



***M Motel***  
**DRAFT RELOCATION PLAN**

**PREPARED FOR:**

City of El Monte  
11333 Valley Boulevard  
El Monte, CA 91731

**PREPARED BY:**

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# INTRODUCTION

The City of El Monte (“City”) has acquired the M Motel, a 93-unit motel located at 10024 Valley Boulevard, El Monte, CA 91731 (“Project site”). The City of El Monte received a grant award from the California Department of Housing and Community Development (HCD) to implement the Homekey Program (“Project”). The M Motel was purchased by the City in December 2020.

The motel will undergo renovations, which requires that the building be vacant, although the number of rooms will not be reduced. The current occupants will be relocated and will receive relocation assistance. The Homekey Program will provide eligible participants with interim housing for Years 1 through 5 and will transition to permanent housing at Year 6.

The City of El Monte and the California Department of Housing and Community Development (HCD) entered into a standard agreement in which the City of El Monte is to implement the Homekey Program. This program is intended to provide housing for individuals who are experiencing homelessness or who are at risk of homelessness, and who are impacted by the Covid-19 pandemic. The 93 motel units will be offered to tenants with incomes at 30% or less area of median income (AMI) as defined by the United States Department of Housing and Urban Development (HUD).

California Department of Housing and Community Development Homekey Funds and Emergency Solutions Grant Funds are being used to finance the Project.

The City retained Overland, Pacific & Cutler, LLC (OPC) to prepare a Relocation Plan (Plan) to address potential existing tenant displacements. This Plan conforms to the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, Handbook 1378 of the Department of Housing and Urban Development (HUD), the implementing regulations at 24 Code of Federal Regulations, Part 42, California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development as in Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

As of the date of this Plan, the Project may cause the permanent displacement of 10 households who would be eligible for relocation assistance. The needs and characteristics of the permanent displacees and the City’s program to provide assistance to each affected person are general subjects of this Relocation Plan (Plan).

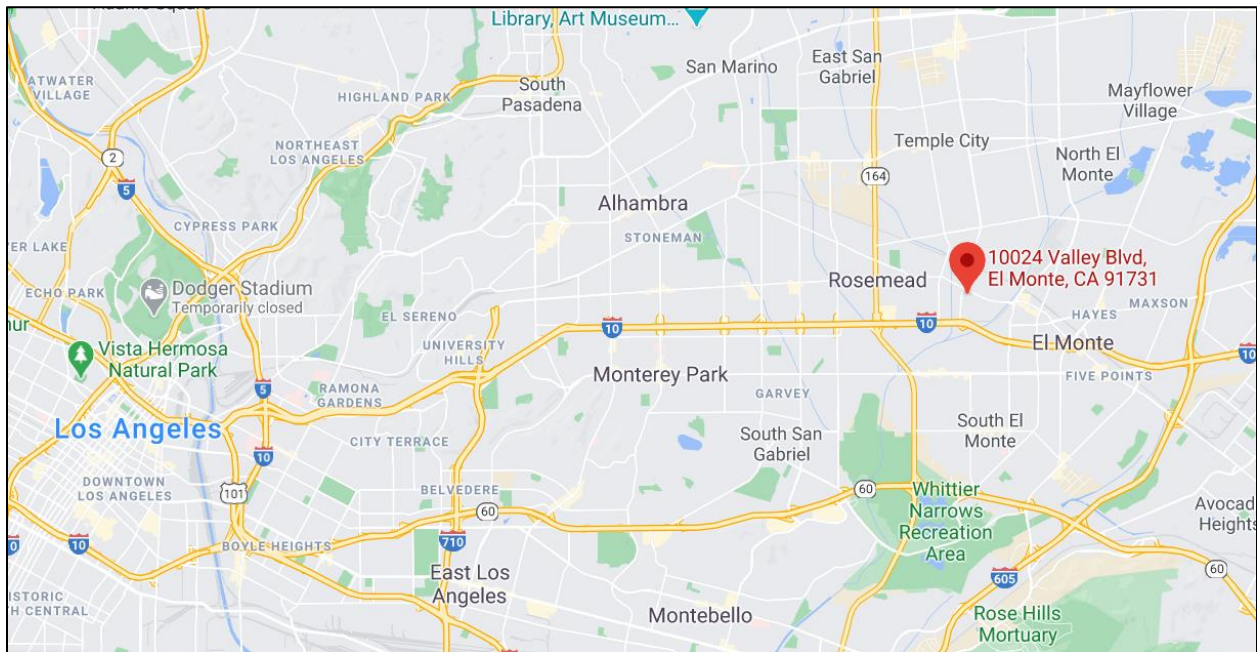
This Plan is organized in five sections:

1. Project description (**SECTION I**);
2. Assessment of the relocation needs of persons subject to displacement (**SECTION II**);
3. Assessment of available replacement housing units within proximity to the Project site (**SECTION III**);
4. Description of the City’s relocation program (**SECTION IV**);
5. Description of the City’s outreach efforts, Project timeline and budget (**SECTION V**).

# I. PROJECT DESCRIPTION

## A. REGIONAL LOCATION

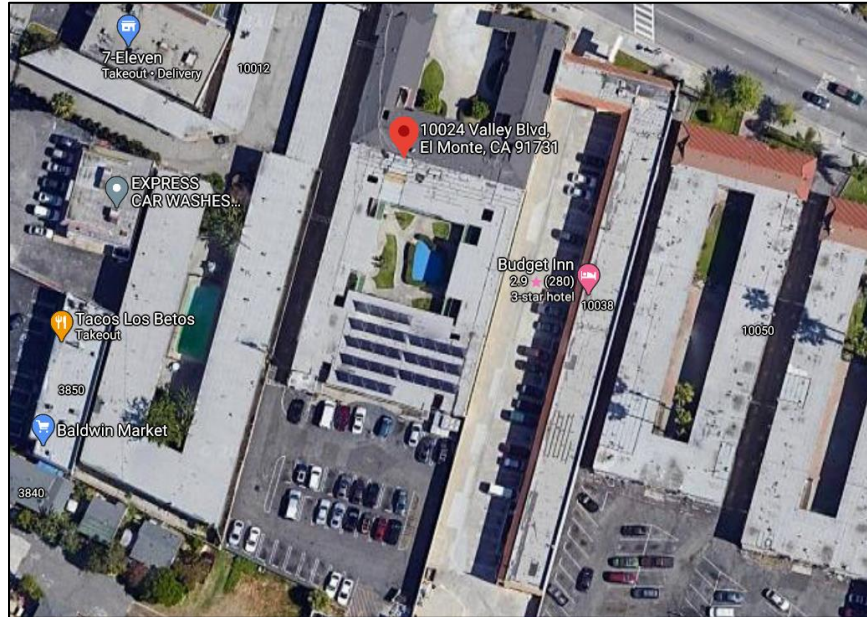
The Project site is located in the City of El Monte within Los Angeles County. The property is approximately 12 miles east of downtown Los Angeles and conveniently located just minutes from Interstate 10. Surrounding communities include Rosemead, Temple City, Baldwin Park and South El Monte (*Figure 1: Regional Project Location*).



*Figure 1: Regional Project Location*

## B. PROJECT SITE LOCATION AND DESCRIPTION

The Project site is located at 10024 Valley Blvd, El Monte, CA 91731, generally bordered by Baldwin Avenue and Valley Boulevard. The site is improved with one building (motel) on 1.23 acres (*Figure 2: Project Site Location and Figure 3: M Motel*).



*Figure 2: Project Site Location*



*Figure 3: M Motel*

## **II. ASSESSMENT OF RELOCATION NEEDS**

### **A. SURVEY METHOD**

To obtain information necessary for the preparation of this Plan, personal interviews with the households to be displaced were conducted by OPC staff in February 2021. OPC was successful in interviewing all 10 households. The data in this section of the Plan are based on the responses of those individuals, who provided verbal information about the households, although, at this time, the information is unconfirmed.

Inquiries made of the residential occupants concerned household size and composition, income, monthly rent and estimated utility costs, length of occupancy, ethnicity, home language, physical disabilities, legal presence status, relocation needs, and replacement housing preferences.

### **B. TENANT DATA**

#### **1. Current Occupants**

There are currently 10 households living in the motel who will be permanently relocated for the Project and would be eligible for relocation assistance. (One household split post-acquisition and are currently living in two separate motel rooms.)

The households include two single-person households, five households with two occupants, one household with three occupants, one household with four occupants, and one five-person household. There are currently 18 adults and six children (17 years or younger) living at the property.

#### **2. Replacement Housing Needs**

Replacement housing needs, as expressed in this plan, are defined by the total number of required replacement units and distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing current data for household size with the County's replacement housing occupancy standards. These standards, generally, allow for up to two persons in a studio unit, three persons in a one-bedroom unit, five persons in a two-bedroom unit, seven persons in a three-bedroom unit and nine or more persons in a four-bedroom unit.

When determining the comparable size of the replacement unit under the State relocation programs, the number of all household members is taken into consideration regardless of legal presence status. Under the URA, when determining the size of the replacement unit needed, only the legally present members of the household are considered. based on the occupancy standard above. All households will potentially have a choice of two relocations programs, including the Federal URA or the State program, under which to submit claims for assistance and under which the size of the comparable replacement unit will be determined.

Based on available tenant data, there are three overcrowded units. The replacement units required for the current population will include six rooms for rent, one studio unit, one one-bedroom unit and two two-bedroom units.

### **3. Income**

Verbal information regarding gross household income was provided by nine of the Project households, although much of the information was incomplete. According to income standards for Los Angeles County (**Exhibit A**) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), four households are anticipated to qualify as Extremely Low Income (less than 30% of AMI), four households are anticipated to qualify as Very Low Income (30% - 50% AMI), and two households are unknown at this time.

### **4. Ethnicity/Language**

The ethnicity/languages of the households include White, African-American, Mixed, and Hispanic. All of the households speak, read and understand English.

### **5. Senior/Handicapped Households**

Two households have a senior head of household or spouse (62 years or older), and four households reported having a member with a disability, including mobility challenges. When specific special needs are identified when the project occupants are ultimately displaced, appropriate steps will be taken to accommodate those needs and to locate or modify suitable replacement housing to ensure accessibility and ADA compliance, if required.

### **6. Preferred Area to Relocate**

Seven households would like to remain within the immediate community or within proximity to El Monte. Other areas of interest included San Gabriel Valley and Alhambra. The households with children indicated that they attend school in the area and would like to remain close. Other households indicated that they receive local services in the area and need to stay in close proximity for easy access.



### III. RELOCATION RESOURCES

#### A. METHODOLOGY

For replacement housing, a resource survey was conducted to identify available rental units within proximity to the Project site. The following sources were utilized:

- Classified rental listings from local newspapers and *For Rent* publications
- Internet sources of rental opportunities
- Volunteers of America Landlord Database

#### B. REPLACEMENT HOUSING AVAILABILITY

##### 1. Residential Rental Housing

The replacement housing survey conducted over a one-week period in February 2021 considered available rooms for rent, studios, one- and two-bedroom apartment units for rent in El Monte and within five miles of the Project site. This data as of the date of this Plan is summarized in **Table 1** below.

# of Bedrooms	Room	Studio	1	2
# Found (# Needed)	11(6)	10(1)	6(1)	7(2)
Rent Range	\$700-\$1,200	\$900-\$1,425	\$1,340-\$1,800	\$1,475-\$1,995
Median Rent	\$950	\$1,250	\$1,650	\$1,950

The median rent amount shown in the table is among the figures used to make benefit and budget projections for the Plan. This amount is, naturally, subject to change according to the market rates prevailing at the time of displacement.

##### 2. Summary

Considering the above-described availability of replacement housing resources gathered, it appears there are an adequate number of replacement units for the residential occupants.

While adequate replacement resources exist for the tenants, based on survey results of rental opportunities and the tenants' current rent, some tenants may have an increase in monthly rent; the tenants are currently paying \$60 per day or approximately \$1,680 per month at the motel. Possible increases, if any, will be met through the City's obligation under the relocation regulations, including Last Resort Housing (LHR) requirements. (See Section IV, E).

#### C. RELATED ISSUES

##### 1. Concurrent Residential Displacement

There are no known public projects anticipated in the Project area that will cause significant displacements during the timeframe of anticipated initiation of Project displacements. No residential displacee will be required to move without both adequate notice and access to available, comparable, affordable, decent, safe and sanitary housing.

## **IV. THE RELOCATION PROGRAM**

The City's Relocation Program is designed to minimize hardship, be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, consistently apply all regulatory criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The relocation program to be implemented by the City will conform with the standards and provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, HUD Handbook 1378, the California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development and Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

The City has retained OPC, a multi-lingual consulting firm, to administer the Relocation Program for the permanent displacees. OPC has worked on more than 5,000 public acquisition and relocation projects over the past 40 years. Experienced City staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning eligibility and benefit determinations per applicable program requirements.

OPC staff will be available to assist any relocated person and/or household with questions about the relocation process, relocation counseling and/or assistance in relocating. Relocation staff can be contacted at **(800) 400-7356** from 8:00 am to 5:00 pm Monday through Friday and are available via voicemail and/or cellular phones after hours. Relocation staff will assist tenants at hours convenient for the residents. The Relocation Office is located at **3750 Schauffele Avenue, Suite 150, Long Beach, CA 90808**.

Eligible individuals, who need to permanently move from their existing home, will receive relocation assistance. The relocation program consists of two principal constituents: advisory assistance and financial assistance (Relocation Benefits).

### **A. ADVISORY ASSISTANCE**

Advisory assistance services are intended to:

- inform displacees about the relocation program
- help in the process of finding appropriate replacement accommodations
- facilitate claims processing
- maintain a communication link with the City
- coordinate the involvement of outside service providers

To follow through on the advisory assistance component of the relocation program and assure that the City meets its obligations under the law, relocation staff will perform the following functions:

1. Distribute appropriate written information concerning the City's relocation program;
2. Inform eligible project occupants of the nature of, and procedures for, obtaining available relocation assistance and benefits (**Exhibit B**);
3. Determine the needs of each displacee eligible for assistance;
4. Provide the residential displacees with at least three referrals to comparable replacement housing within a reasonable time prior to displacement. *Generally, a comparable replacement dwelling must satisfy the following criteria:*
  - (a) *The unit is decent, safe and sanitary - electrical, plumbing and heating systems are in good repair - no major, observable hazards or defects. The unit is adequate in size and is comparable to the acquired dwelling with respect to number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person. The unit is functionally equivalent, including principle features.*
  - (b) *The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural, or man-made sources, and not generally less desirable with respect to public utilities, transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person's place of employment.*
  - (c) *The unit is available both on the private market and to all persons regardless of race, color, sex, marital status, religion or, national origin.*
  - (d) *The monthly rental rate is within the financial means of the displaced residential tenant.*
5. Maintain an updated database of available housing resources, and distribute referral information to displacees for the duration of the Project;
6. Provide transportation to the residential displacee, if necessary, to inspect replacement sites within the local area;
7. Inspect replacement housing to assure it meets decent, safe and sanitary standards as described in the URA and per City standards and requirements;
8. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;
9. Assist eligible occupants in the preparation, and submission, of relocation assistance claims;
10. Provide additional reasonable services necessary to successfully relocate occupants;

11. Make benefit determinations and payments in accordance with applicable relocation law and the City's adopted relocation guidelines;
12. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;
13. Inform all persons subject to displacement of the City's policies with regard to eviction and property management;
14. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the City's decisions with respect to relocation assistance; and
15. Provide assistance that does not result in different or separate treatment based on or due to an individual's sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

## **B. RELOCATION BENEFITS**

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displacees. In the course of a personal interview and follow-up visits, each displacee will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Relocation benefits will be provided in accordance with the provisions of the URA and State Relocation Law and Guidelines. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation.

The City will process advance payment requests to mitigate hardships for tenants who do not have access to sufficient funds to pay move-in costs such as first month's rent and/or security deposits. Approved requests will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

Tenants who are permanently displaced will be eligible for the following assistance:

### **1. Residential Moving Expense Payments**

All eligible residential occupants to be permanently relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move, or a fixed payment based on a room-count schedule, or a combination of both.

#### **a. Actual Cost (Professional Move)**

Displacees may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be compensated by the City in the form of a direct payment to the moving company upon presentation of an invoice. Transportation costs are limited to a distance of 50 miles in either case. In addition to the actual move, costs associated with utility re-connections (i.e., gas, water, electricity, telephone, and cable, if any), are eligible for reimbursement.

**b. Fixed Payment (based on Room Count Schedule)**

An occupant may elect to receive a fixed payment for moving expenses which is based on the number of rooms occupied in the displacement dwelling or ancillary structures on the property. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above.

The current schedule for fixed moving payments is set forth in **Table 2** following:

<b>TABLE 2: Schedule of Fixed Moving Payments (effective as of 2015)</b>	
<b>Unfurnished Dwelling</b>	
One room	\$725
Two rooms	\$930
Three rooms	\$1,165
Four rooms	\$1,375
Five rooms	\$1,665
Six rooms	\$1,925
Seven rooms	\$2,215
Eight rooms	\$2,505
each additional room	\$265
<b>Furnished Dwelling</b>	
First Room	\$475
Each additional room	\$90

**2. Rental Assistance for Tenant Occupants Who Choose to Rent**

To be eligible to receive the rental assistance benefits, the displaced tenant household has to rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date they move from the displacement dwelling.

Except in the case of Last Resort Housing situations (Section E, Page 15), payments to households will be calculated over a 42-month period and limited to a total maximum payment of \$7,200 as stated under URA guidelines. (More information regarding rental

assistance and Last Resort Housing will be provided in detail in the informational brochure (**Exhibit B**) that will be provided to each household at the initiation of relocation activities.) **Table 3** below portrays **an example** of a benefits determination under the URA and State relocation programs (including State income deductions):

<b>TABLE 3: Example Computation of Rental Assistance Payments</b>		
1. Old Rent	\$650	Old Rent and Utilities
<b>or</b>		
2. Ability to Pay	\$700	30% of the Adjusted, Monthly, Gross Household Income*
3. Lesser of lines 1 <b>or</b> 2	<b>\$650</b>	Base Monthly Rental
<b>Subtracted From:</b>		
4. Actual New Rent	\$750	Actual New Rent and Utilities
<b>or</b>		
5. Comparable Rent	\$775	Determined by District (includes utilities)
6. Lesser of lines 4 <b>or</b> 5	<b>\$750</b>	
<b>7. Yields Monthly Need:</b>	<b>\$100</b>	Subtract line 3 from line 6
<b>Rental Assistance</b>	<b>\$4,200</b>	<b>Multiply line 7 by 42 months</b>

\*Gross adjusted income means the total amount of annual income of a household less the following: (1) a deduction for each dependent in excess of three; (2) a deduction of 10% of total income for the elderly or disabled head of household; (3) a deduction for recurring extraordinary medical expenses defined for this purpose to mean medical expenses in excess of 3% of total income, where not compensated for, or covered by insurance or other sources; (4) a deduction of reasonable amounts paid for the care of children or sick or incapacitate family members when determined to be necessary to employment of head of household or spouse, except that the amount shall not exceed the amount of income received by the person who would not otherwise be able to seek employment in the absence of such care.

Rental Assistance payment amounts are equal to 42 times the difference between the base monthly rent and the lesser of:

- (i) The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
- (ii) The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person.

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

- (i) The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by the City; or

- (ii) Thirty percent (30%) of the displaced person's average, monthly gross household income **if the amount is classified as "low income" by the U. S. Department of Housing and Urban Development's (HUD) Annual Survey of Income Limits for the Public Housing and Section 8 Programs under the URA.** (HUD's Survey is shown as **Exhibit A.**) If a displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or
- (iii) The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities

### **3. Downpayment Assistance to Tenants Who Choose to Purchase**

The displaced household may opt to apply the entire benefit amount for which they are eligible toward the purchase of a replacement unit (Guidelines 49 CFR 24.402(b) and HUD 1378).

Residential tenants, who are otherwise eligible to receive the Rental Assistance Payment described above, may choose to receive a lump sum payment equal to forty-two months of rental subsidy (including Last Resort Housing benefits) to purchase a new home.

A displaced household, who chooses to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a home, will have the funds deposited in an open escrow account, provided that the entire amount is used for the downpayment and eligible, incidental costs associated with the purchase of a decent, safe, and sanitary replacement home. A provision shall be made in the escrow arrangements for the prompt return of the City funds, in the event escrow should fail to close within a reasonable period of time.

Final determination about the type of relocation benefits and assistance for which the household is eligible will be determined upon verification of the household's occupants, length of occupancy and income.

### **4. Furniture Allowance**

The units presently occupied by the households include furnishings. Due to the lack of enough available furnished replacement units in proximity to the Project site, the City will offer households a furniture allowance payment to provide comparable furniture in their replacement housing unit, if comparable furnished units are not provided to them.

### **C. PROGRAM ASSURANCES AND STANDARDS**

Adequate funds are available to relocate all displaced households. Relocation assistance services will be provided to ensure that displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any other arbitrary or unlawful discrimination.

### **D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS**

Claims and supporting documentation for relocation benefits must be filed with the City no later than 18 months after the date of displacement or receipt of a Notice of Eligibility, whichever is later.

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;
2. Relocation and City staff will review all necessary documentation including, but not limited to, scopes-of-service, invoices, lease documents and escrow material before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by relocation staff and presented to the claimant for review. Signed claims and supporting documentation will be returned to relocation staff and submitted to the City;
4. The City will review and approve claims for payment, or request additional information;
5. OPC will issue benefit checks via a Trust Account to claimants in the most secure, expeditious manner possible;
6. Final payments to residential displacees will be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment and all claims materials will be maintained in the relocation case file.



## **E. LAST RESORT HOUSING**

Based on housing cost and income data derived from the occupants and costs of replacement housing resources, it is anticipated that “comparable replacement housing” may not be available as required for the households. Specifically, for renters, when the computed replacement housing assistance eligibility exceeds \$7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person’s average monthly income, Last Resort Housing must be provided.

Therefore, if the Project is to go forward, the City will authorize funds to provide housing of last resort. In this situation, funds will be used to make payments in excess of the monetary limit specified in the statute (\$7,200); hence, satisfying the requirement that “comparable replacement housing” is available.

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds \$7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceed 30% of the person’s average monthly income (financial means) or when a tenant fails to meet the 90-day occupancy requirement and comparable replacement rental housing is not available within the displaced person’s financial means. Calculations of Last Resort rental assistance benefits for tenants who fail to meet the 90-day occupancy requirement will be based solely on household income. Non-90-day qualifiers must meet basic eligibility requirements applied to all other displacees.

Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

## **F. IMMIGRATION STATUS**

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the URA to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the City to negatively affect the alien’s spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, relocation staff will be required to seek immigration status information from each displacee 18 years and older by having them self-certify as to their legal status.

There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State program regardless of immigration status.

## **G. RELOCATION TAX CONSEQUENCES**

In general, relocation payments are not considered income for the purpose of Division 2 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 the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by the City or OPC. Displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

## V. ADMINISTRATIVE PROVISIONS

### A. NOTICES

Each notice, which the City is required to provide to a Project site occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested or email with confirmation and documented in the case file. Each notice will be written in plain, understandable language. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are four principal notices:

- 1) General Information Notice,
- 2) Information Statement
- 3) Notice of Relocation Eligibility
- 4) Vacate Notice

The General Information Notice (GIN) is intended to provide potential relocatees with a general written description of the City's relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (**Exhibit C**) A GIN was issued to the Project tenants in January 2021.

The Informational Statement is intended to provide potential relocatees with a general written description of the City's relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (**Exhibit B**).

A Notice of Relocation Eligibility (NOE) will be distributed to each displaced household (**Exhibit D**). The NOE to the residential displacee contains a determination of eligibility for relocation assistance under specific relocation programs and a computation of maximum entitlements based on information provided by the affected household and the analysis of comparable replacement properties identified by relocation staff.

No lawful occupant will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary (**Exhibit E**). The 90-day vacate notice will either state a specific date as the earliest date by which the occupant may be required to move or state that the occupant will receive a further notice indicating, at least 60 days in advance, the specific date of the required move. The 90-day notice will not be issued to any residential displacee before a comparable replacement dwelling has been made available.

In addition to the four principal notices, relocation staff will issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

- 1) are eligible for monetary benefits,
- 2) have moved from the acquired property, and
- 3) have not filed a claim for benefits.

A Reminder Notice will be issued to all non-responsive relocatees no later than within the last six months prior to the filing expiration date.

## **B. PRIVACY OF RECORDS**

All information obtained from displacees is considered confidential and will not be shared without the consent of the displacee or the City. City and relocation staff will comply with federal regulations concerning the safeguarding of relocation files and their contents.

## **C. GRIEVANCE PROCEDURES**

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, the failure to provide comparable housing, or the City's property management practices may file a Relocation Assistance Appeal Form or any other written form of appeal with the City and have the right of administrative review. The City's appeal policies will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines.

Requests for administrative review and informal hearings will be directed to the City's Director of Community and Economic Development and the Housing Manager. All requests for review will receive written responses from the City within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan.

More detail concerning the appeals process will be provided upon request. Appellants will retain their appeal rights for up to 18 months following the date of displacement from the Project premises or receipt of final payment for relocation benefits, whichever is later.

## **D. EVICTION POLICY**

1. Eviction may cause the forfeiture of a displacee's right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.
2. Eviction may be undertaken for one, or more of the following reasons:
  - (a) Failure to pay rent, except in those cases where the failure to pay is due to the City's failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation, or a substantial interruption of services; Tenants are responsible for all rent owed regardless of whether the City pursues an eviction for non-payment of rent;
  - (b) Performance of a dangerous, and/or illegal act in the unit;
  - (c) A material breach of the rental agreement, and failure upon notification to correct said breach within 30 days of Notice;
  - (d) Maintenance of a nuisance, and failure to abate such nuisance upon notification within a reasonable time following Notice;

- (e) Refusal to accept one of a reasonable number of offers of replacement dwellings; and/or,
- (f) A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the City.

Eviction actions for non-payment of rent will only be filed if local, state, and federal moratoriums on eviction due to the COVID-19 pandemic have been lifted.

#### **E. RESIDENT/CITIZEN PARTICIPATION**

As the process for considering the Project moves forward, the City will observe the following protocol:

1. Provide affected tenants with full and timely access to documents relevant to the relocation program;
2. Encourage meaningful participation in reviewing the relocation plan and monitoring the relocation assistance program;
3. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials (both Project households will be provided with a copy of the Relocation Plan for review and comment);
4. Issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval (all Project households will be provided an Advisory Notice regarding the comment period with a copy of the Relocation Plan); and
5. Include written or oral comments concerning the Plan as an attachment (**Exhibit F**) when it is forwarded to the Housing and Community Development Department of the State of California (HCD) for approval. In addition, this plan will be submitted to the City of El Monte City Council as the local governing body.

#### **F. PROJECTED DATE OF DISPLACEMENT**

The City anticipates that the earliest date specific Vacate Notices will be issued to the Project occupants is **late March 2021**.

#### **G. ESTIMATED RELOCATION COSTS**

The total maximum budget estimated for relocation-related payments for this Project is **\$315,632**. This figure includes estimated rental assistance payments, fixed moving payments and furniture allowance payments for 10 households. There is an additional 20 percent contingency included in the overall estimate to mitigate for the limited tenant income data known at the time of this Plan. This total figure assumes all households will ultimately be permanently relocated.

The estimated relocation budget does not include any payments related to property acquisition. In addition, the budget does not consider the cost of any services necessary to implement the Plan and complete the relocation element of the Project.

If the Project is implemented, and circumstances arise that should change either the number of residential occupants and/or the amount of relocation benefits' entitlements estimated, the City

will authorize any additional funds that may need to be appropriated. The City pledges to appropriate, on a timely basis, the funds necessary to ensure the successful completion of the Project, including funds necessary for LRH as indicated in Section IV, E, of this Plan to meet its obligation under the relocation regulations.

# EXHIBIT A

## HUD INCOME LIMITS – LOS ANGELES COUNTY

The following figures are approved by the U. S. Department of Housing and Urban Development (HUD) for use in the **County of Los Angeles** to define and determine housing eligibility by income level.

Area Median - \$77,300

Persons/Household	1	2	3	4	5	6	7	8
Very Low	39,450	45,050	50,700	56,300	60,850	65,350	69,850	74,350
Extremely Low	23,700	27,050	30,450	33,800	36,550	39,250	41,950	44,650
Low	63,100	72,100	81,100	90,100	97,350	104,550	111,750	118,950

Figures are per the Department of Housing and Urban Development (California), **updated in April 2020.**

**EXHIBIT B**

**INFORMATIONAL STATEMENT**



# Relocation Assistance Informational Statement for Families and Individuals

(Federal)

Displacing Agency:  
**City of El Monte**

Project Name:  
**Project Homekey – M Motel**

Displacing Agency Representative:



**Overland, Pacific & Cutler, LLC**  
**3750 Schauffele Avenue, Suite 150**  
**Long Beach, CA 90808**  
**Phone: (800) 400-7356**

## 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. Qualification for And Filing of Relocation Claims
6. Last Resort Housing Assistance
7. Rental Agreement
8. Evictions
9. Appeal Procedures – Grievance
10. Tax Status of Relocation Benefits
11. Legal Presence Requirement
12. Non-Discrimination and Fair Housing
13. Additional Information and Assistance Available

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

# Informational Statement for Families and Individuals

(Federal)

## **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 federal 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 federal 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 **Overland, Pacific & Cutler, LLC (OPC)** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is 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 representative with OPC, so you will not jeopardize any benefits. This is a general informational brochure only, and is not intended to give a detailed description of either the law or regulations pertaining to the Displacing Agency's relocation assistance program.

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

## **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 \$475.00 for one furnished room to \$2,505.00 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.

<b>Fixed Moving Schedule CALIFORNIA (Effective 2015)</b>	
<b>Occupant Owns Furniture:</b>	
1 room	\$725
2 rooms	\$930
3 rooms	\$1,165
4 rooms	\$1,375
5 rooms	\$1,665
6 rooms	\$1,925
7 rooms	\$2,215
8 rooms	\$2,505
Each additional room	\$265
<b>Occupant does NOT Own Furniture:</b>	
1 room	\$475
Each additional room	\$90

A fixed payment also includes utility hook-ups and other related moving fees.

**B. Actual Moving Expense (Commercial 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 up to \$7,200.00 to assist 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 immediately prior to the initiation of negotiations.

**A. Rental Assistance.** If you **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 or thirty percent (30%) of your monthly household income if your total gross income is classified as "low income" by the U. S. Department of Housing and Urban Development's (HUD) Annual Survey of Income Limits for Public Housing and Section 8 Programs. 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.

## **5. 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.

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.

## **6. 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.

## **7. RENTAL AGREEMENT**

As a result of the Displacing Agency's action to purchase the property where you live, you have now become a tenant of the Displacing Agency. Therefore, you will be asked to sign a rental agreement which will specify compliance with ground rules, the daily rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

## **8. EVICTIONS**

Eviction for cause must conform to applicable State and local law. Any person who occupies the real property and is not in unlawful occupancy on the date of initiation of negotiations, is presumed to be entitled to relocation benefits, unless the Displacing Agency determines that:

- The person received an eviction notice prior to the initiation of negotiations and, as a result, was later evicted; or
- The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the rental agreement; and
- The eviction was not undertaken for the purpose of evading relocation assistance regulations.

Except for the causes of eviction set forth above, no person lawfully occupying property purchased by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Displacing Agency.

## **9. 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.

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

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

*(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)*

## **11. LAWFUL PRESENCE REQUIREMENT**

In order to be eligible to receive relocation benefits in federally-funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. Any member of the household who is not lawfully present in the United States or declines to provide this information may be denied relocation benefits, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's

spouse, parent, or child, any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the Displacing Agency to negatively affect the alien's spouse, parent or child. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

## **12. NON-DISCRIMINATION AND FAIR HOUSING**

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination 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.

## **13. 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 OPC.

# **EXHIBIT C**

## **GENERAL INFORMATION NOTICE**

## General Information Notice

January 14, 2021

All Occupants  
<<ADDRESS>>  
<<ADDRESS>>

Dear Occupant(s):

The **City of El Monte** ("City") is interested in redeveloping the property you currently occupy at **10024 Valley Boulevard, El Monte, CA 91731** and will convert the motel to affordable housing (Project). This notice is to inform you of your rights under Federal and or State law, if you are required to move as a result of the Project. If the City moves forward with the Project and you are displaced, you may be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and/or California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code).

**However, you do not have to move now.**

**This is not a notice to vacate the premises or a notice of relocation eligibility.**

The City will be retaining a professional firm to represent the City and assist in the relocation process.

If you rent your unit, you should continue to pay your monthly rent 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 City moves forward with the project 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 City's Relocation Assistance Program may have the appeal application reviewed by the City in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the City.

Note that pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance under the URA, unless such ineligibility would result in



exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

**However, otherwise eligible tenants will receive assistance via non-federal funds regardless of legal presence status.**

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the City decides not to move forward with the Project, you will be notified in writing.

\_\_\_\_\_  
*Received by*

Delivered on/by: \_\_\_\_\_/\_\_\_\_\_

X \_\_\_\_\_  
*Recipient's Signature*

Posted on/by: \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
*Date*

Mailed/receipt received on: \_\_\_\_\_/\_\_\_\_\_

**EXHIBIT D**

**NOTICE OF ELIGIBILITY**



# Notice of Eligibility and Conditional Entitlement

Tenant-Occupant

<<DATE>>

<<ALL ELIGIBLE OCCUPANTS>>

10024 Valley Boulevard  
El Monte, CA 91731

Your OPC Relocation Agent	
Name:	
Phone:	
Your Case ID:	<<CASE ID>>

Dear Occupants:

The **City of El Monte** (City) is proceeding with the project known as the **Homekey – M Motel Project** (Project). To carry out this project, it will be necessary for you to relocate from your room at 10024 Valley Boulevard, El Monte, CA 91731.

**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.** You are eligible for relocation assistance and benefits under the City’s Relocation Assistance Program.

When you do move, and depending on your eligibility for specific programs, you may choose assistance under **either** the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), **or** the California Code of State Regulations Title 25, Division 1, Chapter 6 (Title 25).

Due to the federal funding of this project, under the URA, persons not lawfully present in the United States are not eligible for relocation payments or advisory assistance, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the Developer to negatively affect the alien’s spouse, parent or child. Under Title 25, this requirement does not apply.

Therefore, the entitlements stated below under the URA will reflect the number of legally present persons that have been identified in the Certification of Lawful Presence in the U.S. form provided by you, and/or persons for whom a hardship exemption has been approved. Under the URA, there are <<#>> household members out of the total of <<#>> who are entitled to assistance and benefits. This eligible household members are <<NAME>>.

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 Overland, Pacific & Cutler, LLC (OPC), a professional firm hired by the Developer 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:

**Under the URA**

- A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for <<#>> rooms is \$\_\_\_\_\_ (#/#)  
**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).

**Under Title 25**

- A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for <<#>> rooms is \$\_\_\_\_\_;  
**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 are eligible for a replacement housing payment to rent or purchase a replacement home. The payment will be based on several factors, including the cost of a "comparable replacement dwelling" and your average household income or Total Tenant Payment.

You are entitled to choose a replacement housing payment under the URA or Title 25. These two options are explained below.

**A. Replacement Housing Assistance Under the URA**

If you choose assistance under the URA and 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 City) and the base monthly rent, multiplied by 42 months (see table below).

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of \$\_\_\_\_\_ (rent of \$\_\_\_\_\_ and utilities of \$\_\_\_\_\_) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

- (1) \$\_\_\_\_\_, which represents the average monthly rent (\$1,800) and average monthly utilities (\$0) 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) \$\_\_\_\_\_, which represents thirty (30) percent of your gross monthly household income if your household income is classified as "low income" by the U. S. Department of Housing and Urban Development's Annual Survey of Income Limits for the Public Housing and Section 8 Programs. (If "N/A", income was not used in the calculation because you have been determined to not be "low income" and/or are a dependent, or the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is \$\_\_\_\_\_, and your maximum rental assistance payment is calculated as follows:

Maximum URA Rental Assistance Payment Calculation		
1	Comparable Dwelling Cost	
2	Base Monthly Rent	
3	Monthly Difference (Line 1 minus Line 2)	
4	<b>Maximum payment (difference times 42 months)</b>	

**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 available comparable replacement dwellings that you may want to consider renting that reflect replacement housing needs under the URA. If you need any assistance or transportation to inspect these referrals, please contact the relocation agent identified below.

**B. Replacement Housing Assistance Under Title 25**

If you choose assistance under the State Regulations and 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 City) and the base monthly rent, multiplied by 42 months.

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<**ADDRESS**>> with a monthly rent and estimated utilities of \$\_\_\_\_\_ (rent of \$\_\_\_\_\_ and utilities of \$\_\_\_\_\_) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

- (1) \$\_\_\_\_\_, which represents the average monthly rent (\$1,800) and average monthly utilities (\$0) 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) \$\_\_\_\_\_, which represents thirty (30) percent of your adjusted gross monthly household income. (If "N/A", income was not used in the calculation because you have been determined to not be "low income" and/or are a dependent, or the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is **\$1,800** and your maximum rental assistance payment is calculated on the following page:

<b>Maximum Title 25 Rental Assistance Payment Calculation</b>		
1	Comparable Dwelling Cost	
2	Base Monthly Rent	
3	Monthly Difference (Line 1 minus Line 2)	
4	<b>Maximum payment (difference times 42 months)</b>	

**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.

**C. If you BUY replacement housing (Downpayment Assistance)**

You may use the amount of your rental assistance payment under either the URA or Title 25 for down payment assistance. Should you choose to buy (rather than rent) a decent, safe and sanitary replacement home under the URA or Title 25, you may use the full amount of your rental assistance payment (\$\_\_\_\_\_ **URA**) or (\$\_\_\_\_\_ **Title 25**), as calculated above for a down payment and incidental expenses (typically known as "closing costs") associated with the purchase of a replacement dwelling. Under the URA or Title 25, you are not limited in the type of home you choose.

If you have received any amount as rental supplements, then those amounts will be deducted from all eligible down payment calculations. Let us know if you would 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 City. You may choose your own replacement, but to qualify for relocation assistance payments it must first be inspected by the City to assure that it meets the "decent, safe and sanitary" standards. For this reason, **DO NOT MOVE from your dwelling 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.

You must continue to pay your rent to the City for the period of your tenancy, as well as meet all other conditions stated in your lease or rental agreement.

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 City's Relocation Assistance Program may have the appeal application reviewed by the City in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the City.

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

**<<NAME>>, Relocation Agent  
Overland, Pacific & Cutler, LLC  
3750 Schauffele Ave, Suite 150  
Long Beach, CA 90808  
Phone (562) 304-2000**

Sincerely,

Maggie Harry  
Project Manager  
Overland, Pacific & Cutler, LLC

Attachment (referrals)

<b>ACKNOWLEDGMENT BY OCCUPANTS</b>		
I was personally contacted by the Relocation Agent for the City. 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.		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
I (We) elect to receive relocation benefits under the Uniform Relocation Act (URA). I understand my URA benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of \$ _____ <b>RAP</b> and \$ _____ <b>FMP.</b>		
I (We) elect to receive relocation benefits under the State Regulations. I understand my State benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of \$ _____ <b>RAP</b> and \$ _____ <b>FMP.</b>		

**EXHIBIT E**

**NOTICE TO VACATE**





# Residential 90-Day Informational Notice

<<DATE>>

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants  
10024 Valley Boulevard  
El Monte, CA 91731

Your OPC Relocation Agent	
Name:	
Phone:	
Case ID:	

Dear <<NAMES>>:

The **City of El Monte** (City) has acquired the property you occupy at **10024 Valley Boulevard, El Monte, CA 91731** (Premises) known as the M Motel. The motel will eventually be converted to permanent supportive housing under the Homekey program. Due to the planned motel conversion, you will be required to permanently relocate.

It will **not** be necessary for you to vacate immediately. It may be more than 30 days before a 60-Day Notice to Vacate is issued to you, but that notice will contain a specific date by which you must vacate the Premises. This letter is being given so you will have ample time to find a new replacement dwelling. You will also be provided with relocation assistance.

Please be reminded that the firm of **Overland, Pacific & Cutler, LLC**, hired by the City, 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 above.

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,

**Maggie Harry**  
**Project Manager**  
**Overland, Pacific & Cutler, LLC**

\_\_\_\_\_  
*Received by*

Delivered on/by: \_\_\_\_\_/\_\_\_\_\_

X \_\_\_\_\_  
*Recipient's Signature*

Posted on/by: \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
*Date*

Mailed/receipt received on: \_\_\_\_\_/\_\_\_\_\_



# Residential 60-Day Notice to Vacate

<<DATE>

<<NAMES>> and all other occupants  
10024 Valley Boulevard  
El Monte, CA 91731

Your OPC Relocation Agent	
Name:	
Phone:	
Case ID:	

Dear <<NAMES>>:

The **City of El Monte** (City) acquired the property which you occupy at **10024 Valley Boulevard, El Monte, CA 91731** (Premises). The City has now determined that it will be necessary for you to vacate the Premises.

**Previously you received a 90-Day Informational Notice advising that the City had elected to terminate your tenancy of the Premises. In accordance with that notice, the City is again notifying you that they have elected to terminate your tenancy and that you are hereby required to quit and deliver up possession of the Premises on or before <<DAY>>, <<DATE>>. If you fail to do so, the City will initiate legal proceedings against you to recover possession of the Premises, along with any rents and damages.**

Please be reminded that the firm of **Overland, Pacific & Cutler, LLC**, hired by the City, 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 your unit, 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,

**Maggie Harry**  
**Project Manager**  
**Overland, Pacific & Cutler, LLC**

\_\_\_\_\_

X \_\_\_\_\_  
*Recipient's Signature*

\_\_\_\_\_

*Date*

Delivered on/by: \_\_\_\_\_/\_\_\_\_\_

Posted on/by: \_\_\_\_\_/\_\_\_\_\_

Mailed/receipt received on: \_\_\_\_\_/\_\_\_\_\_

# **EXHIBIT F**

## **PUBLIC COMMENTS & RESPONSES**