



Public Notice
The City of Sacramento
Draft Relocation Impact Study for Public Comment
Notice of Public Review Period

As a result of the City of Sacramento's (City) Bannon Street Acquisition Project (Project), a Relocation Impact Study and Last Resort Housing Plan (Plan) has been drafted. This Plan aims to identify occupied properties affected by the Project.

The Draft Relocation Plan has been prepared and is currently available for public review and comment in accordance with its obligations under State law, including California Government Code Section 7260 et seq., and California Code of Regulations Title 25, Chapter 6.

California law requires that Sacramento City Council adopt a Relocation Plan which documents how it plans to assist persons impacted by the Project. The public will have an opportunity to submit comments regarding the Draft Relocation Plan between November 20, 2024, and December 19, 2024. Comments and responses will be incorporated into a final Relocation Plan that will be submitted to City Council for review and consideration during its January 2025 City Council meeting.

The Draft Relocation Plan is available online at: <https://www.cityofsacramento.gov/public-works/facilities-real-property-management/real-estate>

For questions or to request an electronic copy, please contact Relocation Advisor, Lorena Serrano at 925-691-2806 or Lserrano@arws.com.

We encourage you to review the Draft Relocation Plan and submit comments by **December 19, 2024**. Public comments to the Draft Relocation Plan can be made as follows:

By mail to:

ARWS c/o Lorena Serrano
1255 Treat Blvd., Suite 815
Walnut Creek, CA 94597

By phone: 925-691-2806

By email: Lserrano@arws.com

Comments received by December 19, 2024, will be incorporated into a final Plan, which will be presented to Sacramento City Council for consideration and potential adoption in January 2025.

DRAFT Relocation Impact Study and Last Resort Housing Plan

for the

City of Sacramento's Bannon Street Relocation

Prepared For

City of Sacramento



November 2024

Submitted By



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1.0 EXECUTIVE SUMMARY

1.1 PURPOSE

This Relocation Impact Study and Last Resort Housing Plan (the Plan) aims to identify occupied properties affected by the City of Sacramento's (City) Bannon Street Acquisition Project (Project). Its purpose is to assess potential relocation impact and to ensure that adequate replacement housing is available for those who may need to relocate due to the Project. The Plan was prepared to fulfill the City's obligations under the California Relocation Assistance Law and related regulations¹.

1.2 TYPE AND DESCRIPTION OF PROJECT

The City proposes to acquire one property under a negotiated voluntary agreement with a willing seller. If it successfully purchases the property, the City will offer relocation assistance to the one residential tenant household living in a single-family residence (SFR). The City may use the acquired properties to allow for the expansion of the Sacramento River Water Treatment Plant and widening of Bannon Street in the future. The property is immediately adjacent to the City's Sacramento River Water Treatment Plant.

The City currently owns and operates the Sacramento River Water Treatment Plant. A property adjacent and to the north of the plant was listed for sale on the open market. The City considered this as an opportunity to purchase the property even though it did not have a current project, and it did not intend to purchase the property under the threat of eminent domain. If the City is able to negotiate for the property, it may use it in the future to allow for the potential widening of Bannon Street and expansion of the City's Water Treatment Plant. The City entered into negotiations with the property owner without the threat of its use of eminent domain consistent with CA Government Code Section 7277(a) and is moving forward with the acquisition on a voluntary basis, demonstrating its commitment to enhancing local infrastructure and ensuring the continued efficiency of essential water treatment services.

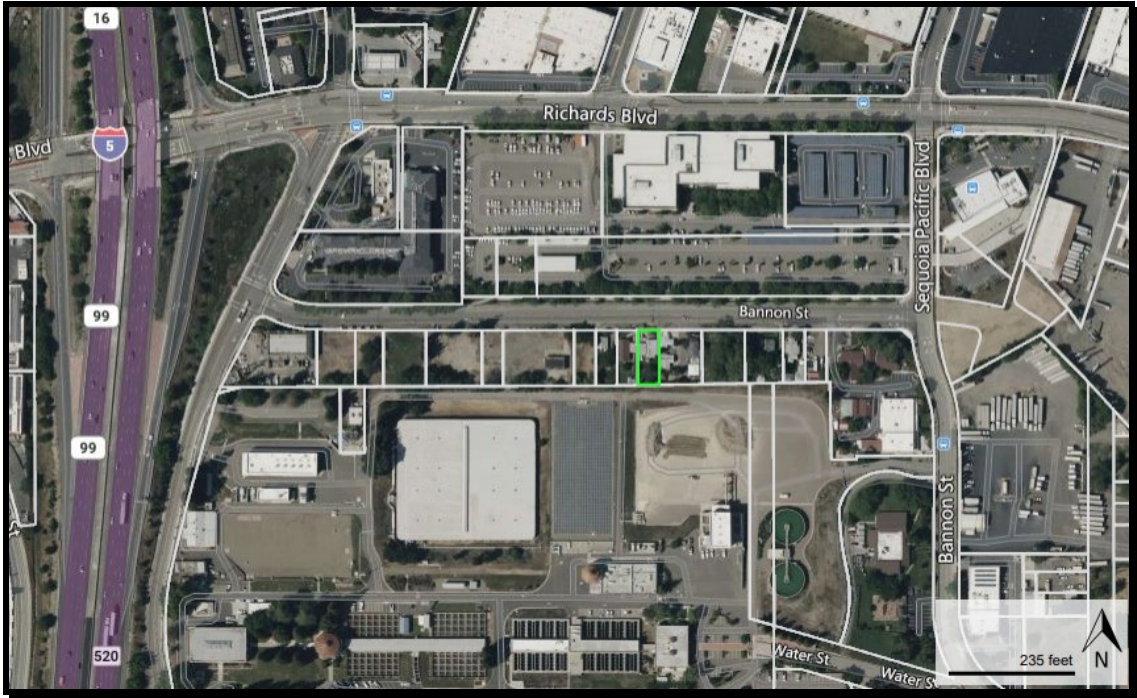
The parcel will be acquired voluntarily, thus making the property owners ineligible for relocation assistance, as stated under CA Government Code Section 7277(a): *The requirement to provide relocation assistance and benefits imposed by this chapter shall not apply to a purchase of property which is offered for sale by the owner... "Offered for sale" means either advertised for sale in a publication of general circulation published at least once a week or listed with a licensed real estate broker and published in a multiple listing, pursuant to Section 1087 of the Civil Code.*

There is one dwelling occupied by a tenant-household that would be impacted by the City's purchase of the property. There are no other impacts to residential occupants or non-residential occupants. The Relocation Advisor was able to interview the household to gather information for this Plan. The home is occupied by tenants as shown in the table on the following page.

¹ California Government Code §7260, et seq. and Cal. Code Regs. tit. 25 §6000

Table 1.1 Potential Relocation Impact			
<i>Residential Impact</i>	<i>Number of Occupants</i>	<i>Permanent</i>	<i>Dwelling Characteristics</i>
One Household	Five Occupants	X	Two bedrooms, One bathroom, 706 square feet, Off-street covered parking
Analysis of Qualified Population	The household self-reported that they are not seniors, veterans, or homeless youth.		

Map 1.1 Map of Potential Relocation Impact



Relocation laws and regulations are designed to ensure that individuals displaced from their homes, businesses, or farms by public entity actions receive uniform, fair, and equitable treatment, preventing disproportionate hardship due to actions taken for the public good. Currently, the Project is funded with local resources. In response, the City has established a Relocation Assistance Program (Relocation Program) that aligns with state laws and regulations.

1.3 PROJECT ASSURANCES

The City is committed to providing relocation assistance to all eligible residential occupants who move permanently as a result of this Project. This includes residential tenants who move because of the voluntary sale of the property. Eligible residential occupants are defined in part by their length of occupancy and the terms under which they reside in the home.

One dwelling has been identified as being impacted by this Project. For the purposes of this Relocation Plan, it is assumed that the household will be eligible for relocation assistance under the City’s Relocation Program. The property is currently occupied by tenants, and the household will be required to move permanently.

The City offers the following assurances:

- a) Fair and reasonable relocation payments will be provided to eligible persons as required by California Relocation Assistance Law and regulations².
- b) The City has adopted a Relocation Assistance Program in compliance with California Relocation Assistance Law and regulations.
- c) All eligible persons will be adequately informed of the assistance, benefits, policies, practices, and procedures, including grievance procedures, provided for in the California Relocation Assistance Law and regulations.
- d) No households will be required to move temporarily.
- e) Comparable replacement housing will be available within a reasonable period of time prior to displacement (at least 90 days prior), sufficient in number, size and cost for the eligible persons who require them.
- f) Adequate provisions have been made to provide orderly, timely, and efficient relocation of eligible persons to comparable replacement housing available without regard to race, color, religion, sex, marital status, or national origin with minimum hardship to those affected.
- g) This Plan has been prepared to meet the project planning and community participation requirements of the California Relocation Assistance Law and regulations.
- h) All persons who will be displaced, neighborhood groups and any relocation committee shall be given an opportunity and shall be encouraged fully and meaningfully to participate in reviewing the relocation plan and monitoring the relocation assistance program.
- i) A Relocation Advisor will identify comparable replacement dwellings within each household's financial means that are available to them and will provide assistance in obtaining housing of their choice, including assistance in the referral of complaints of discrimination to the appropriate Federal, State, or local fair housing enforcement agency, if necessary.
- j) The City shall fully inform eligible persons as to the availability of the assistance that is available under the Relocation Assistance Program.
- k) The City is committed to facilitating deliberate action to relieve patterns of segregation to foster inclusive communities in compliance with Assembly Bill 686 which established new requirements for Government Code Section 65583. The City's commitment is described in the City of Sacramento Housing Element 2021-2029 as amended.
- l) The City shall not proceed with acquiring the property or relocating the household unless it first determines that it has the necessary resources to provide Relocation Advisory Services, Moving Payments, and Replacement Housing Payments.

1.4 PROJECT SCHEDULING

The City initiated negotiations with the property owner in March of 2024 with the goal of reaching a voluntary purchase of the property by March 2025. If the City is unable to reach a voluntary negotiated purchase with the property owner, the City will rescind its offer and will not pursue the acquisition of the property or the relocation of the household.

If the City is able to purchase the property on a voluntary basis and the City approves a Final Relocation Plan, City staff will develop a project development schedule, and the household will become eligible to receive relocation assistance. The City will ensure that the one tenant household receives Relocation Advisory

² California Government Code §7260, et seq. and Cal. Code Regs. tit. 25 §6000

Services and payments to successfully relocate into decent, safe, and sanitary comparable replacement housing sometime in 2025. The household will be given at least 90 days' advance notice of the date they are required to move. The City will provide Relocation Advisory Services and referrals to available comparable replacement housing before issuing a notice to vacate.

1.5 RELOCATION SITE OFFICE

If the City acquires the property, only one household will be required to relocate. A relocation site office to support a single residential relocation is not advised. Instead, a Relocation Advisor will be available to meet in the home or at an agreed upon public space that is convenient and accessible to the household. Relocation Advisors will also be available by phone, text, electronic mail, and virtual meetings based on the household's preference.

2.0 RELOCATION PLANNING

2.1 STATUTORY REQUIREMENTS

California Relocation Law and regulations require public agencies to plan for the potential impact to persons and personal property caused by the construction of publicly funded projects. California law requires public agencies to prepare a formal Relocation Plan and make it available for a 30-day review and comment period prior to submitting it to the agency's decision-making body for review, consideration, and adoption.

The purpose of the Relocation Plan is to:

- a) Describe the proposed voluntary acquisition project, its schedule and financing plan;
- b) Identify the anticipated impact that the project would have on the occupants of property that may be acquired;
- c) Identify the availability of potential replacement sites for impacted occupants; and
- d) Explain the City's Relocation Assistance Program.

The Draft Relocation Plan will be made available for review by the public and the California Department of Housing and Community Development (HCD). The public and HCD will be given an opportunity to submit comments regarding the Draft Relocation Plan. Comments and responses will be incorporated into the final Relocation Plan that will be submitted to City Council for review, consideration, and adoption during its Council meeting.

The Draft Relocation Impact Study and Last Resort Housing Plan (Plan) will be mailed to the property owner and occupant and a copy will be available online at: <https://www.cityofsacramento.gov/public-works/facilities-real-property-management/real-estate>. A hard copy can be requested by calling Lorena Serrano at 925-691-2806 or by email at LSerrano@arws.com.

A copy of the Final Relocation Plan will be forwarded to the California Department of Housing and Community Development.

2.2 PREPARATION OF PLAN

The City contracted with Associated Right of Way Services, Inc. (AR/WS) to help plan how to assist property occupants who may be affected by the voluntary acquisition of the property. The City

identified one tenant occupied dwelling that may be impacted by the Project. The City sent a letter to the tenant occupied household to introduce the Project and invited the occupants to meet with a Relocation Advisor from AR/WS. Ms. Lorena Serrano from AR/WS is available to provide Relocation Assistance to this household. She can be reached at 925-691-2806 and has already met with the household. Information gathered from those meetings was incorporated into the findings of the Draft Relocation Plan. However, no specific occupant identification is included in this Plan in order to maintain the privacy of occupants.

AR/WS analyzed the characteristics of the occupants to determine replacement site needs, relocation planning needs, and the estimated cost of providing Relocation Assistance under the City's Relocation Assistance Program. Information was gathered from occupants on a voluntary basis. Additional information was gathered from interviews with the City staff, property owners, and general public records.

2.3 BASIS OF FINDINGS

The City's real estate team has been working with the property owner and their broker to purchase the property voluntarily. Throughout this negotiation process, the Relocation Consultant was able to interview the household as well as send a General Information Notice regarding the Project. Occupant interviews provide insight into household characteristics, replacement housing needs, and any special assistance that may be required to successfully relocate the occupants. A survey was conducted to determine the availability of comparable replacement housing in the community that could accommodate the needs of the affected occupants.

2.4 PROJECT FUNDING

This Project is locally funded. The City will use local funds to acquire the property, relocate the occupants, and develop the Project. Funds to provide relocation assistance will be available as needed.

2.5 PRELIMINARY RELOCATION COST ANALYSIS

A preliminary relocation cost analysis was developed from information gathered in property occupant interviews, research of the area real estate market, California relocation laws and regulations, and the experience of the City’s consultant.

The preliminary relocation cost estimate to provide benefits to the household could be up to \$100,000. This estimate includes a Replacement Housing Payment, reasonable and necessary moving costs, and the potential for storage costs and increased utilities. This preliminary analysis is based upon the City’s current understanding of the affected home. The cost to acquire real property and improvements pertaining to realty are not included in this analysis.

The City will not proceed with displacement activities until it has secured the funds to pay relocation assistance payments to eligible occupants. Funds will be sufficient to provide full relocation assistance in accordance with the City’s Relocation Assistance Program.

2.6 PROJECT DELAY

The City will update this Plan if there is a delay of more than one year in the implementation of the Relocation Plan.

3.0 RELOCATION IMPACT

3.1 AGGREGATE RELOCATION NEEDS OF ALL PERSONS TO BE DISPLACED

The City has identified one dwelling along Bannon Street that may be impacted by the Project. This dwelling has been occupied by the current tenants since January of 2021. The City has not identified any other type of potential relocation impact.

<i>Table 3.1 Potential Relocation Impact</i>			
<i>Residential Impact</i>	<i>Number of Occupants</i>	<i>Permanent</i>	<i>Dwelling Characteristics</i>
One Household	Five Occupants	X	Two bedrooms, One bathroom, 706 square feet, off-street covered parking

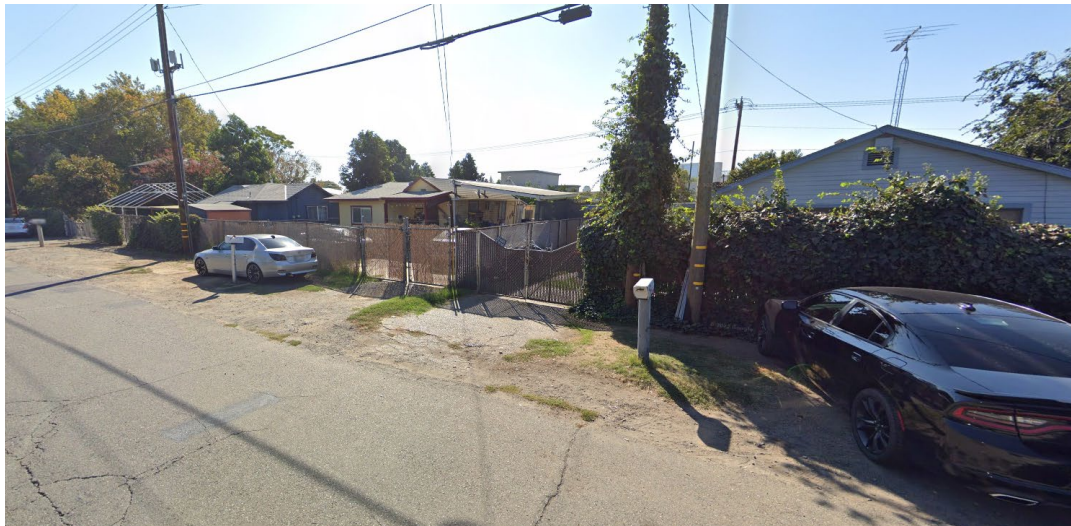
The City will need to provide Relocation Assistance to support the one tenant household to relocate into a two-bedroom comparable replacement dwelling in the community. The household does not require a comparable replacement dwelling that provides reasonable accommodation based on their age, physical, or other limitations.

In August of 2024, the City delivered a General Information Notice (see Appendix) to the residents of the tenant-occupied home. This document described the Project and provided information regarding the available assistance. Relocation Advisors have spoken with household members, have provided information about the available relocation assistance, and have gathered general information about the replacement housing needs of the occupants. A property lease agreement has also been provided to aid in the development of this Plan.

Those interviewed reported that

- a) Household members were able to communicate in English
- b) Did not require additional assistance as a result of auditory or visual impairment
- c) Did not have more than two people per bedroom plus one in the living room
- d) Tenant occupants were between the ages of 0 and 45 including one child
- e) Did not rely on public transportation
- f) Did not require replacement housing that would accommodate special needs
- g) Housing in the area would be sufficient for continued access to medical facilities, public transportation, employment, schools, places of worship

3.2 TYPICAL PHOTOGRAPH OF POTENTIALLY IMPACTED HOME



3.3 OVERCROWDED CONDITIONS

Based on occupant interviews it has been determined that the household is not currently living in overcrowded conditions. The City's Relocation Program provides assistance to ensure that all households who are required to permanently relocate are provided replacement housing that is sufficient in size to ensure that there are no more than two people in each bedroom and one person in the living room. Replacement housing will be comparable to what they currently live in now, which is a two-bedroom SFR.

3.4 ACCESSIBILITY NEEDS

When interviewed, no occupants reported that they have mobility or health issues that would require modifications to a home to ensure accessibility. However, if such needs are identified, The City's Relocation Assistance Program will provide the funds needed to help make necessary accommodations. The Relocation Advisor will work closely with all households to ensure that replacement homes meet the special needs of persons required to relocate.

The household did not report that they needed to relocate into a replacement dwelling with similar access to schools, employment, medical facilities, recreational facilities, parks, community centers, shopping, public transportation, or other family support services. The City's Relocation Assistance Program will support this household to relocate into their current community or into a community with equivalent or better access to public facilities and services.

3.5 LANGUAGE ASSISTANCE NEEDS

All occupants reported that they are able to communicate fluently in English. If additional language assistance becomes necessary, the City will make every attempt to communicate with those households and to provide the necessary advisory assistance to secure a replacement site.

3.6 CURRENT HOUSING COSTS AND AFFORDABILITY

The City’s Relocation Assistance Program provides assistance for increased housing costs so that temporary and permanent replacement housing is within each household’s financial means. The City’s Relocation Assistance Program for tenant occupants who relocate permanently includes assistance with replacement housing costs to secure comparable housing, increased rent differential costs to ensure that the replacement home is comparable to their home, and with moving expenses to cover costs to relocate into a replacement home.

Current tenant occupants have reported that they are currently paying \$1,900 per month in rent, not including utilities. The City’s Relocation Assistance Program provides residential tenants with replacement housing payments to assist with renting comparable housing within their financial means for a 42-month period. The amount of assistance is determined after the City has completed a study of the area housing market and has collected household documentation of utility costs and income. A household may be eligible to receive assistance under the City’s Last Resort Housing Program if their total Replacement Housing Payment exceeds \$5,250. A household’s income may be considered in the calculation of a Replacement Housing Payment if the household is considered to be a low-income Sacramento County household based on the chart below.

Table 3.2 Sacramento County FY 2024 Area Median Income (AMI) Chart

Income Level	Income Limits by Household Size							
	1	2	3	4	5	6	7	8
Low Income <80% of the Area Median Income	\$66,050	\$75,450	\$84,900	\$94,300	\$101,850	\$109,400	\$116,950	\$124,500
Very Low Income <50% of the Area Median Income	\$41,300	\$47,150	\$53,050	\$58,950	\$63,650	\$68,400	\$73,100	\$77,850
Extremely Low Income <30% of Area Median Income	\$24,750	\$28,300	\$31,850	\$35,350	\$38,200	\$41,960	\$47,340	\$52,720

Please Note: This chart reflects the most recent income limits as published by the U.S. Department of Housing and Urban Development (HUD) as of April 1, 2024.

3.7 TRANSPORTATION NEEDS

After discussions with residential occupants, it is understood that the occupants do not rely on public transportation. However, if public transportation is a necessity to a tenant, the Relocation Advisor will work closely with them to ensure their replacement home is suitable for their needs.

4.0 REPLACEMENT SITE RESOURCES

4.1 HOUSING OBLIGATIONS AND ASSURANCES

The City’s Relocation Assistance Program ensures that Relocation Advisors will work with residential

occupants to identify and help secure comparable replacement housing within each household's financial means. This section of the Relocation Impact Study and Last Resort Housing Plan (Plan) identifies potential replacement sites for residential occupants. The information on housing in the area is included as a general representation of available sites. The sites included herein may or may not be available when a household chooses to move.

Each residential occupant who moves permanently will have the option to relocate to an area of their choice and into whatever type of housing they choose. The City will be responsible to assist the household to relocate into comparable replacement housing, which, for the purposes of this Plan, is determined to be housing in Sacramento that is comparable in size and structure to the existing home and which accommodates the size of the household being displaced. All replacement housing must meet decent, safe and sanitary requirements which are described as properties that

- a) Are structurally sound, weather-tight and in good repair.
- b) Contain a safe electrical wiring system adequate for lighting and other devices.
- c) Contain a safe heating system capable of sustaining a healthful temperature.
- d) Are adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced household. The City has determined that no more than two persons should occupy a bedroom at the replacement site.
- e) Contain unobstructed egress to safe, open space at ground level. If the home is on the second story or above, with access directly from or through a common corridor, the common corridor must have a least two means of egress.
- f) Is free of any barriers that would preclude reasonable ingress, egress, or use of the home by an occupant who may be physically impaired.

The search for replacement sites was conducted within the City of Sacramento within close proximity to the occupants' current neighborhood. The household did not report that they needed to relocate into a replacement dwelling with similar access to schools, employment, medical facilities, recreational facilities, parks, community centers, shopping, public transportation, or other family support services. The City's Relocation Assistance Program will support this household to relocate into their current community or into a community with equivalent or better access to public facilities and services. Relocation within the community will ensure that the occupants will have similar access to public services, public facilities, transportation, and employment.

4.2 CONCURRENT RESIDENTIAL DISPLACEMENT

There are no significant concurrent displacements in the City of Sacramento that are expected to impact housing options for the household. If the household relocates to housing in Sacramento, the rental or purchase of replacement housing should not significantly impact the availability of housing for citizens searching for housing in the area.

4.3 OWNER OCCUPIED REPLACEMENT HOUSING

This Project will exclusively affect tenants and will not displace any property owners. As such, there will be no need for replacement housing for owners. Our focus is on providing support and resources for tenants during this transition.

4.4 TENANT OCCUPIED REPLACEMENT HOUSING

When assessing the current market for two-bedroom single family residences (SFR's) for lease, the Relocation Advisor found that there was a sufficient amount available for the tenant occupants to relocate to. It is believed that one household lives in a home they rent in the Project area. It is reasonable to assume that the household will be able to identify and secure comparable replacement

housing in the community with the City’s Relocation Assistance Program.

Table 4.1 Summary of Tenant Occupied Dwellings in Project

Current Housing Type in Project Area	Number of Dwellings Needed
Two-Bedroom Dwelling	1
Total Dwellings Needed	1

The following survey of available homes was conducted in September of 2024. The survey utilized internet web sites and property management websites. Not all available sites were included in this analysis. Therefore, it is assumed that throughout the relocation process, there will be an adequate supply of comparable housing to accommodate the household who will need to relocate. The tables below show samples of similar two-bedroom (SFRs, apartments, duplexes, townhomes, and condos) that are currently available for lease. The listings below are provided as a sample of rental housing available in the area. No determination has been made as to the direct comparability of these homes to those being impacted by the Project. A Housing Valuation Study will be prepared for the household as the Project proceeds that will consider comparability and condition of available homes to the home impacted by the Project. Dwellings that do not satisfy standards of comparable replacement housing shall not be counted as a relocation resource.

Table 4.2 Sample of Two-Bedroom Dwellings for Rent in Sacramento

Address	Rental Rate
321 Bercut Drive, Sacramento, CA 95811	\$2,049-\$2,071
775 North 6th Street, Sacramento, CA 95818	\$2,566-\$2,639
264 Harding Avenue #1, Sacramento, CA 95833	\$1,610
1220 E Street, Sacramento, CA 95814	\$1,995
2450 Seamist Drive, Sacramento, CA 95833	\$1,745-\$1,835
2025 W El Camino Avenue, Sacramento, CA 95833	\$1,842
1124 Pebblewood Drive, Sacramento, CA 95833	\$1,995
213 Bay Drive, Sacramento, CA 95815	\$1,995
1138 Azusa Street, Sacramento, CA 95833	\$1,775
4721 7th Avenue, Sacramento, CA 95820	\$2,600
1033 64th Street, Sacramento, CA 95819	\$1,975
1036 Neal Road, Sacramento, CA 95838	\$1,795
3774 Bigler Way, Sacramento, CA 95817	\$2,100
7400 Deltawind Drive, Sacramento, CA 95831	\$2,195
2580 West El Camino Avenue, Sacramento, CA 95833	\$2,095
2633 3rd Street, Sacramento, CA 95818	\$2,295

5.0 RELOCATION ASSISTANCE PROGRAM

This portion of the Plan summarizes The City’s Relocation Assistance Program. This summary of benefits has been provided for general information purposes only and should not be interpreted as law.

5.1 GOVERNING REGULATIONS

At this time, the Project is locally funded and will follow guidelines under California Relocation

Assistance Law and regulations. An explanation and application of these laws and regulations follows. This Plan uses various acronyms and jargon that may be unfamiliar to some readers. Therefore, the definitions of various terms and conditions have been presented in this section to provide the reader with a greater understanding of the Relocation Assistance Program available to the project occupants.

5.1.1 Comparable Replacement Home.

For the purposes of the Projects, a general definition of a comparable replacement home is a home that is of similar size and type to the acquired home. A more specific definition would include:

- a) Decent, safe, and sanitary as described below.
- b) Functionally equivalent to the displacement home. The term “functionally equivalent” means that it performs the same function, provides the same utility, and is capable of contributing to a comparable style of living.
- c) In an area not subject to unreasonable adverse environmental conditions from either natural or human sources.
- d) Currently available to the project occupants.
- e) Within the financial means of the displaced person, either by their own means or through assistance from the City.

5.1.2 Decent, Safe, and Sanitary (DS&S).

In order to meet decent, safe and sanitary requirements, a replacement site must meet the following criteria:

- a) Be structurally sound, weathertight and in good repair.
- b) Contain a safe electrical wiring system adequate for lighting and other devices.
- c) Contain a safe heating system capable of sustaining a healthful temperature.
- d) Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced person. The City has determined that this shall be interpreted to mean that no more than two persons shall occupy a bedroom and one in the living room at the replacement site.
- e) Contain unobstructed egress to safe, open space at ground level. If the home is on the second story or above, with access directly from or through a common corridor, the common corridor must have at least two means of egress.
- f) For a person who is mobility impaired, be free of any barriers that would preclude reasonable ingress, egress, or use of the home by such person.

5.1.3 Eligible Residential Tenant Occupant.

All persons who are legally occupying the rental home in accordance with a rental agreement with the Property Owner will be provided Relocation Assistance benefits in accordance with the City’s Relocation Assistance Program. Once information has been gathered, the City will determine if the household is fully eligible to receive benefits under its Relocation Assistance Program. This Plan uses terms such as “displaced persons” or “household” to describe benefits available to Eligible Residential Tenant Occupants.

5.2 RELOCATION ADVISORY ASSISTANCE

A Relocation Advisor will be assigned to work with each eligible Project occupant. The Relocation Advisor shall provide ongoing advisory assistance to the occupant by assisting the occupant in locating and securing a replacement home. In addition, the Relocation Advisor shall ensure that each eligible occupant receives the following:

- a) Each eligible occupant will receive written documentation informing them of their rights and the availability of relocation assistance and benefits within 60 days of the date following initiation of negotiations. This is a voluntary acquisition and, therefore, the household will receive a Notice of Eligibility and Relocation Handbook within 60 days of the date an agreement is reached for the City to acquire the property.
- b) Each eligible occupant shall be interviewed by their Relocation Advisor in order to ascertain replacement needs. The Relocation Advisor shall request documentation concerning length of occupancy, occupant income and public assistance.
- c) The Relocation Team will study the availability of replacement housing in the area and prepare a Housing Valuation Study. Consideration will be given to the condition of the homes and whether or not they compare favorably to the affected site. The eligible residential household will then receive a Letter of Entitlement that will explain the specific relocation benefits to which they are entitled.
- d) Implementation of this Plan shall be scheduled so that no person lawfully occupying a site that would be acquired by the City shall be required to move from their home without a written 90-day notice from the City of the date by which such a move is required. The 90-Day Notice to Vacate will also include a list of referrals to available replacement sites in the area.
- e) Each eligible occupant shall receive current and continuing information on the availability of comparable replacement sites in the area.
- f) Each eligible occupant shall be assigned a Relocation Advisor who shall act as a liaison with prospective landlords, realtors, and the City. The Relocation Advisor shall provide documentation to prospective landlords concerning residential rent differential payments and security deposits. In addition, the Relocation Advisor shall help each occupant complete relocation claims that will be submitted to the City.
- g) Should an occupant have a grievance/appeal against the City in regard to relocation policies and procedures, the Relocation Advisor will provide the occupant with information concerning the City's appeals procedures.
- h) The Relocation Advisor shall inspect each replacement site to ensure that the home meets decent, safe, and sanitary standards.
- i) The Relocation Advisor shall provide any services required to ensure that the relocation process does not result in different or separate treatment of occupants without regard to race, color, religion, sex, marital status, or national origin with minimum hardship to those affected.
- j) The Relocation Advisor shall provide referrals to other local assistance programs to eligible persons in order to minimize their hardships. When needed, referrals to housing, finance, employment, training, health and welfare, and other assistance programs will be provided.

5.3 MOVING COST ASSISTANCE

The household is entitled to receive a moving payment to cover the cost to move personal property to a temporary or permanent replacement home. The household may elect one or a combination of the following three options for cost reimbursement:

One or a combination of the following:

Commercial Move Payment Limit: <i>Actual/Reasonable/Necessary</i>	Self-Move Payment Payment Limit <i>FHWA Move Schedule</i>	Actual Cost Move Payment Limit <i>Invoices and Receipts</i>
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5.3.1 Self-Move Allowance.

The household may choose to move their own property to the replacement site and receive compensation for their self-move based on the following Moving Cost Allowance Schedule. This allowance is in accordance with a schedule maintained by the Federal Highway Administration.

Table 5.1 FHWA Fixed Move Schedule For Residential Self Moves

Occupant owns Furniture - Number of Rooms of Furniture									Occupant does not own furniture	
1 Room	2 Rooms	3 Rooms	4 Rooms	5 Rooms	6 Rooms	7 Rooms	8 Rooms	Additional room	1 room no furn.	Add'l room/ no furn.
\$780	\$1,000	\$1,250	\$1,475	\$1,790	\$2,065	\$2,380	\$2,690	\$285	\$510	\$100

5.3.2 Professional Moving Assistance.

The household may choose to have a professional moving company move their personal property from their home to their replacement site. The City will pay actual moving expenses based on the lower of at least two acceptable moving bids from qualified professional moving carriers. The City will pay all reasonable costs to pack, move, and unpack all personal property up to 50 miles from the displacement site.

5.3.3 Actual Cost Move.

Payment is based upon receipted bills for labor and equipment. Hourly labor rates should not exceed the cost paid by a commercial mover. Equipment rental fees should be based on the actual cost of renting the equipment, but not exceed the cost paid by a commercial mover. This option allows the household to be reimbursed for any one-time utility reconnection fees, such as phone, gas, electric, and cable. The City will assist with the cost to move the household up to 50 miles.

5.3.4 Storage Costs.

Households may be reimbursed for certain costs to store personal property in a professional storage facility for a period not to exceed 12 months. Only property that is currently located at the affected site would be eligible for storage cost reimbursement.

5.3.5 Documentation of Moving Claims.

All claims for assistance must be filed with the City through the Relocation Advisor within 18 months of the date the household vacates the property. All costs being claimed must be incurred by the household

within 12 months of the date of the move. Claims must be supported with documentation of move costs. This may include documentation of household residency at the property, documentation of personal property to be moved, and receipts for actual expenses. The City will require the household to provide sufficient documentation to demonstrate that each request for reimbursement under the Relocation Assistance Program is actual, reasonable, and necessary.

5.4 REPLACEMENT HOUSING PAYMENTS

5.4.1 Rent Differential Payment.

A Rent Differential Payment is a payment made to a displaced residential tenant to assist with an increase in rent and utilities for a decent, safe, and sanitary comparable replacement dwelling for 42 months. Replacement Housing Payments are limited to \$5,250 per household unless the household demonstrates that it cannot afford comparable replacement housing. A household may qualify for a Replacement Housing Payment in excess of \$5,250 or alternative housing options if it qualifies for assistance under the Housing of Last Resort.

Each tenant household will receive a Conditional Entitlement Letter that describes all relocation benefits and the maximum Replacement Housing Payment to which the household is entitled. The Letter will also explain the “**spend to get**” requirement. The “spend to get” requirement means that benefit payments will be made by the City only when the occupants demonstrate that entitlement amounts have been or will be spent. Replacement Housing Payments must be used for reasonable and necessary expenses related to occupying comparable replacement housing.

5.4.2 Down Payment Assistance.

A household may choose to purchase rather than rent comparable replacement housing. The maximum Replacement Housing Payment available to the household can be converted to Down Payment Assistance. If the occupant chooses this option and with the assistance of their Relocation Advisor, the funds will be used for a down payment and for non-recurring closing costs for a decent, safe, and sanitary replacement home. The City will deposit down payments directly into the escrow account to purchase the replacement site.

5.4.3 Documentation of Replacement Housing Claims.

All claims for assistance must be filed with the City through the Relocation Advisor within 18 months of the date the household vacates the property. All costs being claimed must be incurred by the household within 12 months of the date of the move. Claims must be supported with documentation of replacement housing costs. This may include documentation of household residency at the property, documentation of household income, receipts for actual expenses, rental agreements or purchase and sale agreements. The City will require the household to provide sufficient documentation to demonstrate that each request for reimbursement under the Relocation Assistance Program is actual, reasonable, and necessary.

5.5 LAST RESORT HOUSING PLAN

Whenever a program or project cannot proceed in a timely manner because comparable replacement housing is not available within the maximum Replacement Housing Payment of \$5,250 for eligible tenant-occupants, the City is required to provide additional or alternative assistance under the

provisions of Replacement Housing of Last Resort under Gov Code 7264.5 (Replacement Housing of Last Resort). Replacement Housing of Last Resort allows for the implementation of certain regulations to ensure that comparable replacement housing is within the financial means of the household. If project occupants fall into this category, it will be necessary for the City to provide Last Resort Housing for the occupants. Several methods to provide Last Resort Housing to qualified households are available at the City's discretion:

- a) Provide supplemental funds in excess of the \$5,250 limit to allow eligible occupants to purchase or rent a comparable replacement home. The actual amount of assistance is determined through a Housing Valuation Study. As with all other replacement housing payments, occupants must meet "spend to get" requirements in order to claim Last Resort Housing Payments.
- b) Rehabilitate or create additions to make a replacement home meet DS&S standards.
- c) Construct new replacement housing, rehabilitate existing housing, or provide funds for private parties to rehabilitate existing homes for occupancy by displaced households.
- d) Provide comparable replacement housing within the household's financial means in a property owned or controlled by the City.

5.5.1 Recommended Action

The most flexible of the Last Resort options is for the City to pay Replacement Housing Payments in excess of \$5,250 for the eligible tenant household. Since there are adequate comparable replacement homes available, building replacement housing and managing the property does not seem to align with the City's goals at this time. Nor is it possible for construction of new replacement homes to be completed to meet the project schedule.

A study of the local housing market indicates that there will be an adequate supply of replacement homes available to accommodate the one household who may be required to relocate if the City acquires this property. If the household is unable to afford the comparable replacement costs, then payments in excess of the statutory \$5,250 Replacement Housing Payment is recommended.

5.6 THE APPEAL AND GRIEVANCE PROCESS

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

If the displacee has a grievance, they will be given a prompt and full opportunity to be heard. They will also have the right to be represented by legal counsel or other representatives in connection with the appeal (but solely at their expense).

The City will promptly review their appeal and consider all pertinent justification and information available to ensure a fair and full review. The City will provide the displacee with a written determination as well as an explanation of the decision. If they are still dissatisfied with the relief granted, the City will recommend that they seek a judicial review.

Direct HCD Appeal Option. A household or organization is not required to exhaust administrative remedies before appealing directly to the Department of Housing and Community Development (HCD). If a household or organization chooses to appeal directly to HCD or would like HCD to review the Relocation Plan, they can contact HCD directly at:

The Department of Housing and Community Development (HCD)
651 Bannan Street, SW Tower 9th Floor
Sacramento, CA 95811

5.7 CLAIM PROCESSING AND DISTRIBUTION OF PAYMENTS

Eligible households are required to file all claims for Relocation Assistance through the Relocation Advisor in accordance with California Relocation Assistance Law, regulations, and the City's Relocation Assistance Program. The Relocation Advisor will assist the household in completing their claim forms and will notify occupants of the documentation needed. Each claim will be submitted to the City for review and processing. Checks will be available for approved claims within 60 days of the date all documentation is submitted to the Relocation Advisor. Checks will be delivered to the occupant or to the occupant's designee. The City can also deposit funds into an escrow account for occupants who choose to purchase a replacement home. The City shall provide advance payments whenever a later payment would result in financial hardship for the tenants.

6.0 APPENDIX

- A. Example of General Information Notice
- B. City of Sacramento's Relocation Assistance Program Handbook

Exhibit A Example of General Information Notice

August 12, 2024

EXHIBIT A

Jane Doe
123 Main Street
Sacramento, CA 95811

[Sent via Certified Mail and Electronic Mail: _____]

RE: Bannan Street Acquisition
APN: 001-002-003
General Information Notice

Dear Ms. Doe:

The City of Sacramento (City) is interested in purchasing the property you occupy located at 123 Main Street in Sacramento, California (Property). The City is currently negotiating with the property owners to purchase the Property. If the City proceeds with the planned acquisition and acquires the Property, you may be eligible to receive relocation assistance under applicable laws and regulations.

Persons who are required to move personal property or who are required to move from a residence, business, farm, or non-profit organization may be eligible to receive relocation advisory services and payments in accordance with state relocation laws and local ordinances¹. The City has retained Associated Right of Way Services, Inc. (AR/WS) to provide you with relocation advisory assistance. We invite you to meet with your Relocation Advisor, Ms. Lorena Serrano of AR/WS, who can provide additional information concerning the project and your rights to receive relocation assistance.

This notice does not require you to move at this time. This is not a notice to vacate. Please contact your Relocation Advisor before you make any moving plans. Failure to do so could jeopardize the relocation assistance that may be available to you.

The City's Relocation Assistance Program has been developed in accordance with state relocation laws and local ordinances. The Relocation Assistance Program for eligible persons is briefly described below.

Relocation Advisory Assistance. A Relocation Advisor will be available to help eligible persons through the relocation process. Relocation Advisors will provide information concerning eligibility for benefits, project scheduling, replacement sites, and claim processing.

Moving Expenses. Eligible persons may receive assistance with actual moving and related expenses.

Replacement Housing Costs. Eligible persons who are required to move from their residence may be eligible to receive assistance with replacement housing costs.

¹The California Relocation Assistance Law, (Gov Code §7260 et seq.) (State Law), and local ordinances

Timing of Payments. Fully documented relocation claims will be processed within 30 days of submission. The City will pay approved claims and will advise claimants if any portion of a claim is not approved.

Your Right to Appeal. Eligible persons may appeal to the City if they believe the City failed to properly determine eligibility or the amount of payment authorized by state law or local ordinance. Eligible persons have the right to be represented by legal counsel, but legal representation is not required. An eligible person may seek judicial review if not satisfied with the City's determination. A household or organization is not required to exhaust administrative remedies before appealing directly to the Department of Housing and Community Development (HCD), or to the Court. If a household or organization chooses to appeal directly to HCD or would like HCD to review the Relocation Plan, they can contact HCD directly at

The Department of Housing and Community Development (HCD)
651 Bannon Street, SW Tower 9th Floor
Sacramento, CA 95811

The City will administer all services and benefits without regard to race, color, or national origin, in compliance with Title VI of the 1964 Civil Rights Act.

Please contact Ms. Lorena Serrano to discuss the project and the City's Relocation Assistance Program. Ms. Serrano is available to meet with you by phone, virtual meeting, or in person. You can reach her by calling 925-691-2806 or by email at lserrano@arws.com.

Thank you for working with us as we plan for this project.

Sincerely,

Richard Sanders
Facilities & Real Property Superintendent
City of Sacramento - Department of Public Works

cc: Lorena Serrano, AR/WS

This General Information Notice was sent via USPS First Class Certified Mail (Return Receipt Requested) and emailed to _____ on _____.

Signature: _____

Exhibit B

City of Sacramento's Relocation Assistance Program Handbook

EXHIBIT B

This standard information statement summarizes the City of Sacramento's (City) Relocation Assistance Program for properties purchased with **local funding**. This summary of benefits has been provided for general information purposes only and should not be interpreted as law. Please speak with a Relocation Advisor who can address questions about the City's Relocation Assistance Program.

Am I eligible to receive Relocation Assistance?

Please contact a Relocation Advisor to learn about your eligibility to receive Relocation Assistance. (925) 691-8500

Relocation Assistance Program Summary

Assurances

- ✓ Uniform Treatment
- ✓ Fair Program Implementation
- ✓ Equitable Assistance
- ✓ Relocation Assistance Program Information and Assistance
- ✓ No Displaced Person will Suffer Disproportionate Injury as a Result of a Project Designed to Benefit the Public as a Whole
- ✓ Minimum 90-Day Advance Notice of Required Move
- ✓ Right to Appeal

Relocation Assistance Program

Relocation Advisory Assistance

Relocation Advisors will work closely with each eligible household to help them locate and secure comparable replacement housing.

Each eligible household will receive written notification about their eligibility to receive assistance under the City's Relocation Assistance Program.

Moving Cost Payment

Each household will receive assistance with the cost to move their personal property from their current residence to their replacement housing.

Replacement Housing Payment

Eligible households can receive 42 months of rental assistance to help with the cost to rent (or purchase) comparable replacement housing within their financial means.

Additional laws, regulations, and City policies may apply if other sources of funding are used to acquire, rehabilitate, or develop the property.

1.0 Relocation Advisory Assistance

The City contracts with experienced Relocation Advisors who will work with each displaced person to provide assistance throughout the planning and moving process. A Relocation Advisor will meet with each eligible displaced person to explain the Relocation Assistance Program and to learn more about the occupant's current housing and replacement site needs. The Relocation Advisor will deliver written information regarding eligible benefits and available replacement sites as sites become available.

The City's goal is for each occupant to successfully relocate back into the community. It is important that an occupant actively participate in the relocation process, searching for viable replacement sites, and working closely with a Relocation Advisor to plan for the relocation.

Who is an eligible displaced person?

*A person who is required to move themselves or their personal property for a public or publicly funded project **MAY** qualify as an eligible displaced person. Many conditions apply. A Relocation Advisor can provide additional information.*

All displaced persons shall receive appropriate noticing that helps them understand the available benefits and the project schedule. A Relocation Advisor will assist in the search for comparable, decent, safe, and sanitary replacement housing that is available to the occupant and is within the household's financial means. Transportation will be offered to inspect housing referrals, if needed. An eligible displaced person cannot be required to move unless at least one comparable replacement dwelling has been made available and the occupant has been given at least 90 days' advance written notice of the date by which they would be required to move. A Relocation Advisor will also help to file claims for reimbursement of moving and replacement housing expenses under the Relocation Assistance Program.

Eligible displaced persons will be provided advisory assistance which may include assistance in the referral of complaints of discrimination to the appropriate federal, state, or local fair housing enforcement agency. Relocation Advisors can also act as a resource to possible sources of funding and assistance from other local, state, and federal agencies and will make every effort to help secure the services of those agencies with trained personnel who have the expertise to help.

**Please contact a Relocation Advisor
by calling or texting 925-691-8500.**

2.0 Moving Cost Payment

Eligible displaced persons are entitled to receive a moving payment to cover the cost to move personal property to a replacement home. Each household may elect one or a combination of the following three options for cost reimbursement:

One or a combination of the following

<p>Commercial Move Payment Limit</p> <p><i>Actual/Reasonable/Necessary</i></p>	<p>Fixed Moving Payment Payment Limit</p> <p>FHWA Move Schedule Or Based on Professional Moving Bids</p>	<p>Actual Cost Move Payment Limit</p> <p>Invoices and Receipts</p>
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2.1 Commercial Move. Payment is made to reimburse actual moving expenses based on the lower of at least two acceptable moving bids from qualified professional moving carriers. Compensable costs include all reasonable costs to pack, move, and unpack all personal property for a distance up to 50 miles. This option allows reimbursement to the displaced household for any one-time utility reconnection fees, such as phone, gas, electric, and cable.

2.2 Fixed Move Payment. A household may choose to move their own personal property to the replacement site and to submit a claim based on the following schedule from the Federal Highway Administration (FHWA). There is no reimbursement for one-time utility reconnection fees under the Fixed Move Payment option.

Fixed Moving Payment If Occupant Owns the Furniture in the Unit								
1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms	Each additional room
\$780	\$1,000	\$1,250	\$1,475	\$1,790	\$2,065	\$2,380	\$2,690	\$285

Fixed Moving Payment If Occupant Does Not Own the Furniture in the Unit	
1 room	2 rooms
\$780	\$1,000

Alternatively, a household can request a self-move payment based on two detailed written moving bids from professional moving companies. The City will consider both bids and will cover the cost to pay a household the lower of the two reasonable bids minus the cost of overhead and profit.

2.3 Actual Cost Move. Payment is based upon receipted bills for labor and equipment. Hourly labor rates should not exceed the cost paid by a commercial mover. Equipment rental fees should be based on the actual cost of renting the equipment, but not exceed the cost paid by a commercial mover. This option allows the household to be reimbursed for any one-time utility reconnection fees, such as phone, gas, electric, and cable. The City will participate in costs related to moving the household up to 50 miles.

2.4 Storage Costs. A displaced person may be reimbursed for certain costs to store personal property in a professional storage facility for a period not to exceed 12 months. Only property that is currently located at the affected site would be eligible for storage cost reimbursement.

3.0 Replacement Housing Payments for Residential Tenants

The City is using local funds for this program. As a result, eligible displaced persons may receive Replacement Housing Payments under State of California laws and regulations. The assistance available under each is summarized below. A Relocation Advisor is available to help displaced persons understand the assistance that is available under each program.

State Replacement Housing Payment Regulations: (Gov Code 7264)

- ✓ Only available for eligible displaced persons
- ✓ Replacement Housing Payments can help with increased rent and utilities for 42 months
- ✓ Additional Replacement Housing Payments may be available to ensure that replacement housing costs are within the household's financial means
- ✓ Certain income adjustments may apply when determining household income
- ✓ Household can choose to use the maximum Replacement Housing Payment to purchase replacement housing rather than rent replacement housing
- ✓ Maximum Replacement Housing Payment is \$5,250 unless household qualifies for Housing of Last Resort under Gov Code 7264.5

Replacement Housing Payments are intended to assist displaced persons with securing comparable, decent, safe, and sanitary replacement housing within their financial means.

4.0 Replacement Housing of Last Resort

Replacement Housing of Last Resort is a program that allows for the implementation of certain regulations to ensure that comparable, decent, safe, and sanitary replacement housing is within the financial means of the displaced person – even if the Replacement Housing Payment exceeds the statutory monetary limits of \$5,250. The City has considered several methods to provide Replacement Housing of Last Resort to qualified displaced persons:

- ✓ Provide supplemental funds in excess of the statutory monetary limit to allow occupants to relocate into comparable replacement housing within their financial means. All payments are based on the City's approved Housing Valuation Study and the actual replacement dwelling the displaced person moves to. As with all other replacement housing payments, displaced occupants must meet requirements in order to claim payments.
- ✓ New replacement housing could be constructed, existing housing could be rehabilitated, or funds could be provided for private parties to rehabilitate existing units for occupancy by displaced households.
- ✓ Provision of a Housing Voucher or other subsidized housing option.

The City will consider each household's eligibility for additional assistance under Replacement Housing of Last Resort. Households who are eligible to receive assistance under Replacement Housing of Last Resort, will be notified in writing. Typically, this information is included in the Conditional Entitlement Letter.

5.0 Relocation Payments

Payments will be reimbursed to eligible displaced persons once the need for payments has been incurred and documented to show the costs are **actual, reasonable, and necessary**. All claims must be filed by the household within 18 months of the date the household vacates the project property. (Note that the household must occupy decent, safe, and sanitary replacement housing and incur all expenses within 12 months of the date the household vacates the project property.) The City typically pays approved claims within 30-60 days of the date it receives a fully documented claim. Any claim that is not approved in full or in part will result in a written denial of the claim with direction to the household on how to provide additional documentation and/or proceed with the City's appeal process.

When a household requests an advance payment, the household will be asked to document how a reimbursed payment would create a hardship for them. The City will consider the request and will respond in writing and will provide the advance payment it determines to be necessary to facilitate the relocation and to avoid hardship to the household.

6.0 Relocation Appeals Process

Displaced persons have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, payment amounts, or the failure to provide comparable replacement housing referrals or the City. If a displaced person chooses to file a grievance, they should contact their Relocation Advisor for additional information.

Appellants are not required to exhaust administrative remedies prior to appealing directly to the California Department of Housing and Community Development or seeking judicial review and remedies.

Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 651 Bannon Street, SW Tower 9th Floor, Sacramento, CA 95811 to review the Relocation Plan.

7.0 Applicable Laws and Regulations may include:

Law

- California Government Code §7260, et seq.

Regulations

- 25 CCR 6000, et seq.