realtors, multiple listing bureaus, property management firms and others offering a variety of private standard housing for rent or for sale. Based on this relationship, an adequate supply of replacement housing for use in carrying out the Agency's relocation program has been available. This relationship has been continually strengthened through the years and is expected to continue. Agency access to such housing remains open to displacees when units are available.

The Agency shall give priority to those displaced by public action in the rental or purchase of subsidized and Section 8 housing, as well as in other properties acquired by the Agency for rehabilitation, when available. The Agency will require sponsors of such programs to accord preference to displacees from the Project Area, and this will be particularly true where such housing is to be developed within the Project Area.

The Agency will obtain, and maintain current listings of standard rental and sale properties that are appropriate for relocation that are available on a nondiscriminatory basis. Information on the size, rental or sale price, financing terms and location of available units will be given to displacees seeking referrals, and, as necessary the relocation staff will provide transportation or otherwise assist the site resident in his or her search for housing.

## **B. Public Housing**

The Housing Authority of the City of Los Angeles grants displacees priority in consideration for placement and has simplified referral procedures, as well as participated in the conversion of units to meet the special needs of large families, the physically disabled and the elderly. Special income limits are established by the Authority for admission of eligible displacees.

Families receiving Aid to Dependent Children and low-income families and individuals not receiving public assistance shall pay rent based on 30 percent of net income, regardless of the number of bedrooms required. All rents for these persons are now subsidized by the Federal Government under provisions of the Brooke Amendment.

Public housing can be a relocation resource. No displacee will be initially offered such housing, however, unless they are displaced from public housing or have requested such housing.

**C. Special Rehousing Problems**

Staff and/or consultants will interview the occupants to obtain information pertinent to special rehousing and social needs of the individual or family. Particular effort will be made to anticipate and aggressively seek solutions for problems of individuals or groups of displacees among the elderly, low-income, large families, racial minorities, physically disabled and unemployed. The Agency will work cooperatively with other groups and agencies, make appropriate referrals, and otherwise obtain for displacees the assistance essential to their successful rehousing.

**D. Relationships with Site Occupants**

1. Information Program

Agency staff will implement an informational program to site occupants and displacees to advise them on the Agency's plans and programs. The project area committee (PAC), community advisory committee (CAC), or other applicable advisory committee may also play an important role in keeping project residents, businesses and the general community fully informed on the activities of the Agency in the Project Area.

This will be done by personal interview and contacts, general mailings and distribution of informational material, group and public meetings to provide information and answer questions, regular staff attendance at meetings of various groups, etc. All these efforts will be continued throughout the project operations to insure that each site occupant is fully informed as to the time schedules, relocation program, opportunities for relocation housing, relocation services and other available benefits.

2. Interviews with Site Occupants

As soon as practical after the initiation of negotiations, Agency staff and/or the relocation consultant will meet with site occupants. The interviewer will discuss and explain the contents of the Informational Statement, any rental agreement, and other applicable materials. As evidence that the displacee has been properly notified, the displacee will be requested to sign a receipt for the Informational Statement, which fully describes the rights under the redevelopment program, the services offered for relocation, the regulations and procedures for obtaining relocation payments, etc.

The relocation staff also will update any information obtained in prior interviews with the displacees, ascertain precise relocation needs and problems, from which the displacee will be assisted in formulating and carrying their approach to relocation. This is the beginning of personalized relocation

assistance and, as necessary, the displacee will be referred to appropriate agencies or resources for special services.

Persons who occupy property after Agency acquisition are not eligible for assistance or benefits if they were informed prior to occupancy that the property was being acquired for a public use and occupancy is only available between acquisition of the property and its development. The Agency Board may consider occupants not so informed eligible for assistance and benefits, however.

### 3. Project Site Office

Whenever possible, the Agency shall establish a site office, where the assigned relocation staff and/or consultants will work closely with all displacees and appropriate agencies in carrying out the relocation program. Staffing, working days and hours will be arranged to provide services conveniently available to all occupants of the Project Area.

### 4. Housing Referral Services

The referral procedure will be essentially one of personal contact, liaison, and assistance by the relocation consultant and/or staff. The relocation consultant and/or staff will work closely with each displacee until he or she is permanently rehoused, offering comparable housing that meets their needs, and encouraging them to find replacement housing on their own initiative.

The Agency will maintain listings of private rental and sales housing that has previously been inspected and certified as meeting the Agency's relocation housing standards, which is available on an open-occupancy basis, which is not planned for clearance. Listings of vacancies will be provided to the displacee, arrangements will be made for the displacee to inspect the housing and, if necessary, he or she will be provided transportation and/or be accompanied on the inspection. The displacee will be provided further referrals if, for reasonable cause, he or she is unable to accept an offered unit. The same procedure will be followed when a self-relocatee is found occupying sub-standard housing.

Displacees will be informed of the availability of VA and FHA acquired properties, and of any Section 8 housing that meets their needs. Listings of properties will be available so that they may be freely examined. The relocation consultant and/or staff will provide displaced residents with evidence of their eligibility for such housing, serve in a liaison capacity and otherwise assist displacees in securing such accommodations.

Those displacees appearing eligible for and interested in public housing (including Section 8 housing programs) will be referred to the Housing Authority and otherwise assisted in expediting their applications and placement. The Housing Authority will be requested to make available to the Agency the Authority's list of available housing, in order that such housing may be utilized for eligible displacees.

If interested and determined eligible for other subsidized housing, displacees will be referred to the appropriate sponsor or owner of such housing and assisted in making the application. In addition, they will also be referred to comparable replacement housing whose owners are willing to accept and participate in the Section 8 program and assistance will be provided in making such application.

#### 5. Inspection of Relocation Housing

All housing offered to displacees will be internally and externally inspected by the relocation staff and/or consultant in advance. If, upon inspection, the housing occupied by a self-relocatee is found below standard, the occupant will be advised accordingly and offered standard housing. If the displacee refuses to accept further assistance, the obligation of the Agency to the relocatee will be considered fulfilled. In such instances, the matter may be referred to the Building Inspection Department with the objective of bringing the housing into conformity with local codes.

Housing occupied by relocatees moving outside the City of Los Angeles will be inspected, when possible, by the redevelopment agency of that City or by its building inspection department. When this is not possible, the claimant will be required to provide sufficient information to determine that the dwelling is standard pursuant to Agency requirements and such self-relocation will be considered as permanent.

#### 6. Self-Relocatees

Displacees finding their own housing will be urged to notify the Agency in advance so that the selected housing may be inspected beforehand. However, should the displacee move without giving notice or leaving a forwarding address, every effort will be made to locate the displacee promptly to determine the quality of the relocation housing and to assure that the displacee understands the relocation assistance to which he or she is entitled. Efforts to trace displacees will be not abandoned until appropriate contacts have been made without success.

## 7. Referrals to Social Service Agencies

The relocation services offered by the Agency will be supplemented by those qualified professionals who will be directly responsible -- in cooperation with the Agency, its staff and other consultants and agents -- for seeking and achieving solutions to the social and economic problems that may interfere with the successful relocation of a specific displacee or groups of site occupants.

The Agency has worked closely with many agencies and organizations that operate in the communities to interpret the redevelopment program and the anticipated needs of Project Area occupants. The Agency will continue to seek their assistance and cooperation during the relocation process. Following are some agencies that have provided assistance on an as-needed basis, and which are expected to continue to do so:

Harvest Ministries  
Alcoholics Anonymous  
St. Vincent De Paul, Joan Kroc Center  
Salvation Army  
Episcopal Community Services  
Lutheran Social Services  
Neighborhood House Endeavors  
Vietnam Veterans Outreach Center  
Travelers Aid  
Catholic Community Services

This list is not intended to be all-inclusive. As the relocation staff and/or consultants determine the need, other organizations will be contacted.

### **E. Relocation Standards**

It is the Agency's objective that all site occupants be rehoused with a minimum of hardship in accommodations which are decent, safe, sanitary, and suitable to their individual needs; located in areas not less desirable than the Project Area in regard to public utilities and public and commercial facilities; available without regard to race, color, sex, religion or national origin; reasonably accessible to their places of employment; and priced within their financial means. The standards set forth below have been established by the Agency to achieve these objectives.

The Agency shall make a good faith effort to relocate displacees within the Project Area unless they choose to relocate elsewhere.

Only housing which qualifies as standard under provisions of the Local Housing Code will be used as a relocation resource.

The following standards apply in measuring the quality and suitability of the housing to be offered by the relocation consultant and/or staff to a site occupant, or that which a self-relocatee has selected on his own initiative.

No persons or families of low- and moderate-income shall be displaced unless and until there is a suitable housing unit available and ready for occupancy by such displaced persons or families at rents comparable to those at the time of their displacement.

1. Physical Standards

(a) The roof, the exterior walls, windows and doors shall be weather proof and water tight, and in safe, sound condition and good repair.

(b) The foundation, the interior walls and doors, and the ceilings and floors shall be in safe, sound condition and good repair.

(c) Every stairway, exit door, fire escape and elevator shall be in safe, sound condition, in good repair and free from obstructions.

(d) Except in the case of concrete floor slab construction, the clearance between the ground and the floor joints shall be not less than 18" and such under-floor area shall be properly vented.

(e) All portions of a lot about or under a building shall be adequately drained, and together with the building and parts thereof, shall be clean, free of rubbish and of health, fire and safety hazards.

(f) Every building shall be connected to the public water supply and sewers or septic tank, and every plumbing fixture, water and waste pipe shall be installed in an approved manner, sanitary and in good working condition.

(g) Every dwelling unit shall have adequate heating facilities which are installed in an approved manner, are safe and in good working condition.

(h) Every dwelling unit shall be supplied with adequate electric wiring, convenience outlets and fixtures,

which are installed in an approved manner, which are safe and in good working condition.

(i) Every dwelling shall contain electrically wired smoke detectors in every sleeping room and in each hallway, corridor or area adjacent to any such sleeping room.

(j) Every sleeping room shall contain at least one window opening directly to the outside.

(k) A cellar or unfinished attic shall not be used for living, sleeping, cooking or eating purposes. In any basement space used for living purposes, the walls and floors which are below ground level shall be waterproofed and dampproofed.

(l) Every room used for living purposes shall have not less than an 8' ceiling height and a window area of not less than 12 square feet or 1/8th of the superficial floor area, whichever is greater.

(m) Every dwelling unit shall comply with the Residential Lead-Based Paint Hazard Reduction Act of 1992.

(n) Evidence shall be provided that, where required by ordinance, valid certificates of occupancy and health permits have been obtained.

(o) Every dwelling unit shall have a private lavatory and bathtub or shower, with hot and cold running water, and a suitable bathroom or compartment. Rooms including these fixtures shall have adequate light and ventilation.\*\*\*

(p) Every dwelling unit shall have a private kitchen containing a sink with hot and cold running water and adequate light and ventilation.\*\*\*

\*\*\* Exception: The requirements of these items shall not apply to a light housekeeping room which conforms fully to all the requirements of City ordinances relating to such accommodations and, further, in which occupancy is limited to one person.

2. Occupancy Standards

An otherwise standard dwelling may not be considered as standard for a specific family, unless it provides adequate sleeping space for all the family members. Living rooms should not be considered for sleeping purposes, except in the case of an efficiency or studio apartment. In the evaluation of dwelling units considered for relocatees existing building codes or other suitable regulations will be used as occupancy standards.

3. Displacee's Ability to Pay

The Agency will give consideration to the particular financial situation of each family or individual. Every effort will be made to maintain the lowest possible housing cost-income ratio which, at the same time, provides the displacee adequate, decent, safe and sanitary housing. Agency staff will counsel displacees to relocate into housing which is affordable.

The amount of rental assistance a displacee is entitled to receive is based upon the following factors pursuant to the Agency Rules and Regulations.

An eligible person who rents a replacement dwelling is entitled to a payment not to exceed \$5,250.00 for rental assistance. Unless Federal Regulations apply, such payment shall be 42 times the amount obtained by subtracting the base monthly rental for the displacement dwelling from the lesser of:

(a) The monthly rent and estimated average monthly utilities for a comparable replacement dwelling; or

(b) The monthly rent and estimated average monthly cost of utilities for the decent, safe and sanitary replacement dwelling actually occupied by the displaced person.

4. Base Monthly Rental for Displacement Dwelling

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

(a) The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement (but not less than a 3-month period), as determined by the Agency. (For an owner-occupant, use the fair market rent for the displacement dwelling. For a

tenant who paid little or no rent prior to displacement, use the fair market rent, unless its use would result in a hardship because of the person's income or other circumstances); or

(b) Thirty (30) percent of the person's average gross household income. This standard shall apply, unless covered by Federal Regulations. (If the person refuses to provide appropriate evidence of income or is a dependent, the base monthly rental shall be established solely on the displacement dwelling rental rate. A full time student or resident of an institution may be assumed to be a dependent, unless the person demonstrates otherwise.)

#### 5. Standards for Temporary Moves into Housing

As noted above, temporary moves are not encouraged. Should a temporary move become necessary, the following standards shall be followed.

Housing not meeting the Agency's established standards for permanent relocation will not be used for emergency temporary housing.

In no event will the temporary housing offered be of a less desirable character than that from which the site resident is being moved, and such temporary housing shall be in a safe and habitable condition.

Temporary relocations made by the Agency will not diminish the Agency's obligation with respect to the displacee's permanent relocation. The necessary costs incurred in temporary moves made at the direction of the Agency will be paid in accordance with applicable regulations.

If a self-relocatee moves into sub-standard housing and declines, without satisfactory reason, to accept standard housing to which he or she is referred, it will be considered that the Agency's responsibility to the relocatee has been discharged.

#### 6. Environmental Standards

It is the Agency's policy to refer displaced families, individuals, businesses and nonprofit organizations to replacement dwellings and/or suitable replacement sites located in areas not subject to unreasonable adverse environmental conditions. Relocation housing sites shall be not generally less desirable than the location of the displaced site with respect to public utilities and services, schools, churches, recreation, transportation and other public and commercial facilities, and within reasonable proximity to the displacee's present place of employment.

#### **IV. RELOCATION PAYMENTS AND PLAN FOR DISBURSEMENT**

Relocation payments, as provided by the Act, the State Guidelines and the Agency Rules and Regulations will be paid to those displaced by Redevelopment Project activities. These payments may include:

A. Actual and Reasonable Moving Expenses (as defined in Section 6090 of the State Guidelines and the Agency Rules and Regulations), or an Alternate Payment (as defined in Sections 6098 and 6100 of the State Guidelines and the Agency Rules and Regulations) in lieu of Actual and Reasonable Moving Expenses. The amount for an Alternate Payment for each residential household is established by a schedule authorized by Federal Regulations; the amount for an Alternate Payment for businesses ranges from not less than \$1,000 to not more than \$20,000, depending upon various factors.

B. If displacement involves housing, an allowance for residential tenants of up to \$5,250 to assist in the purchase of a replacement dwelling or in the rental of a comparable rental unit;

C. If displacement involves housing, an amount not to exceed \$22,500 toward the purchase of a replacement dwelling for an owner-occupant, provided the claimant occupies the replacement unit;

D. Actual Reasonable Expenses in Searching for a Replacement Business (as defined in Section 6094 of the State Guidelines and the Agency Rules and Regulations), not to exceed \$1,000;

The descriptions above are meant only as a brief summation of possible payments. Specific eligibility requirements and qualifications for each payment will be enumerated in the Informational Statements to be provided in substantially the same form as Exhibits A and B.

At the discretion of the Agency Board, an additional payment may be authorized. The additional payment would be for extraordinary circumstances.

The disbursement of all relocation benefits will be made in a timely and orderly manner. All claims for relocation benefits must be filed with the Agency within 18 months from (a) the date the claimant relocates from the property, or (b) the date on which final payment for the acquisition of the real property is made, whichever is later.

All required claim forms will be prepared by a member of the relocation staff and all parts of the claim will be fully explained to the claimant. Any relocation

claim submitted must be supported by the required documentation (including but not limited to replacement site rental verification, moving bill, escrow closing statement, income tax return, etc.). This information and documentation will be verified by the relocation staff.

The claimant will be asked to sign prepared claim forms after it is established that the claimant understands all aspects of the claim. The claim forms will, along with a memorandum explaining the attached claim request, be forwarded to the Agency for review and recommendation. Approval of payment of any claims will be made by the Agency or its designee. Upon approval of the claim, payments will be initiated.

At times, there may be a need for advance relocation payments in the event of a hardship. Most often, such payments are needed to assist the displacee in securing a replacement site or other related commitments. The relocation staff will expedite consideration of such requests.

## **V. RELOCATION OFFICE PROCEDURES**

Whenever possible, the Agency will establish a site office where the assigned relocation staff or consultants will work closely with all displacees and appropriate agencies in carrying out the relocation program. Staff, working hours and days will be arranged to provide services conveniently available to all occupants of the Project Area.

At such time as it is necessary to open and maintain a relocation site office, more specific procedures may be established. In general, in addition to such specific services as may be offered by any relocation consultant with which the Agency may contract, staff shall be available, on a regular basis, or by appointment at the displacee's convenience, to assist in relocation matters and to answer questions. In addition, staff and/or the relocation consultant will be available to go to the displacee's home or business site to assist in relocation matters on an "as-needed" basis.

## **VI. COMMUNITY PARTICIPATION**

The Agency actively encourages the involvement of potential displacees in the hearing and planning stages of the redevelopment process. This Relocation Plan was previously made available to the project area committee (PAC), community advisory committee (CAC), or other applicable advisory committee and the public prior to inclusion in the Report to Council. As Supplemental Relocation Plans may be necessary or are prepared, the project area committee (PAC), community advisory committee (CAC), or other applicable advisory committee, as well as affected persons and businesses will be provided with an opportunity to review and comment upon such Supplemental Plans prior to their adoption.

## **VII. COORDINATION ACTIVITIES**

At such time as the Agency may initiate negotiations for property occupied by a business or person, the Agency's relocation staff (including consultants) will commence relocation activities. Among the coordinated activities are the following:

- A. Personal on-site interviews will be conducted where the staff or consultant will provide each potential claimant with an Informational Statement detailing benefits and eligibility.
- B. After an analysis of needs, appropriate referrals will be made.
- C. Claims for relocation payments will be prepared by the relocation staff and/or consultant for the claimant's signature. Signed claims will then be delivered to the Agency for approval and processing.
- D. Relocation benefit checks will be hand-delivered or mailed, at the discretion of the relocation staff, to the claimant/recipients.
- E. If the displacement involves a residential displacee, any new housing chosen by the claimant will be inspected by the relocation staff for health and safety minimum standards. Any such claimant will be informed in writing of the inspection results.
- F. Relocation staff will also contact and work with appropriate governmental and social service agencies to provide applicable assistance, including, for example, small business loans and housing subsidies.

## **VIII. FORMAL GRIEVANCE PROCEDURE**

As stated in Section II.H. herein, the Agency Rules and Regulations include formal grievance procedures to provide for adequate review of Agency relocation decisions. A copy of these Grievance Procedures is attached hereto as Exhibit C.

Exhibit A

[attach behind this page]  
Exhibit B

[attach behind this page]  
Exhibit C

[attach behind this page]

DRAFT Plan and Method of Relocation  
November 14, 2002