



ATTENTION

The following document is a DRAFT version of the Relocation Plan for the Pajaro River Flood Risk Management Project – Reach 6, which is hereby posted for public review and comment by any interested parties.

Comments regarding this draft Relocation Plan may be submitted either by mail or email to:

jnied@monumentrow.com

Or:

Monument, Inc.
3626 Fair Oaks Blvd., Suite 100
Sacramento, CA 95864

Alternatively, comments may also be delivered directly to the Pajaro Regional Flood Management Agency:

Pajaro Regional Flood Management Agency
Attn: Mark Strudley, Executive Director
701 Ocean Street, Rm 410,
Santa Cruz, CA 95060

mark.strudley@prfma.org

All written comments regarding the Plan should be submitted **no later than 5:00 p.m., Wednesday, January 31, 2024.**

RELOCATION PLAN FOR THE PAJARO RIVER FLOOD RISK MANAGEMENT PROJECT – REACH 6

PREPARED FOR THE PAJARO REGIONAL FLOOD MANAGEMENT AGENCY



PREPARED BY MONUMENT, DECEMBER 2023

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1.0 INTRODUCTION

The Pajaro River Flood Risk Management Project (Project) will provide 100-year flood protection to the City of Watsonville, the Town of Pajaro, and surrounding agricultural areas by constructing levees and improvements along the lower Pajaro River and its tributaries. The \$400,000,000 project will be managed by the US Army Corps of Engineers in partnership with the Pajaro Regional Flood Management Agency (PRFMA) and the California Department of Water Resources (DWR). Federal and state agencies are expected to cover 100 percent of project costs. PRFMA is responsible for operating and maintaining the flood system on behalf of its member agencies.

Several private properties will need to be acquired by PRFMA to allow for construction of the Project. It is anticipated that residential tenants, owner-occupants, and businesses will be permanently displaced as a result of these acquisitions.

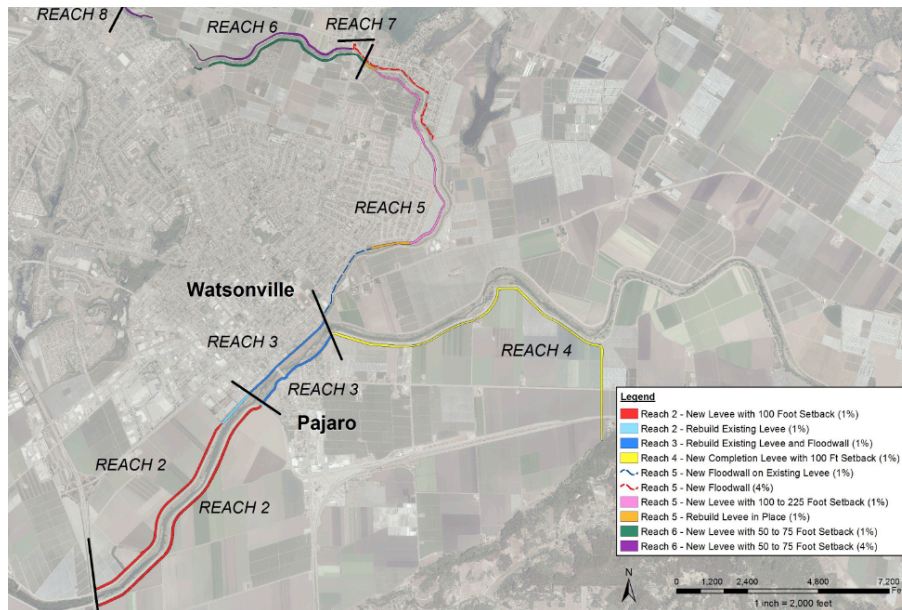
To plan for and implement these anticipated relocations, a resource study was undertaken to identify the magnitude of these impacts and ascertain the availability of adequate replacement sites. This Plan profiles the Project area population, estimates the anticipated relocation impacts, identifies current housing market characteristics and resources, and details PRFMA's relocation assistance plan.

All activities of the Project are subject to compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act or URA) and the implementing guidelines set forth in 49 CFR, Part 24. This document provides the framework for planning the relocation assistance activities in compliance with the URA. The activities of the Project are also subject to compliance with the State of California, Title 25, Department of Housing and Community Development Relocation Guidelines. Specifically, this Plan will identify potential displacement impacts anticipated as a result of the proposed Project, and solutions to mitigate respective impacts.

2.0 PROJECT AREA DESCRIPTION

The project area is located within the lower Pajaro River watershed. It encompasses an area of approximately 10,000 acres, which includes the stream channels, active floodplains, and terraces along the Pajaro River and Salsipuedes and Corralitos Creeks. Reach 6 is the stretch of Corralitos Creek from Highway 152 to Green Valley Road. It is approximately 1.8 miles long. The area is divided by the Pajaro River, which serves as a border for the Santa Cruz and Monterey counties. Santa Cruz County lies to the north of the Pajaro River, and Monterey County lies to the south. Salsipuedes and Corralitos Creeks, which join just north of the Pajaro River in Santa Cruz County, are tributaries of the Pajaro River. **(See Attachment 1 for a detailed map of the Reach 6 Project area).**

The City of Watsonville, north of the Pajaro River, and the unincorporated Town of Pajaro, south of the Pajaro River, are the two urban areas within the Project footprint. Watsonville and Pajaro contain widespread agricultural lands devoted to high-value crops (e.g., strawberries, raspberries, and lettuce), as well as extensive residential, commercial, and industrial operations.



2.1 DEMOGRAPHICS

The population of the City of Watsonville is 51,867. The area's ethnicity consists of 62.5% Hispanic, 31.07% Caucasian, 3.64% Asian, 1.37% multi-race, and 0.8% African American. The median household income in 2022 was \$72,295, with a per capita income of \$26,977. The City has a poverty rate of %13.8, slightly higher than the State average rate of %13.2 **(See Attachment 2 for additional demographics data).**

3.0 ASSESSMENT OF RELOCATION NEEDS

To implement the relocation program, PRFMA has contracted with Monument, an experienced relocation consulting firm. Monument investigated the impacted properties to determine the estimated number of tenants, owner-occupants and businesses that may be displaced by the Project. Tax record searches indicated the need to acquire one apartment complex, one single-family home, and one business. Contact was made with a representative of the apartment complex ownership, who supplied a current rent roll detailing the square footage, bedroom count, rent and security deposit amounts, and estimated occupancy of each unit. Contact was made with the owner-occupant of the single-family home via telephone. Monument was unable to contact the owner of the impacted business, but internet searches have confirmed that the impacted property is occupied by one operating restaurant.

Prior to undertaking any relocation activities, an individual relocation interview will be conducted with all impacted residents and businesses in order to accurately assess the needs of each displacee. This interview will include questions concerning existing conditions, type of occupancy, mortgage and income information, size of unit, and specific relocation needs (i.e. bedroom/bath, pets, physical limitations, transportation, proximity to services/shopping, etc.). **(See Attachments 3 and 4 for a sample of the Residential and Business Relocation Interview forms).**

3.1 ASSESSMENT FINDINGS

- A. Residential: There will be a minimum of seventeen (17) residential households impacted as a result of the Project, including a 16-unit apartment complex located at 2215 East Lake Avenue, Watsonville, CA, and a single-family residence (SFR) located at 290 Green Valley Road, Watsonville, CA 95076. **(See Attachment 5 for available residential Household Characteristics).**
- B. Business: It is assumed that one restaurant, located at 2233 E. Lake Avenue in Watsonville, will require relocation as a result of the Project.
- C. Evidence of Overcrowding: Based on the rent roll was supplied by the apartment complex, it appears that at least four of the households are currently overcrowded based on the occupancy standard of two occupants per bedroom plus one additional occupant in the shared living space. If overcrowding is confirmed, this may result in the need to provide additional relocation benefits that will allow these residents to relocate into appropriately sized housing that meets current occupancy standards. If multiple families or households are found to be residing in overcrowded conditions, it may be necessary to relocate each family or household into an appropriately sized replacement dwelling, resulting in the need for additional monetary benefits and advisory services.

4.0 RELOCATION RESOURCES

Along with identifying the residences and businesses that will be potentially displaced by the Project, a critical component of this relocation plan is to assess the availability of comparable decent, safe, and sanitary replacement housing in and around Watsonville and Pajaro. Monument has engaged in preliminary investigations through internet searches, reviews of classified advertisements, and communications with local real estate brokers to determine the general availability of homes and apartments for sale and rent in the immediate and surrounding areas of the Project.

The properties identified in this research will likely no longer be available at the commencement of relocation activities. Prior to commencement, each impacted household or business will be met with individually and supplied with at least three readily available, comparable properties that they may choose to pursue. However, each displacee may ultimately choose any replacement property that they qualify to obtain, providing that it meets decent, safe, and sanitary standards. **(See Attachment 16 for a sample Decent, Safe, and Sanitary inspection form).**

4.1 RENTAL HOUSING

As previously stated, it appears that several of the units at the apartment complex located at 2215 E. Lake Avenue in Watsonville are currently overcrowded. The units range between one and two bedrooms, but some units are occupied by as many as six or more individuals. As such, searches were conducted for rental listings ranging from one to five bedrooms.

Monument’s research identified 32 available rental listings within a 10-mile radius of the City of Watsonville. These listings include lofts, apartments, duplexes, and triplexes with up to five bedrooms, as summarized below. **(See Attachment 5 for a detailed list of available rental listings).**

Availability and Cost of Rental Housing						
Bedrooms	Loft	One	Two	Three	Four	Five
Number Found	2	8	8	11	2	1
Rent Range	\$1,575- \$1,850	\$1,800- \$2,950	\$2,600- \$4,000	\$2,800- \$5,500	\$4,251- 4,300	\$3,960
Average Rent	\$1,712	\$2,125	\$2,977.50	\$4,249	\$4,275	\$3,960
Sq. Ft. Range	365-505	590-750	450-1,171	1,120-2,200	2,002-2,066	2,130

4.2 HOUSING FOR SALE

Based on discussions with a member of the household, the impacted single-family residence at 2233 E. Lake Avenue was determined to be owner occupied, with six individuals occupying the residence. The residence is a 3-bedroom, 2.5-bathroom, 1,853 square foot home on a 0.3-acre lot.

As is the case with the larger California real estate market, current inventory of residential homes for sale in the City of Watsonville is low. However, sufficient comparable single-family homes are currently listed for sale within a 10-mile radius of the impacted property, as indicated in the below table. **(See Attachment 6 for a detailed list of identified comparable residential properties for sale).**

Availability and Pricing of Housing for Sale		
Bedrooms	Three	Four
Number Found	1	3
Price Range	\$849,000	\$820,000-\$1,159,000
Average Price	\$849,000	\$946,333

4.3 RELATED ISSUES

- A. **Concurrent Displacement:** Recent flood events in the region necessitated the emergency relocation of an estimated 3,000 Watsonville and Pajaro residents. Some impacted residents have returned to their previous homes, but a majority required permanent relocation to new housing. This has impacted the local rental market and caused a reduction in available rental units. Despite these recent events, our initial research confirms that there is enough availability in the rental market to accommodate displacees impacted by the Project.
- B. **Temporary Housing:** It is anticipated that sufficient permanent comparable replacement properties will be available at the time of displacement, and therefore no temporary housing resources will be required to meet the needs of impacted

occupants. Should such a need arise, PRFMA will respond appropriately and in conformance with all applicable requirements at such time.

- C. Language Needs: It is assumed that a portion of the impacted occupants speak Spanish as a first language. Monument has Spanish-speaking agents who can communicate both verbally and in writing with these occupants.

4.4 ASSUMPTIONS

This Relocation Plan assumes that all displacees qualify for relocation benefits, that displacees will provide all required documents necessary for relocation benefit calculations, and that all displacees will be relocating within a 50-mile radius of their current dwellings.

5.0 RELOCATION ASSISTANCE SERVICES

PRFMA will conduct all displacement activities and provide all relocation assistance services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act or URA) and the implementing guidelines set forth in 49 CFR 24, which requires and assures compliance with all applicable laws and civil rights acts. Relocation resources shall be available to all displacees without discrimination.

5.1 90-DAY TENANT OCCUPANTS

Tenants that have occupied their property for at least 90-days may be entitled to a rent differential payment or down payment assistance, along with moving assistance and relocation advisory services. The rent differential payment is designed to assist displaced tenants in renting a comparable decent, safe, and sanitary replacement dwelling that is within their financial means. The payment is based on the difference between the base monthly rent for the property being acquired (including average monthly cost of utilities) and the monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling. This difference is then multiplied by 42 months, for a total of up to \$7,200, and can be paid in a lump sum payment or in installments. This payment may also be utilized as a down payment to assist in the purchase of replacement housing. The chart below depicts the maximum rental assistance payment calculation. If comparable replacement dwellings are not available within the monetary limits for displaced tenants, additional alternative assistance may be provided under Last Resort Housing measures as detailed in 49 CFR 24.404. See Section 5.4 for additional information.

Maximum Rental Assistance Payment Calculation		
1	Comparable Dwelling Rent (including estimated utilities)	\$2,825.00
2	Current Monthly Rent (including average utilities)	\$2,675.00
3	Monthly Difference (Line 1 minus Line 2)	\$150.00
4	Maximum payment (difference times 42 months)	\$6,300.00

5.2 90-DAY OWNER OCCUPANTS

Property owners that have occupied their property for 90-days or more may be entitled to Price Differential payment and a mortgage differential payment, along with moving assistance and relocation advisory services. The Price Differential payment is the amount by which the cost of a replacement dwelling exceeds the acquisition payment for the displacement dwelling, up to a maximum amount of \$31,000. This payment will assist in purchasing a comparable replacement dwelling. The Mortgage Differential payment is a reimbursement for any increased mortgage interest costs incurred as the result of securing a new mortgage to purchase a replacement property. Property owners purchasing a replacement property may also be reimbursed for any actual and necessary incidental expenses, including title and escrow fees, that may be incurred during the purchase of a replacement property. The chart below depicts the price differential payment calculation. If comparable replacement dwellings are not available within the monetary limits for displaced owners, additional alternative assistance may be provided under Last Resort Housing measures as detailed in 49 CFR 24.404. See Section 5.4 for additional information.

Price Differential Calculation		
1	List Price for Comparable Dwelling	\$880,000.00
2	Agency Purchase Price for Your Current Dwelling	\$850,000.00
3	Maximum Purchase Price Differential (Line 1 minus Line 2)	\$30,000.00

5.3 RESIDENTIAL MOVING EXPENSES

Residential displacees may be eligible for the payment or reimbursement of moving expenses. Displacees may elect to be reimbursed for their Actual Reasonable Moving Costs. The actual reasonable moving costs and related expenses cannot exceed the costs for a licensed moving contractor to complete the move and will be limited to a move of 50 miles or less from the displacement site. These expenses may include:

- Transportation.
- Packing and unpacking of personal property.
- Disconnecting and reconnecting of household appliances.
- Temporary storage of personal property (if necessary).
- Insurance while property is in storage or in transit.

Displacees may also elect to perform a self-move of their personal property and receive a payment based on a Fixed Moving Cost Schedule, as established by the Federal Highway Administration. **(See Attachment 10 for the current Fixed Moving Cost Schedule).**

5.4 LAST RESORT HOUSING

If the Project cannot proceed on a timely basis due to a lack of available comparable replacement dwellings within the monetary limits for owners or tenants, PRFMA shall provide additional assistance under the provisions of 49 CFR §24.404. Under the provisions of this section, no person shall be required to move from a displacement dwelling unless comparable replacement housing is available within their monetary means. Generally, this is accomplished by providing additional cash assistance which exceeds the statutory limits described above. Replacement housing of last resort may also be provided in the form of:

- A replacement housing payment in excess of the limits set forth 49 CFR §24.401 or §24.402.
- Rehabilitation of and/or additions to an existing replacement dwelling.
- Construction of a new replacement dwelling.
- Provision of a direct loan, which requires regular amortization or deferred repayment. The loan may be unsecured or secured by the real property.
- The relocation and, if necessary, rehabilitation of a dwelling.
- The purchase of land and/or a replacement dwelling by PRFMA and subsequent sale or lease to, or exchange with displacee.
- The removal of barriers for persons with disabilities.

5.5 BUSINESS RELOCATION

Business relocation benefits for displaced businesses include aid in locating a suitable replacement property, and the reimbursement of certain costs related to the relocation. The payments include moving and related expenses, reestablishment expenses, and/or an In-Lieu Payment (a fixed payment in-lieu of moving and related expenses, and reestablishment expenses).

Businesses may be eligible for reimbursement of related expenses that include:

- Searching expenses for replacement property, not to exceed \$2,500.
- Direct loss of tangible personal property incurred because of the move or discontinuance of operation.
- Purchase of substitute personal property.
- Disconnecting and reinstallation of machinery, equipment, or other personal property in relation to the relocation.
- Physical changes at new location necessary to permit the reinstallation of machinery or equipment necessary for the continued operation of the business.
- The cost of installing utilities to the structure or improvements at the replacement property.
- Marketing, feasibility, and soil testing.
- One-time assessments or impact fees for anticipated heavy utility usage.

Small business (any business not having more than 500 employees) may be eligible for reestablishment expenses not to exceed \$25,000. These expenses may include:

- Repairs or improvements to replacement property required by Federal, State, or local laws codes, or ordinances.
- Modifications to the property to make it suitable for business operation.
- Construction and installation of signage.
- Replacement of items such as paint, wallpaper, or carpeting if required for aesthetic purposes.
- Advertisement for the new business location.
- Estimated increased costs at new location for items such as lease or rental charges, personal or real property taxes, insurance premiums, and utility charges.
- Other essential items for the reestablishment of the business.

Businesses may also be eligible for reimbursement of moving costs and certain related expenses incurred in moving. The reimbursement will be in the form of Actual Reasonable Moving Costs, or a Self-Move Agreement. The reimbursement of actual reasonable moving costs are limited to the costs of a move completed by a licensed moving contractor and are limited to a move of 50 miles or less. Self-Move Agreements will reimburse a business to move their personal property and will be based two acceptable bids obtained by PRFMA.

If the business is eligible and elects the In-Lieu Payment, a fixed payment between \$1,000 and \$40,000 may be made to the business based on recent annual earnings. Businesses will be provided a Notice of Eligibility outlining their relocation benefits (**see Attachment 14**).

5.6 PROGRAM ASSURANCES, STANDARDS, AND OBJECTIVES

The relocation program to be implemented by PRFMA will conform to the standards and provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act or URA) and the implementing guidelines set forth in 49 CFR 24, as well as the standards and provisions of the California Government Code Section 7260 et. seq.; and Title 25, Chapter 6 of the California Code of Regulations, as applicable. In instances where these two sources are conflicting, the more stringent standards will be applied.

Pursuant to applicable guidelines, program objectives will be as follows:

1. To fully inform eligible Project area occupants of the nature of and procedures for obtaining relocation assistance and benefits. Printed "Informational Statements" (**See Attachment 9**) will be provided to all impacted occupants.
2. To provide an adequate number of referrals to comparable residential sites within a reasonable time prior to displacement and assure that no occupant will be required to move without a minimum of 90 days written notice to vacate.
3. To provide current and continuously updated information concerning residential listings.

4. To provide whatever assistance is required to ensure that the relocation process does not result in different or separate treatment on account of race, color, religion, national origin, sex, marital status, or other arbitrary circumstances.
5. To supply information concerning federal and state business programs and other governmental programs providing assistance to displaced persons.
6. To assist each eligible person to complete claims for payments and benefits.
7. To make relocation benefit payments in accordance with all guidelines, as applicable.
8. To inform all eligible persons subject to displacement of PRFMA's policies regarding eviction and property management.
9. To establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of PRFMA's decisions with respect to relocation assistance.
10. To assist eligible persons to become established in residential housing.
11. To provide other advisory assistance to eligible displaced persons to minimize the hardship of relocation.

In addition, before displaced occupants are required to move, they will receive: 1.) All required information regarding PRFMA's Relocation Assistance Program at least ninety (90) days prior to the date they must move, and 2.) 'Ninety Days' written notice prior to the date they must move **(see Attachment 11)**.

5.7 RELOCATION ADVISORY ASSISTANCE

An important element of the relocation assistance program is to provide all potential occupants with technical and advisory assistance. The following specific activities will be undertaken:

1. Each potential residential occupant will be personally interviewed to gather appropriate information to determine needs and preferences regarding residential locations. Inquiries made of residential needs by relocation personnel will focus on family composition, requirements, and needs.
2. Printed "Notice of Eligibility" letters detailing available relocation benefits will be personally delivered to all displaced persons. Signed acknowledgements will be obtained to verify receipt of this material.
3. Transportation will be provided, if necessary, for any displaced occupant to search for and inspect replacement sites within the local area.

4. Eligible residential tenants will receive referrals to replacement sites that match, as closely as possible, the requirements and preferences of each family with regard to size, cost, and location.
5. Monument will assist residential occupants in preparing for the physical move of personal property and act as a liaison with appropriate agencies. Moving payments will be based on actual expenses or a fixed rate according to number of rooms. The Department of Housing and Urban Development (HUD) utilizes the Fixed Residential Moving Cost Schedule established by the Federal Highway Administration. **(See Attachment 10).**
6. Assistance will be offered to all occupants in connection with arrangements for the purchase of real property, the filing of claim forms to request relocation benefits from PRFMA, and to obtain services from other public agencies.
7. For the purposes of scheduled meetings with occupants of impacted properties, Monument's relocation staff will be available to meet with the occupants at their residences or another agreed upon location.

5.8 GENERAL INFORMATION ON PAYMENT OF RELOCATION BENEFITS

Relocation benefit payments will be made in a timely manner following the submission of appropriate claims. Claims and supporting documentation for claims must be filed with PRFMA within eighteen (18) months from the date the claimant moves from the acquired property.

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

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance and payments.
2. The relocation staff, in consultation with the claimant(s), will determine assistance amounts and prepare required claim forms.
3. Original signed claims supported by appropriate documentation and a relocation staff recommendation of approval will be submitted to PRFMA.
4. PRFMA will review and approve claims for payment.
5. PRFMA's warrants will be prepared and issued to relocation staff for distribution.
6. Payments will be delivered by relocation staff unless circumstances dictate otherwise. When payments cannot be personally delivered, they will be sent by certified mail, return receipt requested.
7. Receipts of payment will be obtained by relocation staff and maintained in the case file.

8. Unless otherwise instructed by PRFMA, relocation staff will not deliver final payments until the Project area premises of the claimant(s) have been vacated. Before issuance of final payments, actual occupancy at new residence must be verified.
9. Claims can be submitted for payment to landlord for advance rents and security deposits. Any remaining benefits will be paid directly to the displacee in one check unless otherwise specified by the Agency.

5.9 RELOCATION TAX CONSEQUENCES

As set forth in 49 CFR Part 24, Section 24.209: “No relocation payment received by a *displaced person under this part (Part 24)* shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U.S. Code) or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U.S. Code 301 et seq.) or any other Federal law, except for any Federal law providing low-income housing assistance. The preceding statement is not tendered as legal advice regarding tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

5.10 EVICTION POLICY

Under 49 CR 24.206 (*Eviction For Cause*) an eviction related to non-compliance with a requirement related to carrying out a project (*e.g.*, failure to move or relocate when instructed, or to cooperate in the relocation process) shall not negate a person's entitlement to relocation payments and other assistance set forth in this part.

Eviction shall be undertaken only for one or more of the following reasons:

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

Those who remain in the project area will be obliged to honor the terms and conditions of rental agreements provided by PRFMA. Failure to abide by the terms of the rental agreement may result in eviction.

5.11 RIGHT TO APPEAL

Any person who has been refused a relocation payment or who disagrees with the amount of their relocation payment has the right to appeal. Information about the appeal process is available from Monument, who will also be available to help a displacee to file an appeal. A displacee must file an appeal within eighteen (18) months from the time their dwelling is vacated.

5.12 SUMMARY OF RECOMMENDATIONS

In summary, an estimated 17 rental units located at 2215 East Lake Avenue, Watsonville, CA and 1 single-family home located at 290 Green Valley Road, Watsonville, CA 95076 have been identified as being impacted by the Project. Monument will determine if all occupants of the properties are eligible for relocation assistance by PRFMA after interviews are conducted. At this time, it is PRFMA's belief that the residents of these properties will be able to find and obtain permanent replacement housing with the benefits that will be provided.

There will also be one business impacted by the Project, located at 2233 East Lake Avenue, Watsonville, CA. Monument will determine eligibility for the business that may include payment for reimbursement for moving and related expenses, reestablishment expenses, and/or an in-lieu payment.

Relocation information and assistance will be provided in the primary language of the displaced occupants in order to assure that all displaced occupants obtain a complete understanding of the relocation program and eligible benefits.

5.13 CITIZEN PARTICIPATION

PRFMA has encouraged citizen participation and comments in the preparation of this Relocation Plan. Consistent with obligations under Section 6012 (Citizen Participation) of the California Code of Regulations, Title 25, Chapter 6, PRFMA will provide:

1. Full and timely access to all documents relevant to the Relocation Assistance Program.
2. Technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials.
3. Copies of this Draft Relocation Plan shall be available for review thirty (30) days prior to adoption by PRFMA.

4. Interested parties who desire to comment will be invited to submit written or oral comments and objections, and such comments shall be incorporated into the Relocation Plan when it is forwarded to PRFMA for final approval.
5. A general notice concerning the availability of this Draft Relocation Plan shall be distributed to all occupants of the project site. This Plan will be available for review by interested citizen groups, state, and county agencies, and by the general public.
6. Upon completion of all reviews, the Relocation Plan will be presented for adoption by PRFMA.

ATTACHMENT 2 – GENERAL DEMOGRAPHICS AND HOUSING CHARACTERISTICS

2023 Basic Household Characteristics	
Watsonville, CA	
Total Population	51,687
Total Dwellings	14,502
Housing Units Occupied	14,140 (97.5%)
Persons Per Dwelling	3.65
Owner-Occupied Dwellings	6,438 (45.53%)
Renter-Occupied Dwellings	7,702 (54.47%)

Source: <https://www.watsonville.gov/1441/Demographics>

Santa Cruz County Income Limits			
Number of Persons	Extremely Low-Income 30% of Median	Very Low-Income 50% of Median	Low-Income 80% of Median
1	\$ 34,600	\$57,650	\$92,500
2	\$39,550	\$65,9000	\$105,700
3	\$44,500	\$74,150	\$118,900
4	\$49,400	\$82,350	\$132,100
5	\$53,400	\$88,950	\$142,700
6	\$57,350	\$95,550	\$153,250
7	\$61,300	\$102,150	\$163,850
8	\$65,250,	\$108,750	\$174,400
9	\$69,200	\$115,300	\$184,950
10	\$73,150	\$121,900	\$195,550
11	\$77,100	\$128,500	\$206,100
12	\$81,050	\$135,100	\$216,650


Source: Housing Authority of the County of Santa Cruz (Effective June 6, 2023)

<https://hacosantacruz.org/wp-content/uploads/2023/06/State-SC-Income-Limits-2023.pdf>

City of Watsonville Ethnicity Distribution		
Ethnicity	Total	%
White (non-Hispanic)	16,601	31.07
Black (non-Hispanic)	429	0.83
American Indian (non-Hispanic)	115	0.22
Asian (non-Hispanic)	1,883	3.64
Pacific Islander. (non-Hispanic)	13	0.03
Other (non-Hispanic)	169	0.33
Multirace (non-hispanic)	708	1.37
Hispanic	32,309	62.51


Source: <https://www.watsonville.gov/1441/Demographics>

ATTACHMENT 3 – RESIDENTIAL RELOCATION INTERVIEW FORM

	Residential Relocation Interview				
Client/Project:		Case ID:			
Site Address:		Total occupants:	Interview Date:	<input type="checkbox"/> Unoccupied	
City, St, ZIP:			Interviewer:	<input type="checkbox"/> No Contact	
INDIVIDUAL OCCUPANTS (use additional pages as needed)					
1. Name:		Gender: F M	Employer/School:		
Relationship (list 1): HEAD OF HOUSEHOLD	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
2. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
3. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
4. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
5. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
6. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					

DWELLING			HOUSEHOLD		
Mailing Address:			<input type="checkbox"/> Primary residence of all occupants? (If not, explain in notes)		
City, St, ZIP:			<input type="checkbox"/> Can someone read/understand English? If not, language:		
Carbon Copy Address:			Race/Ethnicity: <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian		
City, St, ZIP:			<input type="checkbox"/> Black/African-American <input type="checkbox"/> Hawaiian/Pacific Islander		
Dwelling Type (list 4):			<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Mixed		
Bedrooms:	Attic/Utility/Storage:	Approx Sq Ft:	Subscribe to: <input type="checkbox"/> Land phone <input type="checkbox"/> TV service <input type="checkbox"/> Internet		
Kitchen:	Basement:	Bathrooms:	<input type="checkbox"/> Home-based business? (describe in notes)		
Living/family rooms:	Garage:	Garage Spaces:	<input type="checkbox"/> Rent rooms in dwelling? (describe in notes)		
Dining room:	Other/Extra:	Carport Spaces:	<input type="checkbox"/> On fixed income or public assistance? (describe in Occupants)		
Den/Office:	Total physical and content rooms to move:	Parking Spaces:	<input type="checkbox"/> Disabled occupants? (describe modifications/needs in Occupants)		
Total Rooms:		Number of cars:	Replacement site special needs (mark and describe in Notes)		
Air Cond: <input type="checkbox"/> Central <input type="checkbox"/> Wall/Window <input type="checkbox"/> Heat Pump <input type="checkbox"/> Evap./Swamp <input type="checkbox"/> None			<input type="checkbox"/> Employment access <input type="checkbox"/> Shopping		
Heating: <input type="checkbox"/> FAU <input type="checkbox"/> Radiant <input type="checkbox"/> Hot Water <input type="checkbox"/> Space Htr <input type="checkbox"/> Solar <input type="checkbox"/> Heat Pump			<input type="checkbox"/> Public transport <input type="checkbox"/> Religious		
Dwelling Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			<input type="checkbox"/> Medical facilities/services <input type="checkbox"/> Social/Public services		
Neighborhood Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			<input type="checkbox"/> School needs <input type="checkbox"/> Relatives/Ethnic		
Amenities:			<input type="checkbox"/> Childcare <input type="checkbox"/> Other special needs		
			<input type="checkbox"/> All occupants to move to the same dwelling? (if not, explain in notes)		
TENANT			Replacement dwelling preference: <input type="checkbox"/> Rent <input type="checkbox"/> Buy		
Rent terms: <input type="checkbox"/> Month-Month <input type="checkbox"/> Lease, months left:			Can relocate from: <input type="checkbox"/> Neighborhood <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State		
<input type="checkbox"/> Rent reduced in exchange for service		<input type="checkbox"/> Unit furnished by tenant	Preferred relocation areas:		
Monthly contract rent: \$		Security deposit: \$	HOMEOWNER		
Landlord/manager name/ph:			Lot size (sq ft):	Date purchased:	Age (yrs):
<input type="checkbox"/> Written rental agreement available?		<input type="checkbox"/> Rent receipts available?	<input type="checkbox"/> Own clear, no mortg/loans		<input type="checkbox"/> Negative equity
<input type="checkbox"/> Receiving Section 8 or other housing assistance?					# of stories:
Caseworker name/ph:			1st Loan Information		2nd Loan Information
Monthly tenant portion of rent: \$			Lender:	Lender:	
Annual family/child care expenses to allow work: \$			Loan Type (list 5):	Loan Type (list 5):	
Annual non-reimbursed medical expenses: \$			Current % Rate:	Current % Rate:	
Annual non-reimb. handicapped assistance expenses: \$			Principal Balance: \$	Principal Balance: \$	
Utilities paid by tenant:			Original Date:	Original Date:	
Pets:		Energy source: Gas Electr Oil Other Cooking Stove: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ Water Heater: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ Space Heat: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ Air Conditioning: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	Remaining months:	Remaining months:	
<input type="checkbox"/> Gas: \$			Monthly P&I payment:	Monthly P&I payment:	
<input type="checkbox"/> Electric: \$			MOBILE HOME		
<input type="checkbox"/> Water: \$			Pad space: <input type="checkbox"/> Rent <input type="checkbox"/> Own	Coach: <input type="checkbox"/> Rent <input type="checkbox"/> Own	
<input type="checkbox"/> Sewer: \$			Pad rent: \$	Make/Model:	
<input type="checkbox"/> Trash: \$		Coach length (ft):	Year:		
<input type="checkbox"/> NONE		Coach width (ft):	Decal #:		

ATTACHMENT 4 – BUSINESS RELOCATION INTERVIEW FORM

		Business Relocation Interview	
Client/Project:		Case ID:	
Site Address:		Interview Date:	<input type="checkbox"/> Unoccupied
City, St, ZIP:		Interviewer:	<input type="checkbox"/> No Contact
Business Claimant Information			
Legal business name (from tax return):		Person interviewed (name/title):	
Name under which claimant conducts operations (dba):		Ownership type:	Business type:
Mailing address (if different):		<input type="checkbox"/> Sole Proprietor	URA type (list 1): Monument type (list 2):
Date business established: This site move-in:		<input type="checkbox"/> Partnership	Goods, products or services provided:
		<input type="checkbox"/> Corporation	
		<input type="checkbox"/> Non-profit	
Business Contacts Information			
	Contact 1 (PRIMARY)	Contact 2	Contact 3
Name:			
Title/position:			
Business phone:			
Cell phone:			
Fax #:			
Email:			
Authority (Y/N):			
<input type="checkbox"/> Can the person(s) with authority to sign claims and agreements read/understand English? If not, language:			
Business Professionals Involved (Attorney, Accountant, Broker, Move Planner, Contractor)			
	Professional 1	Professional 2	Professional 3
Name:			
Title/position:			
Specialty (list 3):			
Company:			
Address:			
Business phone:			
Cell phone:			
Fax #:			
Email:			
CC address (Y/N):			
Business Description and Features			
Business hours and days of operation:			
Customer trade area:			
Is this a franchise business?		If yes, is copy of franchise agreement available?	
Describe any other businesses on site:			
List any sub-leases:			
List the same or similar operations owned elsewhere:			
List residents living on the property:			
Intend to relocate this business (Y/N):		If yes, plans for new market, product or service?:	
Describe best time to move:			
Months of year with least inventory:		With most inventory:	
Estimated time it would take to move business:			
Describe business conducted on the Internet:			
Describe types of advertising used:			
List printed materials to become obsolete:			
Annual gross income:		Full-time employees:	
Annual net income:		Part-time employees:	

Property Site Features				
Site layout available (provide):	Zoning designation:	Occupancy status		
Total building sq.ft.:	Parking spaces:	<input type="checkbox"/> Month-to-month rental		
Total land sq.ft.:	Loading spaces:	<input type="checkbox"/> Lease: expires: options:		
Area Breakdown	Dock spaces:	<input type="checkbox"/> Mortgage: balance:		
Office/retail sq.ft.:	Clearance/height:	<input type="checkbox"/> Own clear		
Warehouse/shop sq.ft.:	Railroad access:	Monthly payment:		
Yard sq.ft.:		Lease copy available?:		
Business Equipment/Improvements				
Inventory list available?:	Phone system	Computer system		
Electrical (Amps):	Type/brand:	Number of PCs:		
3 phases (Y/N):		Server room (# of racks, A/C, power, etc.):		
Describe plumbing:	Age:	Other equipment (printers, security, WAP, registers, inventory control, etc):		
	Voice lines:			
Other special utility:	Fax lines:	Internet service/provider (list 4):		
	Other lines:			
Indicate quantity of each type of equipment on site:				
Bridge crane: Jib crane: Hood: Refrigerator:	Freezer: Walk-in cooler: Walk-in freezer: Spray booth:	Sinks: Clarifier: Boiler: Compressor:	Dry-cleaning plant: UST: Racking/shelving: System furniture:	Air lines: Water lines: Hoist:
Other significant improvements/machinery/equipment:				
Leased equipment onsite:				
Obsolete equipment or equipment that cannot be moved:				
Permits / Required Specialists				
List required special permits and licenses with number (provide copy):				
Operate under Conditional Use Permit? (provide copy)				
Will CUP be required at a new location?:				
Assistance required in obtaining any permits/licenses?:				
Describe any wastewater/air/stack discharge/emissions:				
List hazardous materials used or stored (including handling and disposal):				
Needs for outside specialists for a move:				
Preferred replacement site attributes				
Relocation area:	Property access (RR, dual):			
Zoning/type of use:	Truck access:			
Lease / purchase:	Freeways/arterials proximity:			
Building size/layout	Public transport access:			
Single/multistory building:	Pedestrian access:			
Clearance/height	Parking spaces:			
Lot/yard size:	Shipping/receiving type:			
Special utility needs:	Demographic needs:			
Internet service needs:	Traffic count needs:			
Franchise/ordinance restrictions:	Visibility needs:			

ATTACHMENT 5 – HOUSEHOLD CHARACTERISTICS

There is one single family residence that will be displaced by the project and one multi-unit property. The single family residence is located at 290 Green Valley Road, Watsonville, CA. There are three bedrooms and two and a half bathrooms. The home is 1,853 square feet and sits on a 0.3-acre tree lined lot. There are currently six tenants in the home.

The multi-unit property consists of 16 occupied units. The information below was provided by the property owner. There are seven one-bedroom units and nine two-bedroom units. The square footage of the units ranges from 323 square feet to 706 square feet. Rent price for these units ranges from \$1,430 to \$2,840. The number of tenants per unit ranges from one to six.

Unit	Address	Bedrooms	Est. Sq. ft.	Rent	Apx # Tenants
N/A	2115 East Lake	2	578	\$2,453.57	5
Unit 1	2115 East Lake Unit # 1	2	472	\$1,870.00	0
Unit 2	2115 East Lake Unit # 2	2	507	\$2,840.00	3
Unit 3	2115 East Lake Unit # 3	1	432	\$2,158.00	1
Unit 4	2115 East Lake Unit # 4	2	400	\$1,708.80	2
Unit 5	2115 East Lake Unit # 5	1	376	\$2,158.00	2
Unit 6	2115 East Lake Unit # 6	2	528	\$2,840.00	3
Unit 7	2115 East Lake Unit # 7	2	440	\$2,500.00	5
Unit 8	2115 East Lake Unit # 8	1	411	\$1,820.00	3
Unit 9	2115 East Lake Unit # 9	1	323	\$1,430.00	4
Unit 10	2115 East Lake Unit # 10	2	539	\$1,870.00	5
Unit 11	2115 East Lake Unit # 11	1	400	\$1,760.00	5
Unit 12	2115 East Lake Unit # 12	1	422	\$1,750.00	2
Unit 13	2115 East Lake Unit # 13	2	520	\$2,122.56	6
Unit 14	2115 East Lake Unit # 14	1	472	\$1,945.68	3
Unit 15	2115 East Lake Unit # 15	2	706	\$2,075.39	5

ATTACHMENT 6 – SURVEY OF COMPARABLE HOMES FOR RENT

Studio Units for Rent in Watsonville (10 Miles Radius)				
Address	Sq. Ft.	Bedrooms	Rent	Average Price
225 Pacific Blvd., #104, Watsonville, 95706	505	0	\$1,575.00	\$1,712.50
445 Main Street, Watsonville, 95706	365	0	\$1,850.00	

One Bedroom Units for Rent in Watsonville (10 Miles Radius)				
Address	Sq. Ft.	Bedrooms	Rent	Average Price
609 Tuttle Ave., #19, Watsonville, 95706	750	1	\$2,125.00	\$2,125.00
609 Tuttle Ave., #21, Watsonville, 95706	750	1	\$2,125.00	
201 Hollister Ave. #B, Capitola, 95010	663	1	\$2,950.00	
221 Broadway #C, Santa Cruz, 95060	650	1	\$1,800.00	
1524 17th Ave., #A, Santa Cruz, 95060	N/A	1	\$2,050.00	
23 Ford St. #4, Watsonville, 95706	590	1	\$2,215.00	
611 Tuttle Ave. #28, Watsonville	575	1	\$1,995.00	
46 Blake Ave., Watsonville, 95706	650	1	\$2,500.00	

Two Bedroom Units for Rent in Watsonville (10 Miles Radius)				
Address	Sq. Ft.	Bedrooms	Rent	Average Price
912 Capitola Ave., Capitola, 95010	1,000	2	\$2,955.00	\$2,977.50
224 Silver Leaf Dr. #A, Watsonville, 95706	971	2	\$2,600.00	
801 Cynthia Dr., Watsonville, 95706	972	2	\$2,600.00	
309 5th St. #A, Watsonville, 95706	450	2	\$3,000.00	
54 Union St. #2, Watsonville, 95706	980	2	\$3,030.00	
108 Atkinson Ln. #A, Watsonville, 95076	890	2	\$3,260.00	
445 Main St., Watsonville, 95706	900	2	\$2,750.00	
454 Arca Dr., La Selva Beach, 95706	1,171	2	\$4,000.00	

Three Bedroom Units for Rent in Watsonville (10 Miles Radius)				
Address	Sq. Ft.	Bedrooms	Rent	Average Price
1573 Laurel Glen Rd., Soquel, 95073	1,120	3	\$3,600.00	\$4,249.00
2805 Wimbledon Dr., Aptos, 95003	1,938	3	\$4,650.00	
133 Grant St., Watsonville, 95706	1,900	3	\$3,695.00	
200 Minto Rd., Watsonville, 95706	1,344	3	\$3,700.00	
33 Elena Rd., Watsonville, 95706	1,961	3	\$4,249.00	
150 Dizon Ct., Watsonville, 95706	1,585	3	\$4,300.00	
231 Bockius St., Watsonville, 95706	1,162	3	\$4,118.00	
56 Marchant St. #B, Watsonville, 95706	1,249	3	\$4,300.00	
100 Zils Rd., Watsonville, 95706	2,200	3	\$4,350.00	
14 Stender Ave. #F, Watsonville, 95706	1,150	3	\$2,800.00	
115 Estrella Ave., Watsonville, 95706	1,837	3	\$5,500.00	

Duplex's/Triplexes/Townhomes for Rent in Watsonville (10 Miles Radius)				
Address	Sq. Ft.	Bedrooms	Listing Price	Average Price
318 San Luis Ave, Watsonville, 95706	2,066	4	\$4,300.00	\$4,275.50
44 Blackbird Circle, Watsonville, 95706	2,002	4	\$4,251.00	

Duplex's/Triplexes/Townhomes for Rent in Watsonville (10 Miles Radius)				
Address	Sq. Ft.	Bedrooms	Listing Price	Average Price
155 School Way, Watsonville, 95706	2,138	5	\$3,960.00	\$3,960.00

ATTACHMENT 7 – SURVEY OF COMPARABLE HOMES FOR SALE

Single family residences (Houses)					
Address	Sq. Ft.	Lot Size	Bedrooms	ListPrice	Average Price
52 Holly Dr., Watsonville, 95076	1,630	.216 acres	4	\$820,000	\$922,000
225 Kimberly Ln., Watsonville, 95076	1,398	.183 acres	3	\$849,000	
486 Beck St., Watsonville, 95076	1,754	.181 acres	4	\$1,159,000	
12 Yarro Court, Watsonville, 95076	1,882	.128 acres	4	\$860,000	

ATTACHMENT 8 – GENERAL INFORMATION NOTICE



GENERAL INFORMATION NOTICE

Residential Occupant to Be Displaced
(CA State)

<<DATE>>

Occupants
<<MAILING ADDRESS>>
<<CITY, STATE ZIP>>

Dear Occupants:

The <<CLIENT – AGENCY>> (called here the "Displacing Agency") is interested in acquiring the property you currently occupy at <<SITE ADDRESS>> for the <<Project Name>> between Main Street to Oak Street (Project). This notice is to inform you of your rights under Federal law. If the Displacing Agency acquires the property and you are displaced for the Project, you may be eligible for relocation assistance under the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970," as amended, hereafter referred to as the Uniform Act.

However, you do not have to move now.
This is not a notice to vacate the premises or a notice of relocation eligibility.

The Displacing Agency has retained the professional firm of Monument, Inc. (Monument) to represent the Agency and assist in the relocation process.

In order to assess and better plan for the relocation needs of possible displaced households in the Project, the Displacing Agency is preparing a Relocation Plan. In order to prepare this relocation plan, Monument staff will need to meet with you to assess your relocation needs. Monument will be out in the neighborhood beginning the week of <<DATE>> and will be trying to contact you then. If you want to make an appointment that is convenient for you, please call the relocation agent identified below.

If you rent your unit, you should continue to pay your monthly rent to your landlord because failure to pay rent and meet your obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a unit before receiving formal notice of eligibility for relocation assistance. If you move or are evicted before receiving such notice, you will not be eligible to receive relocation assistance. Please contact us before you make any moving plans.

If the Displacing Agency acquires the property and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement dwelling. Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.



All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex in compliance with Title VI of the 1964 Civil Rights Act.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the Displacing Agency decides not to purchase the property, you will be notified in writing.

If you have any questions about this or any other relocation issues, please contact me at the address and the phone number below.

**<<AGENT NAME>>
Right-of-Way Agent
Monument ROW, Inc.
3626 Fair Oaks Blvd., Ste. 100
Sacramento, CA 95864
Phone (800) 577-0109**

Sincerely,

**<<PROJECT MANAGER>>
<<TITLE>>
Monument, Inc.
<<ADDRESS>>
<<PHONE>>**

_____	Delivered on/by: _____/_____
Received by	
X _____	Posted on/by: _____/_____
Recipient's Signature	
_____	Mailed/receipt received on: _____/_____
Date	



ATTACHMENT 9 – INFORMATIONAL STATEMENT



Relocation Assistance
Informational Statement
For Families and Individuals

(CA State)

Displacing Agency:

<<**AGENCY**>>

Project Name:

<<**PROJECT**>>

Displacing Agency Representative:



Monument, Inc.
3626 Fair Oaks Blvd. Ste. 100
Sacramento, CA 95864
Phone: (800) 577-0109

Informational Statement Content:

1. General Information
2. Assistance in Locating A Replacement Dwelling
3. Moving Benefits
4. Replacement Housing Payment - Tenants And Certain Others
5. Section 8 Tenants
6. Replacement Housing Payment – Homeowners
7. Qualification for And Filing Of Relocation Claims
8. Last Resort Housing Assistance
9. Rental Agreement
10. Evictions
11. Appeal Procedures – Grievance
12. Tax Status of Relocation Benefits
13. Non-Discrimination and Fair Housing
14. Additional Information and Assistance Available

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



1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Displacing Agency using state and/or local funds. If and when the project proceeds, and it is necessary for you to move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must move. Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the state law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits, or it may take longer to pay you. We suggest you save this informational statement for reference.

The Displacing Agency has retained the professional firm of **Monument, Inc. (Monument)** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number are listed on the cover.

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING.

However, if you desire to move sooner than required, you must contact your agent at Monument, so you will not jeopardize any benefits. This is a general informational brochure only and is not intended to give a detailed description of either the law or regulations pertaining to the Displacing Agency's relocation assistance program.

Please continue to pay your rent to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the Displacing Agency acquires the property, you will also be required to pay rent to the Displacing Agency.

2. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

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

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

3. MOVING BENEFITS

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

- A Fixed Moving Payment based on the number of rooms you occupy (see below); **or**
- A payment for your Actual Reasonable Moving and Related Expenses based on at least two

- written estimates and receipted bills; **or**
- A combination of both (in some cases).

For example, you may choose a Self-Move, receiving a payment based on the Fixed Residential Moving Cost Schedule shown below, plus contract with a professional mover to transport your grand piano and /or other items that require special handling. In this case, there may be an adjustment in the number of rooms which qualify under the Fixed Residential Moving Cost Schedule.

A. Fixed Moving Payment (Self-Move)

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by the Displacing Agency, and ranges, for example, from \$780.00 for one furnished room to \$2,690.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

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

Fixed Moving Schedule CALIFORNIA (Effective 2021)	
Occupant Owns Furniture:	
1 room	\$780
2 rooms	\$1,000
3 rooms	\$1,250
4 rooms	\$1,475
5 rooms	\$1,790
6 rooms	\$2,065
7 rooms	\$2,380
8 rooms	\$2,690
Each additional room	\$285
Occupant does NOT Own Furniture:	
1 room	\$510
Each additional room	\$100

B. Actual Moving Expense (Professional Move)

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

4. REPLACEMENT HOUSING PAYMENT - TENANTS AND CERTAIN OTHERS

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

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

- OR -



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

Where a tenant is sharing a dwelling with an owner-occupant and paying the owner-occupant rent for the privilege, the tenant shall not be entitled to more than one-half of the rental assistance otherwise payable.

5. SECTION 8 TENANTS

When you do move, you may be eligible to transfer your Section 8 eligibility to a replacement site. In such cases, a comparable replacement dwelling will be determined based on your family composition at the time of displacement and the current housing program criteria. This may not be the size of the unit you currently occupy. Your relocation agent will provide counseling and other advisory services along with moving benefits.

6. REPLACEMENT HOUSING PAYMENT - HOMEOWNERS

- A. If you own and occupy a dwelling to be purchased by the Displacing Agency for **at least 180 days** prior to the initiation of negotiations, you may be eligible to receive a payment of up to \$22,500.00 to assist you in purchasing a comparable replacement unit. This payment is intended to cover the following items:
1. **Purchase Price Differential** - An amount which, when added to the amount for which the Displacing Agency purchased your property, equals the lesser of the actual cost of your replacement dwelling; **or** the amount determined by the Displacing Agency as necessary to purchase a comparable replacement dwelling. Your relocation agent will explain both methods to you.
 2. **Mortgage Interest Differential** - The amount which covers the increased interest costs, if any, required to finance a replacement dwelling. Your relocation agent will explain limiting conditions.
 3. **Incidental Expenses** - Those one-time incidental costs related to purchasing a replacement unit, such as escrow fees, recording fees, and credit report fees. Recurring expenses such as prepaid taxes and insurance premiums are not compensable.
- B. **Rental Assistance Option** - If you are an owner-occupant and choose to rent rather than purchase a replacement dwelling, you may be eligible for a rental assistance payment of up to the amount that you could have received under the Purchase Price Differential, explained above. The payment will be based on the difference between an economic rent of the dwelling you occupy and the rent you must pay for a comparable replacement dwelling.

If you receive a rental assistance payment, as described above, and later decide to purchase a replacement dwelling, you may apply for a payment equal to the amount you would have received if you had initially purchased a comparable replacement dwelling, less the amount you have already received as a rental assistance payment.



7. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS

To qualify for a Replacement Housing Payment, you must rent or purchase and occupy a comparable replacement unit **within one year from the following**:

- For a tenant, the date you move from the displacement dwelling.
- For an owner-occupant, the latter of:
 - a. The date you receive final payment for the displacement dwelling, or, in the case of condemnation, the date the full amount of estimated just compensation is deposited in court,
 - or**
 - b. The date you move from the displacement dwelling.

All claims for relocation benefits must be filed with the Displacing Agency **within eighteen (18) months** from the date on which you receive final payment for your property, or the date on which you move, whichever is later.

8. LAST RESORT HOUSING ASSISTANCE

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

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and Last Resort eligibility must be applied toward the down-payment and eligible incidental expenses of the home you intend to purchase.

9. RENTAL AGREEMENT

As a result of the Displacing Agency's action to purchase the property where you live, you may become a tenant of the Displacing Agency. If this occurs, you will be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

10. EVICTIONS

Any person, who occupies the real property and is not in unlawful occupancy, is presumed to be entitled to relocation benefits. Except for the causes of eviction set forth below, no person lawfully occupying property to be purchased by the Agency will be required to move without having been provided with at least 90 days written notice from the Agency. Eviction will be undertaken only in the event of one or more of the following reasons:

- Failure to pay rent; except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of dangerous illegal act in the unit;

- Material breach of the rental agreement and failure to correct breach within the legally prescribed notice period;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings; or
- The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the public entity.

11. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

12. TAX STATUS OF RELOCATION BENEFITS

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. No federal dollars are anticipated for this project. Therefore, federal regulations may not apply, and the IRS may consider relocation payments as income. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

(IRS Circular 230 disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting marketing or recommending to another party any matters addressed herein)

13. NON-DISCRIMINATION AND FAIR HOUSING

No person in the State of California shall, on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation, be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination under, any program or activity that is conducted, operated, or administered under the Displacing Agency's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact the Displacing Agency.

14. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

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



ACKNOWLEDGMENT BY OCCUPANTS

I was personally contacted by the Relocation Agent for the Displacing Agency. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.

Name:	Signature:	Date:
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ATTACHMENT 10 – FIXED MOVING PAYMENT SCHEDULE

FIXED MOVING SCHEDULE (CALIFORNIA)			
Occupant owns furniture		Occupant does NOT own furniture	
1 room	\$780.00	1 room	\$510.00
2 rooms	\$1,000.00	each additional room	\$100.00
3 rooms	\$1,250.00		
4 rooms	\$1,475.00		
5 rooms	\$1,790.00		
6 rooms	\$2,065.00		
7 rooms	\$2,380.00		
8 rooms	\$2,690.00		
each additional room	\$285.00		

ATTACHMENT 11 – SAMPLE 90-DAY NOTICE TO VACATE



Residential 90-Day Notice to Vacate

<<DATE>>

Your Monument Relocation Agent	
Name:	<<AGENT>>
Phone:	<<PHONE>>
Case ID:	<<CASE ID>>

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants
<<MAILING ADDRESS>>
<<CITY, STATE ZIP>>

Dear Occupants:

The <<AGENCY>> (called here the "Displacing Agency") acquired the property which you occupy at <<SITE ADDRESS, CITY, CA ZIP> (called here the "Premises"). The Displacing Agency has elected to terminate your tenancy of the premises and you are hereby required to quit and deliver possession of said premises on or before <<VACATE DATE>>. If you fail to do so, the Authority, will institute legal proceedings against you to recover possession of said premises, with rents and damages.

Please be reminded that the firm of **Monument ROW, Inc.**, hired by the Displacing Agency, is available to provide you with relocation assistance and to answer any questions you may have. Please continue to coordinate your move with your relocation agent listed below.

Upon vacating the Premises, you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent.

Sincerely,

<<AGENT NAME>>
<<AGENT TITLE>>
<<PHONE>>
<<EMAIL>>

Received by

Delivered on/by: _____/_____

X _____
Recipient's Signature

Posted on/by: _____/_____

Date

Mailed/receipt received on: _____/_____



ATTACHMENT 12 – SAMPLE NOTICE OF ELIGIBILITY (HOMEOWNER)



Notice of Eligibility and Conditional Entitlement

90-day Owner-Occupant (CA State)

<<DATE>>

<<ALL ELIGIBLE ADULTS>>
<<MAILING ADDRESS>>
<<CITY, STATE ZIP>>

Your Monument Relocation Agent	
Name:	<<AGENT NAME>>
Phone:	
Your Case ID:	<<CASE ID>> (APN: XXXX)

Dear Occupants:

The <<AGENCY>> (called here the “Displacing Agency”) is proceeding with the project known as <<Project Name>>. To carry out this project, it will be necessary for you to relocate from your dwelling at <<SITE ADDRESS>>. As an owner-occupant of the property, you may be entitled to certain benefits under the State of California Relocation Guidelines (California Code of Regulations, Title 25) implementing the Uniform Relocation Assistance Program, hereinafter referred to as “Title 25”. These benefits are outlined below. *It is important that you understand the conditions described below which must be met before any payments can be made.*

You will not be required to move without at least 90 days advance written notice of the day by which you must vacate. However, you can contact us at any time for assistance with your move and to receive the benefits for which you are eligible.

This is a notice of eligibility for relocation assistance. The effective date of your eligibility, known as the “initiation of negotiations”, is <<INIT OF NEGOTIATIONS DATE>>. You are eligible for relocation assistance and benefits under the Displacing Agency’s Relocation Assistance Program.

Additional information about your benefits was previously provided to you in the Informational Statement. You are eligible to receive the following benefits:

1. **RELOCATION ADVISORY ASSISTANCE** provided by Monument, Inc. (Monument), a professional firm hired by the Displacing Agency to provide relocation assistance to you, such as referrals to replacement housing and help with filing for benefits.
2. **MOVING EXPENSES:** You will receive a payment to assist in moving your personal property. You may select one of the following payments:
 - A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for <<ROOM COUNT>> rooms is <<FIXED MOVING AMOUNT>>; **or**
 - B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
 - C. A combination of both (in some cases).



3. REPLACEMENT HOUSING ASSISTANCE: You may receive the following financial assistance to purchase or to rent replacement housing:

A. If you BUY replacement housing, you may file a claim for:

- 1) A PURCHASE PRICE DIFFERENTIAL. This is to cover the increased cost you may have to pay when you buy a new home. It is the difference between the cost of a comparable replacement dwelling (as determined by the Displacing Agency) or, if less, the cost of the replacement dwelling you purchase, and the price paid by Displacing Agency for your present home.

A study was completed to determine the cost of a comparable replacement dwelling most nearly representative of your current dwelling. The dwelling located at <<COMP ADDRESS>>, listed at <<COMP AMOUNT>>, was selected as the most representative of your present dwelling and is being used to calculate your maximum replacement housing payment as follows:

1	List Price for Comparable Dwelling	\$0.00
2	Offer Price for Your Current Dwelling	\$0.00
3	Maximum Purchase Price Differential (Line 1 minus Line 2)	\$0.00

- 2) AN INTEREST DIFFERENTIAL to help pay your increased interest cost, if any, of your new mortgage (with some limitations).
- 3) NON-RECURRING INCIDENTAL COSTS to cover some of the closing costs you may incur in purchasing a replacement dwelling.

If you decide to purchase a replacement dwelling that costs **less** than the comparable dwelling, your Purchase Price Differential would be based on the actual purchase price of your replacement dwelling. If you decide to purchase a replacement dwelling that costs **more** than the comparable dwelling, your Purchase Price Differential would still be based on the comparable dwelling price. If the amount the Displacing Agency pays for your present dwelling is increased, your Purchase Price Differential would be decreased accordingly.

Please find attached a listing of other available comparable replacement dwellings that you may want to consider purchasing. If you need any assistance or transportation to inspect these referrals, please contact the relocation agent identified below.

B. If you RENT replacement housing, you may file a claim for:

- 1) A RENTAL ASSISTANCE PAYMENT. If you think you may wish to rent instead of purchase a replacement property, contact your relocation advisor for a calculation of this optional benefit.

To be eligible for a replacement housing payment described above, you must purchase or rent and occupy a decent, safe and sanitary replacement dwelling **within 12 months** from the later of the following dates: 1) the date Displacing Agency has paid the Acquisition cost of your current dwelling, or 2) the date you move from your displacement dwelling. You must also file all claims for replacement housing or moving payments **within 18 months** from the later of the following dates: 1) the date which



you moved from your displacement dwelling, or 2) the date Displacing Agency has paid the Acquisition cost of your current dwelling. **Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.**

You do not have to accept any dwelling referred to you by the Displacing Agency. You may choose your own replacement, but to qualify for relocation assistance payments it must first be inspected to assure that it meets the "decent, safe and sanitary" standards. For this reason, **DO NOT MOVE from your home and DO NOT CONTRACT to rent or purchase a replacement dwelling without first contacting your relocation agent.** The "decent, safe and sanitary" inspection is **not** a substitute for a professional housing inspection.

If you remain in occupancy of your present dwelling after the Displacing Agency has completed the purchase, you must pay fair market rent to the Displacing Agency for the period of your tenancy, as well as meet all other conditions stated in your lease or rental agreement. Failure to pay rent may reduce the replacement housing payment which you are eligible to receive.

Title 25 provides that a person may appeal to the head of the responsible department if the person believes that Displacing Agency has failed to properly determine the person's eligibility, or the amount of the payment authorized by the Title 25. You have the right to be represented by legal counsel at your own expense, but their presence is not required. If you still believe a proper determination has not been made by Displacing Agency's Relocation Appeals Board, you may seek judicial review. Additional information about the appeal procedure will be provided to you, if you desire.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you. Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

If at any time you have questions or need assistance, please contact your Monument relocation agent:

**<<AGENT NAME>>
Right-of-Way Agent
Monument ROW, Inc.
3626 Fair Oaks Blvd., Ste. 100
Sacramento, CA 95864
Phone (800) 577-0109**

Sincerely,

<<NAME>>
<<TITLE>>
Monument, Inc.

Attachment (referrals)



ACKNOWLEDGMENT BY OCCUPANTS

I was personally contacted by the Relocation Agent for the Displacing Agency. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.

Name:	Signature:	Date:
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ATTACHMENT 13 – SAMPLE NOTICE OF ELIGIBILITY (TENANT)



Notice of Eligibility and Conditional Entitlement

90-day Tenant-Occupant (CA State)

<<DATE>>

<<ALL ELIGIBLE ADULTS>>
<<MAILING ADDRESS>>
<<CITY, STATE ZIP>>

Your Monument Relocation Agent	
Name:	<<AGENT NAME>>
Phone:	
Your Case ID:	<<CASE ID>> (APN: XXXX)

Dear Occupants:

The <<AGENCY>> (called here the "Displacing Agency") is proceeding with the project known as <<Project Name>>. To carry out this project, it will be necessary for you to relocate from your dwelling at <<SITE ADDRESS>>. As an occupant of the property, you may be entitled to certain benefits under the State of California Relocation Guidelines (California Code of Regulations, Title 25) implementing the Uniform Relocation Assistance Program, hereinafter referred to as "Title 25". These benefits are outlined below. *It is important that you understand the conditions described below which must be met before any payments can be made.*

You will not be required to move without at least 90 days advance written notice of the day by which you must vacate. However, you can contact us at any time for assistance with your move and to receive the benefits for which you are eligible.

This is a notice of eligibility for relocation assistance. The effective date of your eligibility, known as the "initiation of negotiations", is <<INIT OF NEGOTIATIONS DATE>>. You are eligible for relocation assistance and benefits under the Displacing Agency's Relocation Assistance Program.

Additional information about your benefits was previously provided to you in the Informational Statement. You are eligible to receive the following benefits:

1. **RELOCATION ADVISORY ASSISTANCE** provided by Monument, Inc. (Monument), a professional firm hired by the Displacing Agency to provide relocation assistance to you, such as referrals to replacement housing and help with filing for benefits.
2. **MOVING EXPENSES:** You will receive a payment to assist in moving your personal property. You may select one of the following payments:
 - A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for <<ROOM COUNT>> rooms is \$<<FIXED MOVING AMOUNT>>; **or**
 - B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
 - C. A combination of both (in some cases).
3. **REPLACEMENT HOUSING ASSISTANCE:** You may receive the following financial assistance to purchase or to rent replacement housing:



- A. If you RENT replacement housing, you may file a claim for a **RENTAL ASSISTANCE** payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by the Displacing Agency) and the base monthly rent, multiplied by 42 months. **[[RENTER FROM OWNER-OCCUPANT ONLY:** Where a tenant is sharing a dwelling with an owner-occupant and paying the owner-occupant rent for the privilege, the tenant shall not be entitled to more than one-half of the rental assistance otherwise payable*.]] (See table below)

A study was completed to determine the cost of a comparable replacement dwelling most nearly representative of your current dwelling. The study indicated that

[[USE WITH COMP STUDY: the dwelling located at **<<COMP ADDRESS>>**, with a monthly rent and estimated utilities of **\$<<COMP AMT>>** (rent of **\$<<COMP RENT AMT>>** and utilities of **\$<<COMP UTIL AMT>>**) was the most representative of your current dwelling.]]

[[USE WITH SCHEDULE: the cost of comparable dwellings is **\$<<COMP AMT>>** for the monthly rent and estimated utilities (rent of **\$<<COMP RENT AMT>>** and utilities of **\$<<COMP UTIL AMT>>**).]]

Base monthly rent is defined as the lesser of:

- 1) **\$<<DISPL AMT>>**, which represents the average monthly rent (**\$<<DISPL RENT AMT>>**) and average monthly utilities (**\$<<DISPL UTIL AMT>>**) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); **or**
- 2) **\$<<INCOME30 AMT>>**, which represents thirty (30) percent of your adjusted gross monthly household income. (If "N/A", income was not used in the calculation because the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is **\$<<BASE RENT AMT>>**, and your maximum rental assistance payment is calculated as follows:

Maximum Rental Assistance Payment Calculation		
1	Comparable Dwelling Cost	\$0.00
2	Base Monthly Rent	\$0.00
3	Monthly Difference (Line 1 minus Line 2)	\$0.00
4	Maximum payment (difference times 42 months)	\$0.00
5	* Renter from Owner-Occupant maximum payment (1/2 of maximum payment above)	\$0.00

Your actual payment depends on the cost of the replacement dwelling you decide to rent. If you rent and occupy a replacement dwelling that rents for **less** than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling that rents for **more** than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.



Please find attached a listing of other available comparable replacement dwellings that you may want to consider renting. If you need any assistance or transportation to inspect these referrals, please contact the relocation agent identified below.

- B. If you **BUY** replacement housing, you may file a claim for **DOWNPAYMENT ASSISTANCE** payment. You may then use the full amount of your rental assistance payment, as calculated above (\$<<**MAX RENTAL AMT**>>), for a down payment and incidental expenses (typically

known as "closing costs") associated with the purchase of a replacement dwelling. All amounts used as a down-payment and incidental expenses must be applied to the purchase of the replacement dwelling. Any payments you may have received as rental assistance will be deducted from your down payment assistance. Let us know if you prefer to buy a replacement home, and we will help you find such housing.

To be eligible for a replacement housing payment described above, you must rent or purchase and occupy a decent, safe and sanitary replacement dwelling **within 12 months**, as well as file claims for replacement housing or moving payments **within 18 months** from the date you move from your displacement dwelling. **Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.**

You do not have to accept any dwelling referred to you by the Displacing Agency. You may choose your own replacement, but to qualify for relocation assistance payments it must first be inspected to assure that it meets the "decent, safe and sanitary" standards. For this reason, **DO NOT MOVE from your home and DO NOT CONTRACT to rent or purchase a replacement dwelling without first contacting your relocation agent.** The "decent, safe and sanitary" inspection is **not** a substitute for a professional housing inspection.

If you remain in occupancy of your present dwelling after the Displacing Agency has completed the purchase, you must continue to pay your rent to the Displacing Agency for the period of your tenancy, as well as meet all other conditions stated in your lease or rental agreement. Failure to pay rent may reduce the replacement housing payment which you are eligible to receive.

Titled 25 provides that a person may appeal to the head of the responsible department if the person believes that Displacing Agency has failed to properly determine the person's eligibility, or the amount of the payment authorized by the Uniform Act. You have the right to be represented by legal counsel at your own expense, but their presence is not required. If you still believe a proper determination has not been made by Displacing Agency's Relocation Appeals Board, you may seek judicial review. Additional information about the appeal procedure will be provided to you, if you desire.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you. Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

If at any time you have questions or need assistance, please contact your Monument relocation agent:

**<<AGENT NAME>>
Right-of-Way Agent
Monument ROW, Inc.
3626 Fair Oaks Blvd., Ste. 100
Sacramento, CA 95864
Phone (800) 577-0109**

Sincerely,

<<NAME>>
<<TITLE>>
Monument, Inc.

Attachment (referrals)

ACKNOWLEDGMENT BY OCCUPANTS

I was personally contacted by the Relocation Agent for the Displacing Agency. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.

Name:	Signature:	Date:
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ATTACHMENT 14 – SAMPLE NOTICE OF ELIGIBILITY (BUSINESS)



NOTICE OF ELIGIBILITY

Business (CA State)

<<DATE>>

<<CONTACT NAME>>
<<BUSINESS NAME>>
<<MAILING ADDRESS>>
<<CITY, STATE ZIP>>

Your Monument Relocation Agent	
Name:	<<AGENT NAME>>
Phone:	<<OFFICE PHONE>>
Your Case ID:	<<CASE ID>>

Dear <<CONTACT NAME>>:

The <<CLIENT NAME>> (called here the "Displacing Agency") is proceeding with the project known as <<PROJECT NAME>>. To carry out this project, it will be necessary for you to relocate from the property on which you conduct your business or farm operation (called here "business") at <<SITE ADDRESS>>.

This is a notice of eligibility for relocation assistance. The effective date of your eligibility, known as the "initiation of negotiations", is <<INIT OF NEGOTIATIONS DATE>>. As an eligible occupant of the property, you are eligible for certain benefits in accordance with the California Relocation Assistance and Real Property Acquisition Guidelines and the Displacing Agency's Relocation Assistance Program.

The Displacing Agency has retained the firm of **Monument, Inc. (Monument)** to provide you with assistance in reestablishing your business. **You will not be required to move without at least 90 days advance written notice of the day by which you must vacate.** However, you can contact us at any time for assistance with your move and to receive the benefits for which you are eligible.

The relocation program includes advisory services as well as reimbursement for either, actual moving and reestablishment expenses, **OR**, a fixed payment in lieu of a payment for actual moving and reestablishment expenses. These benefits are outlined below. It is important that you understand the conditions described below which must be met before any payments can be made.

1. **RELOCATION ADVISORY ASSISTANCE:**

We will assist you in your relocation by providing information regarding available replacement sites and typical real estate purchase or rental costs. We will personally meet with you to discuss your needs and preferences regarding the details of your move, explain your rights and help you obtain the relocation payments for which you are eligible.

2. **PAYMENT FOR MOVING AND RELATED EXPENSES:**

Every business is eligible for a relocation payment to cover the reasonable cost of moving. Assuming you meet certain eligibility criteria, you may choose one of the following options:

- Option A:** A Payment for Actual Reasonable Moving and Related Expenses; or
- Option B:** A Fixed Payment In Lieu of Moving and Related Expenses



These payment options are described below:

Option A - Payment for Actual Reasonable Moving and Related Expenses

You are eligible for such actual moving expenses as the Displacing Agency determines to be reasonable and necessary, including expenses for:

- a. Transportation of personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the Displacing Agency determines that relocation beyond 50 miles is justified.
- b. Packing, crating, unpacking, and uncrating of the personal property.
- c. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated machinery, equipment, and other personal property, and certain substitute personal property. This includes connection to utilities available within the building. It also includes modifications to the personal property, including those mandated by Federal, State or local law, code or ordinance, necessary to adapt it to the replacement structure, the replacement site, or the utilities at the replacement site, and modifications necessary to adapt the utilities at the replacement site to the personal property.
- d. Storage of the personal property for a period generally not to exceed 12 months, as determined by the Displacing Agency to be necessary in connection with relocation.
- e. Insurance for the replacement value of the personal property in connection with the move and necessary storage.
- f. Any license, permit, fees or certification required of your business at the replacement location. However, the payment may be based on the remaining useful life of the existing license, permit, or certification.
- g. The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of your own, your agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.
- h. Reasonable and preauthorized professional services as the Displacing Agency determines to be necessary for (i) planning the move of the personal property, (ii) moving the personal property, and (iii) installing the relocated personal property at the replacement location.
- i. Re-lettering signs and replacing stationary on hand at the time of displacement that is made obsolete as a result of the move.
- j. Actual direct loss of tangible personal property incurred as a result of moving or discontinuing the business. The payment shall consist of the lesser of:
 - (i) The fair market value of the item, as is for continued use at the displacement site, less the proceeds from its sale. (To be eligible for payment, you must make a good faith effort to sell the personal property, unless the Displacing Agency determines that such effort is not necessary. When payment for property loss is claimed for goods held for sale, the fair market value will be based on the cost of the goods to the business, not the potential selling price.); **or**



- (ii) The estimated cost of moving the item as is, but with no allowance for storage; or for reconnecting a piece of equipment if the equipment is in storage or not being used at the acquired site. (If you elect to discontinue your business, the estimated cost will be based on a moving distance of 50 miles.)
- k. Purchase of substitute personal property. If an item of personal property which is used as part of a business is not moved but is promptly replaced with a substitute item that performs a comparable function at the replacement site, you will be entitled to payment for the lesser of:
 - (i) The cost of the substitute item, including installation costs at the replacement site, minus any proceeds from the sale or trade-in of the replaced item; **or**
 - (ii) The estimated cost of moving and reinstalling the replaced item but with no allowance for storage. At the Displacing Agency's discretion, the estimated cost for a low cost or uncomplicated move may be based on a single bid or estimate.
- l. The reasonable cost incurred in attempting to sell an item that is not to be relocated.
- m. Searching for a replacement location. A displaced business is entitled to reimbursement for actual expenses, not to exceed \$1,000 as the Displacing Agency determines to be reasonable, which are incurred in searching for a replacement location including:
 - (i) Transportation
 - (ii) Meals and lodging away from home.
 - (iii) Time spent searching, based on reasonable salary or earnings.
 - (iv) Fees paid to a real estate agent or broker to locate a replacement site, exclusive of any fees or commissions related to the purchase of such site.
- n. When the cost of moving any item of personal property of low value and high bulk (junkyards, stockpiles, sand, gravel, minerals, metals and similar property) would be disproportionate in relation to its value, the allowable reimbursement for the expense of moving such property shall not exceed the difference between the cost of replacing the same with a comparable item available on the market and the amount which would have been received for such property on liquidation.
- o. Other moving related expenses as the Displacing Agency determines to be reasonable and necessary.

In addition to the payments described above, a business with 50 employees or less may be eligible to receive a payment, not to exceed \$10,000, for expenses actually incurred in relocating and reestablishing its operation at a replacement site. Reestablishment expenses must be reasonable and necessary as determined by the Displacing Agency. They may include, but are not limited to, the following:

- a. Repairs or improvements to the replacement real property as required by Federal, State or local law, code or ordinance.
- b. Modifications to replacement property to accommodate the business operation or make replacement structures suitable for conducting the business.
- c. Construction and installation costs for exterior signage to advertise the business.
- d. Provision of utilities from right of way to improvements on the replacement site.

- e. Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.
- f. Licenses, fees and permits when not paid as part of moving expenses.
- g. Feasibility surveys, soil testing and marketing studies.
- h. Advertisement of replacement location.
- i. Professional services in connection with the purchase or lease of a replacement site.
- j. Estimated increased costs of operation during the first two years at the replacement site, for such items as:
 - 1) Lease or rental charges,
 - 2) Personal or real property taxes,
 - 3) Insurance premiums,
 - 4) Utility charges, excluding impact fees.
- k. Impact fees or one-time assessments for anticipated heavy utility usage.
- l. Other items that the Displacing Agency considers essential to the reestablishment of the business.

The following is a non-exclusive listing of reestablishment expenses **not** considered to be eligible for reimbursement:

- Purchase of capital assets, such as office furniture, filing cabinets, machinery or trade fixtures.
- Purchase of manufacturing material, production supplies, product inventory or other items used in the normal course of the business operation.
- Payment to a part-time business in the home which does not contribute materially to the household income.
- Interest on funds borrowed to accomplish the move.

CAUTION: In order to qualify for reimbursement of the above-described expenses, you **MUST:**

1. Provide the Displacing Agency with a list or inventory of the items to be moved at least thirty (30) days in advance of the start of your move; and
2. Notify the Displacing Agency at least fifteen (15) days in advance of the date of the start of your move or disposition of your property; and
3. Permit the Displacing Agency to monitor the move; and
4. Permit the Displacing Agency to make reasonable and timely inspections of the personal property at both the displacement and replacement sites.

Failure to comply with any of the above four (4) requirements may result in your losing part or all of your benefits.

As a matter of information, you should also be aware that you are **not** entitled to payment under the Relocation Assistance Program for:

- Cost of moving any structure or other real property improvement in which you reserved ownership; or
- Interest on a loan to cover moving expenses; or



- Loss of Goodwill; or
- Loss of profits; or
- Loss of trained employees; or
- Personal injury; or
- Costs for storage of personal property on real property owned or leased by the displaced person.

You may move either by commercial mover or take full responsibility for all or part of the move. If you elect a "self-move", the Displacing Agency must first obtain at least two (2) acceptable bids or estimates.

- *OR* -

Option B - A Fixed Payment In Lieu of Moving and Related Expenses

If your business qualifies, you may choose a fixed payment **instead of** payment for actual moving and reestablishment expenses. You may elect to receive an amount equal to the average annual net earnings of your business, but not less than \$1,000 nor more than \$20,000. You may be eligible for this payment if the Displacing Agency determines that:

- a. Is not operated solely for rental purposes.
- b. Cannot be relocated without a substantial loss of its existing patronage, based on a consideration of all pertinent circumstances including such factors as the type of business conducted, the nature of clientele, the relative importance to the displaced business of its present and proposed location, and the availability of a suitable relocation site.
- c. Is not part of a commercial enterprise having no more than three (3) other establishments which are not being acquired for a project and which is engaged in the same or similar business activities.
- d. Had average annual gross receipts of at least \$5,000.00 during the two taxable years prior to displacement; or the business had average annual net earnings of at least 1,000.00 during the two taxable years prior to displacement; or the business contributed at least 33 1/3 percent of the total gross income of the owner(s) during each of the two taxable years prior to displacement.

The average annual net earnings of your business will be based on one-half of its net earnings before Federal, State and local income taxes during the two taxable years immediately prior to the taxable year in which you move. You must provide the Displacing Agency with proof of net earnings through income tax returns, certified financial statements or other reasonable evidence, as the Displacing Agency determines is satisfactory.

If you lease or rent from the Displacing Agency, failure to pay necessary rental payments to the Displacing Agency may reduce the relocation payment which you will receive.

If you are a tenant, you must file your claim within 18 months after the date you move. If you own the property, you must file within 18 months after the date you move, or the date you receive the final acquisition payment, whichever is later. If you are unable to file your claim within 18 months, the Displacing Agency may extend this period.



The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you. Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

If at any time you have questions or need assistance, please contact your Monument relocation agent:

**<<AGENT NAME>>
<<AGENT TITLE>>
Monument, Inc.
<<OFFICE ADDRESS>>
Phone <<OFFICE PHONE>>**

Sincerely,

**<<MANAGER NAME>>
<<MANAGER TITLE>>
Monument, Inc.**

**[[IF REQUIRED:
Carbon Copy To:
<<CC NAME>>
<<CC ADDRESS>>]]**

ACKNOWLEDGMENT

I was personally contacted by the Relocation Agent for the Displacing Agency. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.

Name:	Signature:	Date:
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ATTACHMENT 16 – DS&S INSPECTION REPORT



Claim for Rental or Downpayment Assistance Payment

INSTRUCTIONS AND PRIVACY NOTICE: This claim form is for the use of families and individuals applying for a Rental or Downpayment Assistance Payment. You are not required by law to furnish this information, but if you do not provide it, you may not receive this payment, or it may take longer to pay you. An Monument representative of the Displacing Agency will help you complete the form and will explain the information that you must provide in support of this claim, eligibility requirements, and time limits to file a claim. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. This information is being collected under the authority of the California Relocation Assistance Act.	Claim Type: CA STATE (Full Household Benefits) Agency: City of Santa Ana Project: Warner Ave. Improvement Project - Phase 1 Monument Case: AAA-000-00000-000 Monument Claim: AA000000 Program: State/Local						
1a. Claimant(s) Name(s) [all eligible adults]	1b. Claimant(s) Current Address [address], [city, ZIP]	1c. Claimant(s) Phone Number 000.000.0000					
2a. This claim is for the following relocation benefit: <input checked="" type="checkbox"/> Rental Assistance <input checked="" type="checkbox"/> Downpayment Assistance							
2b. Have all members of the household moved to the same dwelling (if "NO", explain in Notes)? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
2c. Do you or will you receive a Federal, State or local housing subsidy at your replacement location? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
Dwelling	Address	When Did You Rent/Buy This Unit?	When Did You Move To This Unit?	When Did You Move Out Of This Unit?			
3. You Moved FROM	[address], [city, ZIP]	00/00/00	00/00/00	00/00/00			
4. You Moved TO	[address], [city, ZIP]	00/00/00	00/00/00				
5. Assistance Payment Determination (for households claiming together)			Amount				
(a) Monthly Housing Cost for Replacement Dwelling that you moved TO (from Item 15(h), col (c))			\$0.00				
(b) Monthly Housing Cost for Comparable Replacement Dwelling (from Item 15(h), col (b))			\$0.00				
(c) The lesser of Line 5(a) or Line 5(b)			\$0.00				
(d) Monthly Housing Cost for Displacement Dwelling that you moved FROM (from Item 15(h), col (a))			\$0.00				
(e) 30% of Adjusted Gross Monthly Household Income (From Item 16(f))			N/A				
(f) Base Monthly Rent (the lesser of line 5(d) or line 5(e))			\$0.00				
(g) Monthly Need (line (c) minus line (f))			\$0.00				
(h) Amount of Rental/Downpayment assistance eligibility (line 5(g) multiplied by 42 months) [] Eligibility of N/A reduced by 1/2 for renter from owner-occupant.			\$0.00				
(i) Total Amount of Payments Previously Received (from Item 17)			\$0.00				
(j) Offset amount for Rents Due to the Agency			\$0.00				
(k) Amount Requested this Claim (line 5(h) minus line 5(i) and 5(j), or describe in Notes)			\$0.00				
6. Certification by Claimant(s): I CERTIFY that this claim and supporting information are true and complete, that I have not submitted any other claim for the expenses listed and that I have not been paid for the expenses by any other source.							
Signature(s) of Claimant(s)				Date			
FOR AGENCY AND/OR AGENCY REPRESENTATIVES USE ONLY							
7. Is this an advance claim based on prelim. info?: <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO			10. Make Payments In: <input checked="" type="checkbox"/> Lump Sum <input checked="" type="checkbox"/> Installm. (explain in Notes)				
8. Is this a final claim for this benefit type?: <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO			11. Effective Date of Eligibility for Relocation Assistance: 00/00/00				
9. Remaining RAP Balance: \$0.00			12. Date Replacement found "Decent, Safe & Sanitary": 00/00/00				
13. Recommended Benefit Payment(s):			14. Benefit Payment(s) Actions:				
Chk #	Payable To	In The Amount	Check Disposition	Action	Name & Title	Initial	Date
# 1	[name]	\$0.00	Mail check back to Monument	Monument Recommended:	[name] Agent		00/00/00
# 2		\$0.00		Monument Reviewed:	Daniela Borbe Senior Project Manager		00/00/00
# 3		\$0.00		Agency Approved:	Fuad S. Sweiss Executive Director, PWA		

ATTACHMENT 16 – DS&S INSPECTION REPORT

15. Determination of Claimant's Monthly Housing Cost		Page 2 of Monument claim		AA000000
<small>INSTRUCTIONS: The term "Monthly Housing Cost" means the average monthly cost for rent and utility charges. Utility charges include 1/12 of the estimated annual costs for electricity, gas, other heating/cooling fuels, water and sewer, and trash removal. For any utility services covered by the monthly rent, enter "N/A" (in Monthly Rent).</small>		AVERAGE MONTHLY HOUSING COST		
Rent Basis: <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Market/Economic		(a) Displacement Dwelling FROM Which You Moved	(b) Comparable Replacement Dwelling for Eligible Occupants (Provided by Agency)	(c) Replacement Dwelling TO Which You Moved (If DAP or Advance, use col (b))
(a) Contract Rent Amount (List utilities not included in rent in Items 15(b) to (e))	\$0.00	\$0.00	\$0.00	\$0.00
(b) Electric	\$0.00	\$0.00	\$0.00	\$0.00
(c) Gas	\$0.00	\$0.00	\$0.00	\$0.00
(d) Water	\$0.00	\$0.00	\$0.00	\$0.00
(e) Sewer / Trash / Other	\$0.00	\$0.00	\$0.00	\$0.00
(f) Gross Monthly Housing Cost (add lines (a) through (e))	\$0.00	\$0.00	\$0.00	\$0.00
(g) Monthly Housing Subsidy, if any (e.g. Section 8 Assistance)	\$0.00	\$0.00	\$0.00	\$0.00
(h) Net Monthly Housing Cost (line (f) minus line (g))	\$0.00	\$0.00	\$0.00	\$0.00
16. Determination of Claimant's Household Income				Amount
<small>(Not applicable to 180-day owner occupants who choose to rent. Enter "N/A" in Line 16(f))</small>				
(a) Gross Annual Household Income (Enter each adult household member name with income, including persons not lawfully present in the US. Enter "N/A" for name and amount on line 1 if the household income documentation is not sufficient.)				
1. [name 1]				\$0.00
2.				\$0.00
3.				\$0.00
4.				\$0.00
5.				\$0.00
6.				\$0.00
7.				\$0.00
8.				\$0.00
9.				\$0.00
(b) Total Gross Annual Household Income (Sum of entries in Item 16(a))				\$0.00
(c) Adjustments to Gross Annual Household Income (Dependents, elderly/handicapped, childcare, medical. See Guidelines)				\$0.00
(d) Adjusted Gross Annual Household Income (line 16(b) minus line 16(c))				\$0.00
(e) Adjusted Gross Monthly Household Income (Item 16(d) divided by 12 months)				\$0.00
(f) 30% of Adjusted Gross Monthly Household Income (30% of Item 16(e))				N/A
17. Previous RAP/DAP Payments		18. Notes		
(a) Date	(b) Amount			
(1) 00/00/00	\$0.00			
(2) 00/00/00	\$0.00			
(3) 00/00/00	\$0.00			
(4) 00/00/00	\$0.00			
(5) 00/00/00	\$0.00			
TOTAL	\$0.00			

ATTACHMENT 16 – DS&S INSPECTION REPORT

Replacement Dwelling DS&S Inspection Report					
Claimant: [name]	Agency: [agency name]				
Site Address: [site address]	Project: [project name]				
Case ID: AAA-000-00000-000	Agent: [agent name]				
REPLACEMENT DWELLING INFORMATION					
Replacement address:	Dwelling Type: <input type="checkbox"/> SFR <input type="checkbox"/> Condo/Townhm <input type="checkbox"/> Duplex <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> 3-Plex <input type="checkbox"/> Mobile Home <input type="checkbox"/> 4-Plex <input type="checkbox"/> Rec Vehicle <input type="checkbox"/> Apartm. <input type="checkbox"/> Other	Occupants: Adult Male Adult Female Child Male Child Female Total Occp:	Energy source: Gas Etc Oil Oth Cooking Stove: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Water Heater: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Space Heat: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Air Conditioning: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Tenant pays: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Trash <input type="checkbox"/> NONE	
Mngr name/phone:	Purchase price or monthly rent: \$	Approx. Sq.Ft:	Bd Needed:	Bedrooms:	Total Rooms:
Replacement dwelling ownership: <input type="checkbox"/> Rent <input type="checkbox"/> Buy					
REPLACEMENT DWELLING "DECENT, SAFE AND SANITARY" INSPECTION					
ITEM	YES	NO	ITEM	YES	NO
1. Structurally sound			12. Kitchen		
2. Safe and adequate electrical system			a. Separate room or area for kitchen use		
3. Weather-tight			b. Sink in good working order		
4. Adequate heating			c. Proper connection to sewage system		
5. Safe ingress and egress			d. Proper connection to potable hot & cold water		
6. In good repair			e. Range (stove) space with utility connections		
7. No barriers to handicapped (if applicable)			f. Refrigerator space with utility connections		
8. If 3 or more stories, each story has two exits from common corridor			13. Bathroom(s)		
9. Adequate number of rooms			a. Separate room properly lighted and ventilated		
10. Dwelling meets applicable housing/occupancy codes			b. Fully functional sink (basin)		
11. Operational smoke detectors			c. Privacy for users		
			d. Fully functional flush toilet		
			e. Fully functional bathtub or shower stall		
			f. Water and sewage plumbing in good working order		
NOTES AND CONCLUSIONS					
Notes:					
CERTIFICATION: I, the undersigned, have inspected the replacement dwelling unit at the address shown above. The inspection was made to determine if the dwelling will qualify this displacee to receive a replacement housing payment by the Displacing Agency. TO THE BEST OF MY KNOWLEDGE AND BELIEF, the following determination is made as to the dwelling meeting the "decent, safe and sanitary" standards for qualified replacement housing:					
[] YES [] NO					
Inspected By:	Date:	Signature:			
INSPECTION DISCLAIMER STATEMENT BY DISPLACED PERSON					
I, Claimant, have personally conducted my own inspection of the dwelling unit and agree with the findings in the above checklist. I understand that the "decent, safe and sanitary" replacement housing inspection conducted by Monument ROW, INC. is not a substitute for a professional housing inspection, does not provide any assurance or guarantee that there are no deficiencies in the dwelling or in its fixtures and equipment which may be discovered at a later date. It is for the sole purpose of determining eligibility for a relocation payment under applicable relocation law. I further understand that the Displacing Agency and Monument makes no representation as to the structural, mechanical or other soundness of the unit and assumes no responsibility or blame if structural, mechanical, legal or other unforeseen problems are discovered after Monument has conducted its inspection. If I am purchasing my replacement dwelling, I have been informed that the cost of a home inspection report by a qualified housing inspector is an eligible incidental expense.					
Claimant:	Date:	Signature:			