RELOCATION PLAN
FOR THE
RAD CONVERSION
OF THE
LAS DELTAS PUBLIC HOUSING SITE

Housing of the
County of Contra Costa
(HACCC)

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INTRODUCTION

The Housing Authority of the County of Contra Costa (HACCC) owns and manages 1,168 units of public housing in 13 different properties spread throughout the County. All but one of these properties was built during the 1940s, 50s and 1960s and all are in need of significant modernization. As is true with many housing authorities around the country, HACCC does not receive enough federal funding and tenant rent to fund all of the required modernization and maintenance at these properties. In order to improve its affordable housing stock, HACCC is pursuing several strategies to address the inadequate financing structure underlying its public housing.

The Las Deltas property is located in unincorporated North Richmond and is comprised of 214 units built in three phases in 1952, 1960 and 1961. There are 76 units in the phase built in 1952. These are a mix of duplexes and six-unit row houses located together in a roughly 2x4 block area. Of these 76 units, 4 are being used for service delivery and 46 are vacant. The remaining two phases are comprised of 138 units scattered throughout North Richmond, all but 5 of which are duplexes (the 5 are single unit homes). Of these 138 units, 133 are vacant. The 37.9% overall occupancy rate at Las Deltas is an anomaly for HACCC. All 12 of HACCC's other properties have occupancy rates ranging from 96% to 100%.

HACCC has been awarded U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program assistance for 214 units at Las Deltas and Las Deltas Annex. Due to its age and condition, HACCC does not plan to continue operating affordable housing in these units and is working with affordable housing developers to find alternative solutions.

The strategy at Las Deltas is to permanently relocate the remaining households and transfer the RAD program assistance received for the 214 units to new, high-quality affordable housing at other sites in the County of Contra Costa. HACCC has committed RAD and Project Based Vouchers (PBV) assistance to one project in North Richmond and is hoping to commit more assistance to future projects in North Richmond as part of the RAD Conversion process of Las Deltas. HACCC intends to sell most, or all, of the vacant units and land at Las Deltas and use the proceeds to upgrade its remaining public housing stock at other sites in HACCC's portfolio with the expectation that Las

Deltas be used by affordable housing developers to re-invent the housing in North Richmond.

The proposed disposition of the property, permanent relocation of all remaining occupants, and transfer of RAD assistance is hereinafter referred to as the Project. Las Deltas will hereinafter be referred to as the Subject Property or Site. Figure 1 below provides the area location of the Subject Property. Figure 2 provides the approximate location of the Site.

Figure 1: Area Map

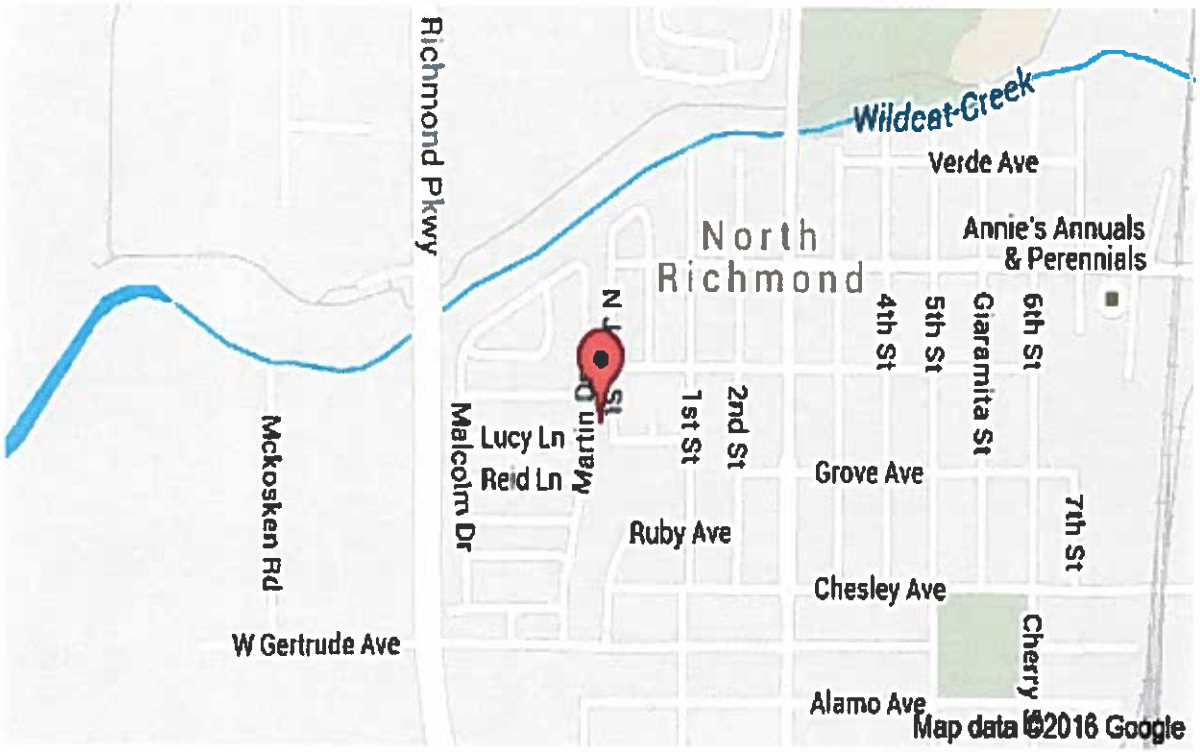


Figure 2: Subject Property Location Map

Overview of RAD Transfer of Assistance Strategy

HACCC will proceed with the permanent relocation of the remaining households at Las Deltas initially by transferring families interested in other public housing units in its portfolio by utilizing its authority to do so in its Admissions and Continued Occupancy Plan (ACOP) for public housing development activity. Thereafter, relocation of families interested in transferring with the assistance of tenant-based rental assistance will be moved. These households will be made eligible for permanent relocation assistance including a Housing Choice Voucher (HCV) and their choice of a fixed moving payment or payment of their actual and reasonable moving expenses by HACCC. Depending on availability, residents may also choose to move to a Project-Based Voucher unit.

All eligible households will be offered a Voucher. An eligible household is any person residing in a unit at Las Deltas who is legally on the public housing lease, has submitted an application to be added to an existing lease, or is otherwise in lawful occupancy at the time of the issuance of the CHAP and at any time thereafter until the RAD conversion. The Voucher can be used at a unit of their choice that participates in the Section 8 HCV program. If units are available, a household may choose to transfer to another public housing unit, move to a tenant-based rental unit, or move to a Project

Based Voucher unit. In all of these circumstances, households are eligible to receive actual and reasonable relocation expenses.

A resident that is unlawfully occupying a unit is not eligible for relocation assistance. Unlawful occupancy is:

- Occupancy by a person that has been ordered to move by a court of competent jurisdiction; or
- If the person's tenancy has been lawfully terminated by HACCC for cause, the tenant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligation.

Scope and Purpose of This Relocation Plan

This Relocation Plan (Plan) is designed to do the following:

1. Satisfy legal and regulatory requirements for a relocation plan in accordance with the relocation provisions found in HUD Notice H 2016-17 PIH 2016-17 (HA) aka RAD Relocation Requirements, the Uniform Relocation Act (URA) and California Relocation Assistance Law (CRAL) and Guidelines;
2. Describe and analyze the laws, statutes and regulations governing the relocation of the Project occupants, including the requirements for a relocation plan;
3. Describe the persons to be displaced by the Project and their relocation needs;
4. Describes the roles and responsibilities of HACCC and its designated relocation team;
5. Outline the RAD protections, relocation rights and benefits that HACCC is obligated to provide to the persons that may be displaced by the Project;
6. Outline the relocation process and mitigation measures required to ensure the Project residents are provided the relocation assistance that reasonably meets their needs;
7. Describe the relocation program to be provided, including the rights of the existing households, required notifications, benefits, and other services they are eligible to receive, and criteria for eligibility for assistance;
8. Describe the replacement housing resources that may be available to rehouse the residents including access to HCV's and other Low Income Public Housing Units (LIPH) in HACCC's portfolio;
9. Describe the process to develop, approve and update the Plan;

10. Describe the process for any appeals of the relocation benefits and services provided; and
11. Provide the general schedule and budget for relocation activities.

The Plan is limited to this scope, which is consistent with the guidance for relocation planning described under the RAD Relocation Requirements, URA, CRAL and the Guidelines.

Beyond being a legal requirement, a relocation plan is a communication and management tool for the stakeholders involved in the relocation process. Identified stakeholders include the residential occupants who may be displaced, HACCC, community-based service organizations, housing counseling organizations and other interested parties.

Overview of Relocation Planning and Implementation

Overland, Pacific & Cutler, Inc. (OPC), a public real estate services consulting firm specializing in relocation planning and implementation services, was hired by HACCC to prepare this Plan. OPC has also been retained to implement this relocation plan and provide relocation services to the households who may be displaced by the Project.

A copy of this Plan will be made available to Las Deltas households and interested parties for a period of a minimum of 30 calendar days. Each household will be notified in writing where and how they can review the draft Plan, with directions to provide written comments directly to OPC for analysis and inclusion in the Final Relocation Plan to be reviewed and adopted by the HACCC Board of Commissioners.

Appendix A of this Plan provides definitions of many of the technical and regulatory relocation terms found in this Plan.

Overview of Relocation Assistance Program

HACCC must offer each displaced household, "comparable housing". Comparable housing is defined in the Uniform Relocation Act and 49 CFR 24.2 as a dwelling which is:

- Decent, safe and sanitary;

- Functionally equivalent to the displacement dwelling (performs the same function, and provides the same utility). While a comparable replacement dwelling need not possess every feature of the displacement dwelling, the principal features must be present.
- Adequate in size to accommodate the occupants;
- In an area not subject to unreasonable adverse environmental conditions;
- In a location generally not less desirable than the location of the resident's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the resident's place of employment;
- On a site that is typical in size for residential development with normal site improvements, including customary landscaping;
- Currently available to the household; and
- Within the financial means of the resident (if, after receiving relocation assistance, the resident's monthly rent and estimated average utility costs for the replacement unit do not exceed the resident's prior rent at las Deltas).

Such comparable housing may include, if available, tenant-based assistance such as an HCV, project based voucher assistance or, occupancy in a unit operated, or assisted by HACCC at a rental rate paid by the household that is comparable to the rental rate applicable to the unit which the household presently occupies. Those residents, who are required to move, are also entitled to payment of actual and reasonable relocation expenses and are eligible to receive relocation advisory services.

Permanent involuntary displacement of Las Deltas residents cannot occur because of the RAD conversion.

Accessibility, Civil Rights, and Fair Housing

HACCC is committed to ensuring that persons with all manner of disabilities, language requirements other than English, and other special needs have full access and participation in the relocation program including but not limited to community meetings, individual meetings, written notifications, relocation housing, and moving assistance

services. To these ends, HACCC commits to the following measures to ensure the requirements of HUD Notice H 2016-17 PIH 2016-17 (HA).

Meeting Accommodations - HACCC will ensure that all meetings are equipped, when needed, with language translation services including those services needed by persons who are hearing and visually impaired (HVI). HACCC will ensure that persons who are mobility impaired have adequate space and accessibility features available to them to access private and public spaces used for meetings. HACCC will ensure that adequate transportation is available to persons who require it to access meetings. These provisions extend to community meetings, public hearings, one on one meetings, and other types of meetings where the relocation program and its assistance are discussed.

Relocation Housing - HACCC will ensure that all households are provided with relocation housing and moving assistance that is accessible to them and meets their needs. HACCC will provide referrals to accessible comparable housing units. Where necessary, HACCC will assist with modifications to relocation housing to accommodate the needs of disabled persons including but not limited those with mobility and HVI needs. HACCC will inquire if a household has installed accessibility features at their own expense; if so, HACCC will ensure that those items are moved and/or replaced at HACCC's expense in the household's new housing.

HACCC will work to affirmatively further fair housing and other fair housing and civil rights obligations and to promote fair housing choice outside of areas of minority concentration including providing referrals to housing outside of areas of areas with minority concentrations

Certification of Compliance: This Plan complies with HUD Notice H 2016-17 PIH/2016-17 (HA), the URA, and applicable fair housing and civil rights laws.

HUD issued an approval of the RAD Upfront Civil Rights Review on March 18, 2016.

RELOCATION PLAN

A. REGULATORY FRAMEWORK AND REQUIREMENT ANALYSIS

The laws, regulations and statutes that are applicable to the relocation of the households at Las Deltas are listed below.

- Section 18 of the United States Housing Act of 1937 (Section 18);
- 24 CFR Part 970 – Public Housing Program – Demolition or Disposition of Public Housing Projects (Part 970);
- PIH Notice 2012-32rev3
- HUD Notice H 2016-17 (Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions) – hereinafter the Notice;
- 49 CFR part 24 - Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA);
- HUD Handbook 1378 - HUD's implementing guidelines of the URA;
- California Government Code Title 1, Chapter 16, Section 7260-7277 – State of California Relocation Assistance Law (CRAL); and
- California Code of Regulations Title 25, Division 1, Chapter 6 - State of California Relocation Assistance and Real Property Acquisition Guidelines (Guidelines);

The primary relocation regulations that guide the Plan and the relocation process are the RAD Relocation Requirements, URA, CRAL and the Guidelines. HACCC and their Legal Counsel shall have the responsibility of making the final determination regarding the laws, regulations and statutes applicable to the Project.

RAD triggers the URA and makes this Project subject to it. Pursuant to both the federal and state laws, relocation planning is required to minimize displacement to affected Project occupants.

HACCC as the Displacing Agency is a local public agency in the State of California making the Project subject to CRAL and the Guidelines.

The regulatory requirement for the preparation of a relocation plan, 30-day review and comment period, approval, and adoption of the plan by the appropriate local legislative body comes from CRAL and the Guidelines.

It has been determined that the Housing Authority of the County of Contra Costa Board of Commissioners ("Commission") is the appropriate legislative body to approve the Plan, because they make all legislative and policy decisions for HACCC, including those necessary and required for the conversion and disposition of the Site.

These regulations require that eligible persons relocated by a publicly assisted project receive the following services and benefits, which are explained in detail throughout this Plan:

1. Required advanced notice of the relocation.
2. Written information statement describing their rights to relocation benefits and services for which they are eligible.
3. Assistance locating replacement housing that is decent, safe and sanitary and meets the household's needs.
4. Assistance moving to replacement housing, including relocation of personal property and transfer of any household owned utility accounts.
5. Other advisory services and financial assistance that may be necessary to reasonably assist the household permanently relocate.
6. Right to appeal decisions made within the relocation program that affects them.

Appendix B of this Plan provides a side by side comparison of the URA, Section 18, CRAL, and RAD.

B. PROGRAM ASSURANCES AND STANDARDS

Funding of Relocation: Adequate funds shall be made available for the relocation of all Households within the budget of the Project. HACCC will pay all actual, reasonable and necessary relocation expenses through its own Project or general funds.

Relocation Eligibility: All eligible households shall be provided relocation assistance and benefits under RAD Relocation Requirements, the URA, CRAL and the Guidelines. Where the Guidelines or CRAL provide a higher level of benefit, the resident will receive benefits under the Guidelines or CRAL.

Each household eligible for relocation assistance must be notified of the rights, benefits and assistance they have in writing. If a Household is deemed ineligible for relocation

assistance, they must be informed in writing of the reasons why they are not eligible to receive relocation assistance and the procedures to appeal this decision.

Accessibility, Civil Rights, and Fair Housing: 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, and the Unruh Act, as well as any otherwise arbitrary or unlawful discrimination. Relocation notices will be provided in the household's primary language.

HACCC is committed to ensuring that persons with all manner of disabilities, language requirements other than English, and other special needs have full access and participation in the relocation program including but not limited to community meetings, individual meetings, written notifications, relocation housing, and moving assistance services. To these ends, HACCC commits to the following measures to ensure the requirements of HUD Notice H 2016-17 PIH 2016-17 (HA).

> *Meeting Accommodations* - HACCC will ensure that all meetings are equipped, when needed, with language translation services including those services needed by persons who are hearing and visually impaired (HVI). HACCC will ensure that persons who are mobility impaired have adequate space and accessibility features available to them to access private and public spaces used for meetings. HACCC will ensure that adequate transportation is available to persons who require it to access meetings. These provisions extend to community meetings, public hearings, one on one meetings, and other types of meetings where the relocation program and its assistance are discussed.
>
> *Relocation Housing* - HACCC will ensure that all households are provided with relocation housing and moving assistance that is accessible to them and meets their needs. HACCC will provide referrals to accessible permanent housing units. Where necessary HACCC will assist with modifications to relocation housing to accommodate the needs of disabled persons including, but not limited to, those with mobility and HVI needs. HACCC will inquire if a household has installed accessibility features at their own expense; if so HACCC will ensure that those

items are moved and or replaced at HACCC's expense in the households new housing.

HACCC will work to affirmatively further fair housing and other fair housing and civil rights obligations and to promote fair housing choice outside of areas of minority concentration including providing referrals to housing outside of areas of areas with minority concentrations

Housing Options: Households shall have three primary replacement housing alternatives offered to them that they will have 30-days to consider prior to selection of their option. The housing options will be thoroughly explained to the household by HACCC and OPC staff. These options are 1) Accept a Housing Choice Voucher and use that voucher to relocate to new housing; 2) Transfer to another public housing as a unit/property is available; or 3) transfer to a Project-Based Voucher property. In cases where a household may be over the income limitations for these options, they would be eligible to receive a replacement housing payment that would provide them assistance to pay for 42 months of the monthly rent differential between the established market rate for a rental unit and the lesser of 30% of their income or their current rent. Regardless of tenants' choice, eligible households will retain the right to transfer to a RAD unit once eligible for occupancy (a listing of sites is provided in Section F of this Plan). If during the relocation process, the family chooses to change their mind and select a different subsidy option, HACCC will accommodate the change of selection by the family by executing a revised RAD Relocation Notice with the family.

Review and Comment to This Plan: The opportunity for review and to provide written comments to the Plan by the residents and other interested stakeholders for a period of no less than 30 days is required. All Las Deltas residents were provided personal copies of the draft relocation plan at a resident meeting on April 6, 2017. Residents not in attendance were hand delivered a copy to their residence. In addition, on April 18, 2017, 765 State, County and local city community based organizations and officials were emailed a copy of the draft plan for comment. The relocation plan was posted to HACCC's website and placed at the following public housing offices:

No. Richmond Housing Authority Office
1601 N. Jade Street
No. Richmond, CA 94801

Rodeo Housing Authority Office
2 California Street
Rodeo, CA 94572

Martinez Housing Authority Office
3133 Estudillo Street
Martinez, CA 94553

El Pueblo Housing Authority Office
875 El Pueblo Ave.
Pittsburg, CA 94565

Section 8 Housing Choice Voucher Office
2870 Howe Road
Martinez, CA 94553

Oakley Housing Authority Office
990 A Rosemary Lane
Oakley CA 94561

Moreover, an advertisement was placed in the Contra Costa Times on 4/20/2017 and 4/24/2017 announcing the availability of the Relocation Plan at the above sites as well as on HACCC's website for review and comment. The advertisement also announced the public hearing on June 13, 2017 at the Board of Supervisors' chambers where the public is welcome to make comments.

Before the public hearing, all written comments should be mailed, faxed, or emailed to:

Chad Wakefield
Regional Leader
7901 Oakport Street, Suite 4800
Oakland, CA 94621
Email: cwakefield@opcservices.com
Fax: (562) 304-2020

Notification of Eligibility of Relocation Program Assistance and Notice to Vacate: Each household will be informed in writing about the Relocation Assistance Program in their primary language. Each household will be advised of their relocation options in the RAD Notice of Relocation and their eligibility for assistance at least 30-days prior to receiving a 90-Day Notice to Vacate. If a household is deemed ineligible for relocation assistance, they will be informed in writing of the reasons why the household is not eligible to receive relocation assistance and the procedures to appeal this decision.

Right to Appeal or Have Grievance Heard: Any resident, who disagrees with the determination of eligibility or ineligibility for relocation assistance, or the type and amount of relocation assistance that is being offered, is afforded the right to appeal the decision to HACCC and their designated appeals hearing body.

C. RELOCATION PLANNING AND NEEDS ASSESSMENT METHODOLOGY

Early Resident Outreach

A relocation committee was not established for this Project. Instead, a series of informational community meetings will be conducted. Translation services will be provided as necessary. Materials related to these meetings will be included in Appendix C of this Plan.

The questions, comments and concerns raised at these meetings will be documented by OPC and used to develop a list of policy questions for HACCC to consider. Documentation of these meetings will be provided in Appendix D of this Plan.

Resident Interview Process

An important process in relocation planning is collecting primary information from the impacted households and providing an open forum to provide the household with information regarding the relocation program and to answer their questions regarding the program. This typically occurs by conducting an interview with the household in their home. For the purposes of this plan, OPC conducted interviews with 80 of 81 current Las Deltas Households between April 10 and May 11, 2017. OPC has not conducted an interview with one household, however, OPC has been in contact with that household.

OPC utilized several methods to reach and to schedule appointments with the households including going door to door to engage residents, direct phone calls, posting of meeting invites on their front doors, and utilizing HACCC staff as needed. Interviews were conducted in the homes of residents, at the Las Deltas Community Center, and by phone.

Through these meetings, household composition, special needs, relocation housing preferences and specific concerns regarding relocation have been documented. OPC will utilize this data to better plan for the household's relocation needs on an individual basis. Resident interview services were available in other languages other than English as needed.

This process is a substantial component in assisting HACCC meet its Civil Rights and affirmatively furthering fair housing requirements as well as assist HACCC meet its accessibility requirements to the households through the relocation process.

The information collected is documented on OPC's interview form, which will be maintained by OPC. Households were asked to sign the interview form to verify the information was correct. Where necessary OPC made additional visits to Las Deltas to secure signatures from households who conducted a phone interview.

Where necessary, reasonable accommodations for disabled persons were made to ensure they are able to fully participate in this process.

Plan Preparation, Approval and Updates

HACCC has elected to make this plan available for a 45-day comment and review period to the Project occupants and other interested parties. This exceeds the required 30-day period under the Guidelines. After this review and comment period; this Plan will be sent to the HACCC Commission for adoption. Section O of this Plan describes the review and comment period in more detail. Updated versions of this Plan will be made available to the households as they occur.

Adoption of the Plan is required before any date-specific Notice to Vacate can be served. No residential occupant can be served a 90-day Notice to Vacate without being provided an NOE and at least one decent, safe and sanitary comparable housing unit that meets their needs is made available to them.

This Plan will be periodically reviewed for consistency with the Project's goals and process as changes occur. The Plan will be updated if substantive changes occur in the Project such as, but not limited to, additional resident information, housing resource alternatives identification, utilization of a phased approach to the relocation that may create additional projects, and/or regulatory changes that impact relocation requirements.

In accordance with the Guidelines, should implementation of the Plan not occur within 12 months of the Plan's approval, the Plan must be updated. If substantial changes are made to the Plan once it is approved, it may be necessary to recirculate the Plan for public comment and re-submit the Plan to the Board for approval.

D. GENERAL DEMOGRAPHICS AND OCCUPANT DATA & DESCRIPTIONS

Geography

The public housing units which are the subject of this Relocation Plan are located in North Richmond, California (Contra Costa County), in the "East Bay" region of the San Francisco Bay Area; carved between the Cities of Richmond and San Pablo.

General Demographics and Housing Characteristics

Population

As of 2010, it was estimated that there were 3,717 people residing in North Richmond.

Race and Ethnicity

The U.S. Census Bureau's 2010 estimates provide that the racial, and ethnic group break-out of North Richmond's population as being 17.06% 'White'; 33.33% 'African American'; 50.01% 'Hispanic or Latino of Any Race'; 11.60% 'Asian American'; 32.04% 'Some Other Race'; 4.87% 'Two or More Races'. 62% 'Native-American'; and, .48% 'Pacific Islander'.

Income

According to 2013 American FactFinder data, the median *household* income in North Richmond was $37,396 per annum with approximately 22.1% of the total population living below the poverty line. Incomes were distributed as follows in Table 1:

Table 1: Income Distribution

Median earnings (dollars)	21,955.00
Full-time, year-round workers with earnings	928
$1 to $9,999 or loss	0.00%
$10,000 to $14,999	7.80%
$15,000 to $24,999	27.00%
$25,000 to $34,999	20.30%
$35,000 to $49,999	24.50%
$50,000 to $64,999	13.80%
$65,000 to $74,999	0.00%
$75,000 to $99,999	4.00%

$100,000 or more	2.70%

Las Deltas Households

Of the 214 public housing units in Las Deltas, 81 units are currently occupied by 174 persons of all ages. The average household size within the occupied, Las Deltas units is 2.1 persons.

Of the 81 households, 62 heads of household are female and 19 heads of household are male. 60 households are African American, 17 households are Caucasian, 1 household is Asian, 1 household is Native American, 1 household is multi-racial and 1 household declined to declare their race.

Table 2 below provides HUD's Extremely Low-, Very Low-, Lower-income upper limits, effective March 28, 2016 reflecting the Median and Moderate income limits for households of from one to eight persons. For households to be assisted with Housing Choice Voucher tenant-based or project-based vouchers, the HUD income limits in the Table are applied in determining the household's income category in qualifying the household for one program, or another. The Area Median Income (AMI) for a household of four in Contra Costa County is $97,400

The 'Extremely Low' income category represents "thirty percent (30%)" or less of Area Median Income (AMI); the 'Very Low 'income category represents 30% to "fifty percent (50%)" of the AMI; and, the 'Lower 'income category represents 50% to "eighty percent (80%)"of AMI. All incomes are adjusted by household size.

Table 2: HUD Annual Income Limits – Contra Costa County (2017)

House hold Size	Extremely Low Annual Income	Very Low Annual Income	Lower Annual Income
One Person	$21,950	$36,550	$56,300
Two Person	25,050	41,750	64,350
Three Person	28,200	46,950	72,400
Four Person	31,300	52,150	80,400
Five Person	33,850	56,350	86,850
Six Person	36,350	60,500	93,300

Seven Person	38,850	64,700	99,700
Eight Person	41,350	68,850	106,150

By comparison with the County Median incomes above, Table 3 below shows the income distribution of the 81 households presently residing in Las Deltas public housing site, determined by their household income and respective household size.

Table 3: Las Deltas Income Category Distribution

Measurement	Extremely low	Very Low	Low	Total
All Households (#)	68	9	4	81
All Households (%)	84%	11%	5%	100%

Disabilities

According to OPC's interview results, there are an estimated 37 households with one or more members who have some degree of a physical or mental disability. Of the 37 households 32 of the households may require special accommodations in their relocation housing due to mobility limitations and two for hearing or visual impairment; the other three households only stated a mental health disability, which may not require special accommodations. HACCC is prepared to provide all necessary and required accommodations in the household's relocation housing unit to ensure their needs are net. Owners of properties listed in Section F are also required to provide all necessary accommodations for those residents who exercise their right to return.

Existing Low Income Public Housing Units and Unit Needs

Monthly tenant rent portions at Las Deltas range from $0.00/month to $1,152/month. Table 4 below shows the unit mix of the existing units at Las Deltas that are planned to be demolished and the assistance transferred to alternate sites and how many of those units are presently occupied where a household will be relocated from with relocation benefits.

Table 4: Existing Units

Las Deltas Units		
BR Size	**Total # of Units**	**Total # Occupied**
1 BR	34	13
2 BR	54	17
3 BR	97	44
4 BR	29	7
Total	**214**	**81**

Based upon a recent survey of households and the occupancy standards of HACCC as they apply to establishing the size of the replacement household by bedroom count, there appears to be 4% that are under-housed and require a larger unit, approximately 33% of the households are over-housed and require a smaller-sized unit and 63% are in a right-sized unit at this time.

HACCC's occupancy standard (described in the Administrative Plan) for the Housing Choice Voucher program provides for a bedroom for the head of household and spouse and a bedroom for each additional two persons in the household regardless of age or sex.

E. RELOCATION ASSISTANCE ELIGIBILITY

Relocation Eligibility Under 24 CFR Part 970 and the URA

Part 970.5 (h) determines that it is the responsibility of HACCC to comply with the URA and to ensure compliance with the URA (not withstanding any third party contractual agreements). As applied to this project, 970.5 (i) defines a displaced person as any person (household, business or non-profit organization) that moves from Las Deltas as a direct result of the demolition. Notwithstanding that definition, in accordance with 970.5 (i) (2) (v) (B) (3) a person does not qualify as a displaced person if they have been:

- Evicted for serious or repeated violation of the terms and conditions of their lease, violation of applicable Federal, State or local law or other good cause, and HACCC determines that eviction was not undertaken for the purpose of evading

the obligation to provide relocation assistance;

- The person moved into the property after submission of the application for demolition or disposition and the person was informed of the impact the Project could have on them in writing (also referred to as a Move-In Notice); or
- The person is otherwise ineligible for relocation assistance under the URA as described in 24.2 (9) (ii) of the URA.

All relocation programs must establish the date on which a person becomes eligible to receive relocation assistance. This date is known as the Initiation of Negotiations (ION). Per 970.5 (k), the ION is the date that HUD approves the HACCC demolition and disposition application for all 214 units, which may occur after Mid-2017. In accordance with the URA, the ION is the date the project agrees to accept federal assistance, which will be the date that a RAD Conversion Certificate (RCC) is received and HACCC agrees to accept to RAD assistance per its Conversion Strategy outlined in the Introduction of this Plan.

For the purposes of this Plan, the ION date for the intent of establishing the date a person became eligible for relocation assistance will be determined by the date HUD approves the RAD Conversion Commitment (RCC) for all 214 units. This date is used to establish the ION for determining relocation assistance eligibility under the Guidelines and CRAL. Given that there will be multiple RCC's issued, HACCC shall deem any household residing at Las Deltas on or before August 16, 2016 eligible for relocation assistance. No new residents have moved to Las Deltas since this date.

HACCC issued a General Information Notice (GIN) to all households on October 22, 2015. This notice advises the household not to move until they receive further notice. Any household or person who vacates after receiving this notice and prior to receiving an NOE or notice of ineligibility will not be eligible to receive relocation assistance. After HUD approves the demolition and disposition of the Site, an NOE may be issued to all households immediately or shortly thereafter. The NOE will be issued to each household at least 90-days prior to the date the household must vacate before demolition of the unit.

Relocation Eligibility Under RAD

RAD is a source of federal participation that requires relocation to be in accordance with the URA. Under the RAD program, a household is eligible to receive permanent relocation assistance if they are displaced by a project such as what is planned for Las

Deltas. The household becomes eligible for relocation assistance once HUD issues an RCC. An RCC has not been issued by HUD for all 214 units. Given that there will be multiple RCC's issued, HACCC shall deem any household residing at Las Deltas on or before August 16, 2016 eligible for relocation assistance.

Each household will receive a RAD Relocation Notice after the RCC is issued. The notice will explain their relocation rights under the RAD program, including the requirement to be provided permanent relocation assistance in accordance with the URA including advisory services, replacement housing, and moving assistance. This notice will be in addition to other notices required under the URA.

Ineligibility for Relocation Assistance

Any residential household that has been evicted for cause or voluntarily moves from the property after receiving the General Information Notice (GIN)will not be eligible to receive relocation assistance.

F. REPLACEMENT HOUSING NEEDS

Residents will have four months from the point at which either a comparable, suitable unit is identified where they can use their HCV or a Notice of Eligibility is issued to them, to move from their unit. Residents will be issued a voucher with a 120-day search term. A Resident who is not able to find an acceptable unit during that period, will receive another 120-day search term. This will continue until the resident is able to find a unit they wish to move to. However, once a firm plan to develop or sell the property is finalized, and the only step remaining to proceed with the execution of contracts for sale or construction to begin, is for HUD to issue a release of the Declaration of Trust (DOT), families who have found or been offered a suitable, comparable will not be issued any more voucher extensions. It should be noted that HUD is not expected to be prepared to release the final DOT for Las Deltas until 2020 at the earliest nor will HUD release the DOT if all residents have not vacated the property.

Residents will be offered advisory assistance to assist them in their housing search including provision of referrals to replacement housing and referrals to waitlists for affordable housing. Should a request for an extension of time be denied, including an extension request that is submitted after a firm plan to develop or sell the property is finalized and the only step remaining to proceed with the execution of contracts for sale or construction to proceed is for HUD to issue a release of the Declaration of Trust

(DOT), families will have the right to grieve this determination pursuant to the grievance procedure outlined in this document.

Generally, the Housing Choice Voucher Program is limited to families earning 50% of Annual Median Income (AMI), by household size, as compared to an income-limit of 80% of AMI for the public housing program. However, because families at Las Deltas will be treated as "continuing participants", all families in good standing will be offered an HCV.

Any eligible household will be afforded, depending upon availability, the opportunity to transfer to 'comparable replacement housing' utilizing occupancy standards applicable to public housing units or the Housing Choice Voucher program, depending on choice of continuing housing assistance, and payment of actual and reasonable moving expenses.

Replacement Housing and Re-housing Plan

All households will be required to permanently vacate their current unit. No imminent replacement housing construction project is planned for the site. No opportunities have been identified for the household's to return to a new replacement housing unit at Las Deltas. However, HACCC intends to help fund the creation of new affordable housing units on at least a portion of the existing Las Deltas site and has been, and will continue to, discuss such a possibility with developers. Should new or rehabilitated affordable housing be developed on any portion of the existing Las Deltas site in the future, HACCC will require the developer to provide priority access to Las Deltas residents displaced by the RAD process unless such priority is legally prohibited. The current primary replacement housing resources will be,

- Housing Units accepting an HCV available on the market in Contra Costa County and other jurisdictions;
- Other low income housing units such as Low Income Housing Tax Credit (LIHTC) units available on the market in Contra Costa County and in other jurisdictions;
- Existing and under construction affordable housing projects with Project Based Voucher contracts (which may require the household to forgo its HCV);
- Units within below market rate housing programs that accepts an HCV;
- Other Low Income Public Housing (LIPH) units in the HACCC portfolio;

- Other housing on the market not owned or controlled by HACCC and not presently participating in the Housing Choice Voucher Program that may elect to do so.

Ultimately the household will select where they will use their voucher, however, HACCC will ensure that housing referrals are made available to housing opportunities outside of areas of minority concentrations. Households will be given as many choices and options as are available. All residents who are similarly situated will be given the same offer of housing options.

Should a household elect to leave HACCC's jurisdiction they would be required to "port" their voucher. HACCC and OPC would provide assistance to the household to do so.

Replacement Housing Preferences

As part of OPC's interview process, the households were asked questions pertaining to the housing preferences including interest in transferring to another public housing unit, receiving a voucher, and the location where they would like to live. Thirty-two of the 81 households stated they would like to transfer to another public housing unit while 49 indicated they would like to receive a voucher.

Table 5 below displays the households' location preferences.

Table 5: Housing Location Preferences

Location	# of Households Interested
Alameda (City)	4
Alameda (County Unspecified City))	4
Albany	4
American Canyon	1
Antioch	6
Bay Point	1
Berkeley	11
Brentwood	5
Concord	8
Contra Costa County (Unspecified City)	8
Dublin	1
El Cerrito	24

El Sobrante	24
Emeryville	1
Fairfield	2
Foster City	1
Fremont	1
Hayward	1
Hercules	8
Lafayette	1
Marin City	1
Martinez	1
Monterey	2
Newark	1
Oakland	12
Oakley	2
North Richmond	5
Petaluma	1
Piedmont	1
Pinole	14
Pittsburg	8
Pleasanton	1
Richmond	31
Rodeo	5
San Leandro	1
San Pablo	45
Union City	1
Vacaville	1
Vallejo	4
Walnut Creek	6

Utilizing the locations in Table 5, there are four main areas identified that the households are interested in; Richmond/North Richmond, Western Contra Costa County, Eastern Contra Costa County, and Outside of the County. Table 6 provides the percentage of responses for each area.

Table 6: Responses by Area

Area	% of Responses in Area
Richmond/N Richmond	14%
Western Contra Costa County	52%
Eastern Contra Costa County	12%

Outside County	22%
Total Responses	100%

Replacement Housing Survey

An estimated 81 replacement housing units will be required to provide permanent replacement housing for those displaced from Las Deltas. During OPC's interview process, households were queried regarding their desired locations.

To assess the current availability of potential replacement housing units, OPC conducted a preliminary housing survey in April and May of 2017 of units then available in the North Richmond area, other communities in Contra Costa County, and outside of HACCC's jurisdiction. This survey provides a sample of unit availability at this point in time. OPC included studio up to 5 bedroom units in its search to provide as broad of a search as possible given the potential for a household to elect to downsize, move to a larger unit to alleviate over-crowding, or to find opportunities to lease a larger unit within the payment standard of their voucher size.

Table 7 provides the results of this survey. OPC will conduct periodic survey updates and track the progress of new affordable housing projects currently under construction.

Table 7: Replacement Housing Survey Results Housing Choice Voucher Units

Housing Authority Jurisdiction	Unit Size					
	Studio	1 BR	2 BR	3 BR	4 BR	5 BR
Contra Costa County						
Antioch		1	4	2		
El Sobrante				1		
Hercules				1		
Lafayette					1	
Martinez				1		
Pittsburg			1	2		
City of Richmond			1	2		
Alameda County						
Oakland						
Berkeley						
Vallejo						

Solano County						
Marin						
Napa County						
Total Located		**1**	**6**	**9**		

Grand Total Located/Needed	**81**

More in-depth replacement housing searches, based on the residents' needs and location requests prior to relocations will occur as often as necessary to provide ample rehousing information to the displaced households. Outreach will be necessary by HACCC and OPC to promote acceptance of the HCV. OPC will work with households early in the process (as early as the interview stage) to place their names on waitlists for affordable housing and below market rate housing programs. Table 8 below provides a tally of properties that currently have open waitlists in various locations.

Table 8: Open Waitlist Properties by Location

Location	# of
Alameda	1
Concord	4
El Cerrito	1
Emeryville	1
Hayward	1
Hercules	1
Martinez	3
Oakland	3
Orinda	1
San Pablo	1
Walnut Creek	1
Total Properties	**18**

Based on the limited availability of units located within HACCC's jurisdiction, a phased relocation process or a longer duration under the notice to vacate may be warranted.

PBV Replacement Housing Projects

HACCC has currently committed Las Deltas Rental Assistance Demonstration (RAD) Project-Based Voucher (PBV) funding to 13 housing properties that have set aside

newly constructed or rehabilitated units under the RAD program, including one property in North Richmond. All relocation families will automatically be placed on the site-based waiting lists for these properties and given priority for vacant and available units. HACCC intends to help fund the creation of new affordable housing units on at least a portion of the existing Las Deltas site. Should new or rehabilitated affordable housing be developed on any portion of the existing Las Deltas site in the future, HACCC will require the developer to provide priority access to Las Deltas residents displaced by the RAD process unless such priority is legally prohibited.

HACCC will maintain an electronic list of families who are being relocated. Updates on the status of the RAD PBV properties will be sent at semi-annually to every relocated Las Deltas family and also prior to the wait list opening for each particular property. In addition, approximately six months prior to occupancy of a RAD PBV property, all relocated residents will be notified to gauge their interest in a unit at the property. Annual and opening updates will be sent by the Housing Authority's HCV Department. All relocated Las Deltas families are responsible for maintaining a current mailing address with HACCC.

If a family is interested in a unit at a given property, they will be invited to the HCV office to complete applicable documents for transition to the PBV program and the replacement unit. If the family indicates that they are not interested in the property or does not respond to the outreach, they will be removed from the waiting list for that property only. Families will continue to be offered PBV unit options until they have either rejected offers at all RAD PBV replacement housing sites or documented that they no longer wish to be considered for RAD PBV alternatives in writing.

All issues concerning the re-occupancy of a RAD PBV unit or any other HCV program questions during the relocation process should be directed to:

Bruce Smargiasso
Director of Assisted Housing
bsmargiasso@contracostahousing.org
(935) 957-7090

The following properties have indicated that they will be providing priority to Las Deltas residents for occupancy of the replacement units for Las Deltas:

Project Name	Project Address	PBV Units	RAD Units	Total Assisted Units	Total Units In Project	Housing Type
Tabora Gardens	3557 Tabora Dr., Antioch, CA 94509	12	22	34	85	Family/ Veterans
Hookston Senior Homes	80 W. Hookston Rd., Pleasant Hill, CA	15	5	20	100	Senior
Robin Lane	1149 Meadow Lane, Concord, CA	4	4	8	16	Family
Garden Park Apartments	2387 Lisa Lane, Pleasant Hill, CA	14	14	28	29	Family
Woods Grove Apartments	850 E. Leland Rd., Pittsburg, CA	18	6	24	80	Family
Veterans Square	901 Los Medanos St., Pittsburg, CA	11	18	29	30	Disabled Vets
Elaine Null Apartments	112 Alves Lane, Pittsburg, CA	2	2	4	14	Family
Terrace Glen Apartments	107 W. 20th St., Antioch, CA	4	12	16	32	Family
St. Paul's Community Center and Apartments	1860 Trinity Ave., Walnut Creek, CA	18	5	23	45	Family
Church Lane Apartments	2555 Church Lane, San Pablo, CA	5	5	10	22	Family
Pinecrest Apartments	1945 Cavallo Rd., Antioch, CA	3	9	12	24	Family
El Cerrito Senior	10848 and 10860 San Pablo Ave, El Cerrito, CA	39	23	62	63	Senior
Heritage Point	1500 Fred Jackson Way, Richmond, CA	35	6	41	42	Family
TBD			83			
	Total	**180**	**214**	**311**	**582**	

Any families that are over-income for the leasing restrictions that may exist on an assisted unit will be offered a transfer to other public housing units or referred to open-market housing.

G. CONCURRENT RESIDENTIAL DISPLACEMENT

There are no major public housing conversion projects or large redevelopment, dispositions, conversion, or repositioning of other forms of affordable housing that are expected to impact the ability of HACCC, through OPC, to relocate the displaced

households. There are three active and proposed rehabilitation projects in the City of Richmond that could reduce unit availability; however, these projects are largely utilizing on-site temporary housing units, extended stay style hotels and properties that are primarily market rate with rents priced above the current HACCC payment standard. These projects do not pose a substantial impact or threat to a successful rehousing program for this Project.

H. RELOCATION ASSISTANCE PROGRAM

Relocation Staff Availability and Responsibilities

OPC's Oakland, CA based staff will be available to assist all displaced households with questions about relocation and/or assistance in relocating. For the time being, OPC staff can be contacted at 510.638.3081 between the hours of 9 am and 5 pm Monday-Friday. After business hours appointments will be made as needed for households who cannot meet during normal business hours. The households will be notified in the future of the names, phone numbers and email addresses of the team assigned to the Project. Should staff contact information change, this relocation plan will be updated, and the households will receive a notice of the change.

OPC shall utilize space at Las Deltas for a relocation office. The office will be located at 1601 N. Jade Street, North Richmond, CA. In addition, OPC's main office in the area is located at 7901 Oakport Street, Suite 480, Oakland, CA 94621. OPC staff should be contacted in advance to schedule an appointment at either of these offices to ensure that a knowledgeable person is available to meet with the household. OPC staff may be contacted at (510) 638-3081. Persons contacting OPC shall state they are calling in reference to Las Deltas. OPC shall post office hours at the Relocation Office at a later date.

Specific activities performed by relocation staff will include:

1. Distribute the RAD Relocation Notice.
2. Personally present and explain the household's NOE.
3. Distribute the 90-Day Notice to Vacate, and where applicable, a 30-Day Notice to Vacate and other reminder notices related to the household's vacate date.
4. Provide referrals to at least three comparable replacement housing units with the household's NOE and provide additional referrals as needed and required.

5. Provide the households with relocation counseling services to assist them in making good decisions to plan their move.
6. Coordinate moves to the household's permanent replacement unit.
7. Assist with the completion and filing of relocation claims, rental applications, and appeals forms, if necessary.
8. Other assistance that may be appropriate to ensure the household receives services and benefits that are reasonably permitted and/or required under the URA and necessary to ensure that hardships and impacts are reduced as much as possible in the relocation process.
9. Document receipt of all required notices, housing referrals provided, signed claims and receipts of payments, and demonstration of advisory services and relocation assistance provided to the residents in the household's relocation file.
10. Attend tenant meetings, as needed, with or in place of HACCC.

Noticing

Notices may be personally served where needed or mailed with a certified return receipt. All notices and proof of service will be maintained in OPC's relocation case files. At a minimum, each household will receive the services below from OPC. Samples of these notices are provided in Appendix E. All notices and other informational documents provided will include OPC's contact information and any directions to the resident to contact OPC. Notices will be provided to the household in their primary language.

1. Interview request letter. This letter shall be the first formal notification the households will receive from OPC. This letter shall invite the household to contact OPC to conduct their relocation interview.
2. A relocation assistance informational brochure or statement. These statements will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this statement will be mailed certified return receipt mail.
3. A Notice of Relocation. These notices will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this notice will be mailed certified return receipt mail. The notice will detail the timeline for a family's move to ensure a minimum of 90-Days notice, relocation assistance, rights to return and their right to advisory services.

4. A notice of ineligibility. Any person not eligible for relocation assistance will receive a notice of ineligibility. The notice will state why they are not eligible to receive relocation assistance and will include information about how to appeal such a decision. This notice will be mailed certified return receipt mail.
5. A 90-Day Notice to Vacate prior to their required vacation date. These notices will be mailed to each household via certified mail/return receipt requested and first class mail unless served concurrently with the NOE. Until a replacement housing plan exists for the disposition of Las Deltas that requires that the property be vacated, a 90-Day Notice will not be necessary to be issued.
6. A 30-Day Notice to Vacate prior to their required vacation date. These notices will be mailed to each household via certified mail/return receipt requested and first class mail. NOTE: A 30-Day Notice to Vacate would only be served in cases were a household is still occupying their unit 30 days prior to the expiration of the 90-Day Notice.

Replacement Housing Assistance

Advisory Assistance: All households will be required to permanently relocate from Las Deltas. OPC will meet with all households to ascertain their replacement housing needs, locations they will consider, and other information to assist them to locate appropriate replacement housing. OPC will provide assistance to all households to locate and secure a suitable replacement housing unit including providing them referrals, assisting to prepare and submit applications and coordinating transportation for them where needed. HACCC will work with OPC to provide residents with assistance to be placed on waiting lists for properties that HACCC holds Project Based Voucher Housing Assistance Payment (HAP) contracts on and other types of affordable housing units such as Low Income Housing Tax Credit properties. Referrals to available units and waitlists will be delivered directly to the households by mail and in person. No households will be displaced by the relocation process until they have found a unit of their choice to move to.

Permanent Replacement Housing Assistance Payment:

Households Transferring to Other Public Housing

Households may have the opportunity to move into another public housing unit within HACCC's portfolio. In these cases, the household would lease a unit with a rent at no greater than 30% of their income with adjustments for utility services such as electricity

and gas. The household would not receive any further housing assistance except for the required relocation assistance indicated in this plan, including moving and utility transfer costs.

Housing Choice Voucher Eligible Households

As residents of public housing, on-going rental assistance will be provided pursuant to the provisions of the Housing Choice Voucher (HCV) program of the U.S. Department of Housing and Urban Development (HUD). The HCV program provides for a household to continue paying thirty percent (30%) of the household's adjusted income for their monthly housing rental costs. The provision is subject to the gross rent not exceeding the HCV Payment Standard for that household's voucher size.

In order to alleviate hardships for tenants who must pay "move-in costs" (such as credit report fees and security deposits), HACCC will provide up to seventy-five dollars ($75.00) for credit checks and a maximum of two months' security deposit based upon the maximum monthly rent payment standards as approved by HACCC.

Housing Choice Voucher Program (HCVP) Payment Standards are set by HACCC based upon the U.S. Department of Housing and Urban Development (HUD)-published Fair Market Rents. They're reviewed, at least, annually. A payment standard is the maximum allowable monthly assistance payment in HACCC's jurisdiction for an assisted household's (1) contract rent; and (2) those essential utilities for which the tenant is responsible, including a stove or refrigerator provided by the household.

Payment standards are used to determine how much of the rent is paid by HACCC, and how much by the household. Payment standards do NOT determine or limit the rent a landlord may charge.

The maximum contract rent a landlord may charge is based on the reasonable rent for the unit and the household's income. HACCC Payment Standards are listed below. Households can request the payment standards for other areas from OPC.

HACCC HOUSING CHOICE VOUCHER PAYMENT STANDARDS

Voucher Size	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
Payment Standard *	**$1,435**	**$1,723**	**$2,173**	**$3,017**	**$3,477**	**$3,999**

*** Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen, Oakley Only**

HOUSING CHOICE VOUCHER PAYMENT STANDARDS:

HACCC HIGH COST AREA - ALL OTHER CITIES

Voucher Size	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
Payment Standard	**$1,578**	**$1,895**	**$2,390**	**$3,318**	**$3,824**	**$4,398**

The above listed payment standards, which includes all utilities, represent the maximum amount the contract rent may be for each bedroom size indicated. Once a Request for Tenancy Approval (RTA) has been received, the Program Specialist will negotiate the contract rent with the owner. The rents offered will be based on comparable rents in the area and the condition of the unit submitted on the RTA.

If a household cannot find a comparable replacement home at a monthly rent that is at or below HACCC's payment standard, that household may be eligible to receive a gap differential, called a "rental assistance payment." This differential will enable the household to cover the gap for 42 months.

The household may receive this adjustment only if without such assistance, in HACCC's determination, the household cannot lease a comparable home or apartment that is affordable at 30% of their adjusted monthly income. If a household qualifies for a rental assistance payment, the household's rent share plus utilities still must not exceed 40% of their adjusted monthly income.

Table 9 on the following page provides a sample calculation of this payment.

Table 9: Example Computation of Rent Differential Payment *

1. Rent of Displacement Unit	$800	Displacement Rent plus Utility Costs
or		

2. Ability to Pay	$750	30% of the Gross Household Income
3. Lesser of lines 1 or 2	**$750**	
Subtracted From:		
4. Actual New Rent	$950	Actual New Rent including Utility Allowance
or		
5. Comparable Rent	$1,000	Determined by Agency; includes Utility Allowance
6. *Lesser* of lines 4 or 5	**$950**	
7. Yields Monthly Need:	**$200**	Subtract line 3 from line 6
8. Rental Assistance	**$8,400**	**Multiply line 7 by 42 months**

Note: This is a sample case only and is not reflective of actual market conditions. Not all households will receive this type of relocation assistance. The household should discuss their eligibility for this type of relocation assistance prior to making any decisions regarding their replacement housing options. This form of payment will be provided on a case by case basis.

Moving Assistance

Households will have two options for moving assistance; a professional or self-move. OPC Staff will meet with each household to explain the moving assistance services that will be made available to them and ascertain the move option that best suit their needs and abilities.

Option1: Self-Move (Fixed Payment In-lieu of Actual and Reasonable Move Costs): Should a household choose to conduct a self-move to their replacement housing, they will receive a Fixed Move Payment (FMP) based on the current number of rooms of personal property in their Las Deltas unit in lieu of having a professional mover relocate their personal property for them. The current federal FMP schedule for the state of California is presented in Table 10 on the following page. The household would not receive moving compensation for costs such as labor, boxes and other packing materials, utility transfers, or other costs related to the physical move of their home, if they elect the FMP because the intent of the FMP is to provide funds to the household

to pay for all costs associated with the move per the URA. OPC will prepare and process the appropriate claim for the household to receive assistance.

Table 10: Federal Fixed Move Payment Schedule

# of Moveable Rooms	Typical Unit Size Equivalent	Payment Amount
3 Rooms	Typical 1 BR	$1,165
4 Rooms	Typical 2 BR	$1,375
5 Rooms	Typical 3 BR	$1,665
6 Rooms	Typical 4 BR	$1,925
Additional Rooms	i.e. outdoor storage	$265

Option 2: Professional Move. HACCC will directly pay for any professional moving services required. OPC staff will obtain multiple bids for HACCC's consideration to hire the lowest responsible bidding moving contractor (or contractors if multiple contractors may serve the Project's needs better) to provide moving services to senior and disabled households, as well as any other households who may need or want assistance. Vendors will be licensed by the California Public Utilities Commission (CPUC), insured and bonded.

Services would include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the household's personal property to their permanent housing unit. Additional vendors may be needed for debris hauling services and other services that may be needed by senior and/or disabled households. These needs will be handled on a phase by phase, case by case basis. Such services are referred to as related services. OPC will coordinate all services needed by the resident for their move.

OPTION 3: Combination Move. Some households may elect to combine Options 1 and 2. Under this option they may elect to do their own packing and have a moving company move their goods. Under this option the household would receive a prorated fixed move payment and the movers invoice would be paid on their behalf.

Utility Transfer Fee Reimbursement

All households that elect to be moved by the mover will be reimbursed for the actual cost of transferring/reconnecting existing telephone, utility and cable services. HACCC will not cover the cost of modifying existing telephone, utility or cable bill arrangements, or cost associated with new service. Residents are responsible for notifying the telephone, cable, electric, gas, and other utility companies of the need for a transfer. Special assistance will be provided by HACCC to elderly, disabled and non-English speaking households as necessary. HACCC will reimburse residents for the actual transfer cost upon presentation of an itemized bill from the appropriate company. Advance payments may be considered, if a household demonstrates a financial hardship.

I. PAYMENT OF RELOCATION BENEFITS

Should there be any payment of relocation assistance payments payable to the household, the payment will be made expeditiously. In order to receive any applicable replacement housing payments, the household must rent and occupy a decent, safe and sanitary replacement housing within 12 months after they vacate Las Deltas. HACCC and OPC will assist residents in locating decent, safe, and sanitary units that meet their needs. All persons eligible to receive a payment must submit claims and supporting documentation for relocation benefits to OPC no later than 18 months after the date they vacate the Project Site in order to remain eligible for payment.

A sample claim form is provided in Appendix E of this Plan. 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. OPC will review all necessary documentation before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by OPC and be presented to the claimant for their review and signature. Signed claims and supporting documentation will be returned to relocation staff for processing of payment;
4. OPC will review and approve claims for payment or request additional information;

5. OPC will issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Receipts of payment and all claim materials will be maintained in the relocation case file;
7. In cases where the displacee disputes the amount of payment they are awarded in the claim, they may make a written appeal in accordance with the appeals process defined in Section L of this plan. Further details regarding the appeals process and a sample appeals request form is provided in Appendix F of this Plan.

J. 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 household unit, and any other impact determined by HACCC to negatively affect the alien's spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, OPC will be required to seek immigration status information from each displacee 18 years of age or older by having them self-certify as to their legal status. Each household will be required to sign a certificate of lawful presence prior to any direct payment of relocation payments. Any residents not lawfully present in the United States that are paid relocation assistance will not be paid with any source of federal funds.

HACCC will pay relocation assistance with a non-federal source of funds to eligible persons not lawfully present in the United States.

K. EVICTION POLICY

It is recognized that eviction is permissible only as a last resort and that relocation records must be documented to reflect the specific circumstances surrounding any eviction. Eviction by HACCC will only take place in cases a serious violation of the

rental agreement; a dangerous or illegal act in the unit; violation of federal, state, or local laws; or, if the household refuses all reasonable offers to move.

If a family is evicted from an HCV unit after relocation from Las Deltas, but before a right to return is exercised, HACCC shall assist the family move to a second location However, if the eviction is due to violent and/or drug-related criminal activity and results in HACCC's termination of the resident's HCV subsidy assistance, no further relocation benefit will be provided (subject to the results of any appropriate grievance action). In the event of any legal action to terminate a RAD participant from the subsidy program, a copy of the termination notice will be forwarded to Bay Area Legal Aid.

L. APPEALS POLICY

HACCC's Grievance Policy 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 (H&CD) Program guidelines.

Briefly stated, a displaced household will have the right to ask for review when there is a perceived grievance regarding any of its (the household's) rights to relocation and relocation assistance, including the determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral. Appeals regarding HACCC property management practices may also be considered. Appendix F provides a full description of the appeals process.

Requests for review will be directed first to OPC to attempt to resolve between the Household and the relocation agent. If the matter cannot be resolved in this manner, the appeal would then be sent to:

Housing Authority of the County of Contra Costa,
Attn: Elizabeth Campbell
Director of Asset Management
3133 Estudillo Street
Martinez, CA 94553
(925) 957-8045

Should the appellant and HACCC not be able to resolve the appeal, the appellant may forward their appeal to the Executive Director or a duly appointed body serving as the Appeals Board.

Pursuant to California Code of Regulations Section 6156(d), a complainant shall have 18 months from the time s/he moves from the property to file a request for an informal settlement of a grievance or a formal grievance hearing under HACCC's Grievance Procedure.

M. PRE AND POST-RELOCATION RESIDENT CONTACT

Prior to relocating from Las Deltas, all residents will meet with OPC and continue to work with OPC to identify and move to a suitable, comparable replacement housing units. OPC will be the primary contact as indicated above throughout the move from Las Deltas.

After residents have moved from Las Deltas, whether with a HCV or into another public housing unit, residents who have questions or concerns about their relocation benefits should contact:

Elizabeth Campbell
Director of Asset Manager
ecampbell@contracostahousing.org
(925) 957-8045

Questions regarding participation in the Housing Choice Voucher program or re-occupancy to a PBV program unit should be directed to:

Bruce Smargiasso
Director of Assisted Housing
bsmargiasso@contracostahousing.org
(925) 957-7090

If neither Elizabeth Campbell nor Bruce Smargiasso can be reached, then please contact the Administrative Assistant to the Executive Director at (925) 957-8028.

HACCC shall maintain a Relocation Log compiled from information provided by the families when interviewed by OPC to track current address, relocation preferences, dates of notifications, household composition and numerous other data sets. This Relocation Log will be maintained by OPC during initial relocation and thereafter by HACCC until the last family has determined their re-housing option under the URA.

Semi-annually, HACCC shall send all relocation households an update regarding prospective housing options coming on-line in the coming period and information on what to do if they are interested in any of them. These communications will supplement

actual outreach activity to relocation households from the waiting lists throughout the regular calendar year.

N. PROJECTED RELOCATION SCHEDULE

The general relocation planning and implementation schedule is shown below. The relocation schedule is subject to change and will be updated in future updates to this Plan.

- Relocation Plan Development: March – June, 2016
- Update of Relocation Plan: 1st Quarter of 2017
- Plan Public Comment Period: April – May 2017
- Household interviews – April – June, 2017
- Board Adoption Hearing: June 13, 2017
- Relocation Status Update Meetings With Tenants: Periodically 2016 – 2017
- RAD Relocation 90-Day Notice
- Relocations: Commence 3rd Quarter of 2017

The relocation schedule will be developed in greater detail by OPC once more detailed project schedules are available from HACCC. OPC will prepare and provide periodic schedule updates to HACCC as requested and to the households as needed to keep them advised and informed of upcoming relocation activity that may affect them.

O. ESTIMATED RELOCATION COSTS

The estimated relocation cost provided below is based on the best current available data related to the overall project schedule, potential number of relocations, and the estimated vendor costs as of April 4, 2016.

This cost estimate includes the cost of professional services, utility transfer, security deposit and application fee reimbursements, and potential rental assistance payments that may be required.

The cost estimate is considered conservative at this time and should remain as such until certain factors are better understood and more easily controlled, including the number of total relocations and the number of household that may be able to conduct self-moves.

A 20% contingency has been used to mitigate against potential cost increases, including the provision of services not yet considered in the Plan, higher than estimated rent differential payments, moving cost increases based on formal bids and ultimate vendor contracts, and other unforeseen factors that could increase the cost of implementing this Plan. A 20% contingency is used, because there is a lengthy time horizon between its approval and actual implementation of relocation.

The approval of this Plan does not constitute the approval of the relocation budget for the purposes of determining maximum levels of eligible compensation. These maximums will be based on actual data at the time of the preparation of an NOE in accordance with the URA. HACCC cannot offer lesser relocation payments than those required by the URA, Guidelines or CRAL in order to conform to the parameters of the preliminary budget that is included in the approved relocation plan.

As the project variables become more reliable, updates to the budget will be prepared. Table 11 below provides the preliminary proforma cost estimate for the Project. As stated, the cost estimate is subject to change as the project details are solidified in greater detail.

Table 11: Proforma Relocation Cost Estimate *

Cost Estimate Line Item	Estimated Cost
Estimated Residential Relocation Costs	$1,338,000.00

***Cost estimate is subject to change. Estimate is not an assumption of any cash payout to any household.**

P. RESIDENT PARTICIPATION/PLAN REVIEW

In accordance with the Guidelines, the Plan is required to be circulated for a minimum of a 30-day public review and comment period. HACCC has elected to exceed this requirement.

The Plan will be made available to each Project household for a 45-day review period and their written comments will be collected. Households will receive a notice of the Plan's availability and a summary of the Plan. Non-Las Deltas residents, including public agencies, advocacy groups and other interested parties, are invited to provide

written comments to the Plan. The comment period will open on April 6, 2017 and the public will have the opportunity to comment on the document until the public hearing on June 13, 2017 when it is submitted to the Board of Commissioners for approval.

A copy of this Plan will be available for review at the following locations beginning on April 6, 2017:

- Las Deltas Housing Development: 1601 No. Jade Street, North Richmond, CA
- El Pueblo Housing Development: 875 El Pueblo Ave., Pittsburg, CA
- Oakley Housing Development: 909 A Rosemary Lane Oakley, CA
- Rodeo Housing Development: 2 California Street, Rodeo, CA
- Main Office: 3133 Estudillo Street, Martinez, CA
- Housing Choice Voucher Office: 2870 Howe Rd., Martinez, CA

The Plan may also be accessed online at www.contracostahousing.org. A copy of the draft Relocation Plan will also be presented at a resident meeting on April 6, 2017 at the Las Deltas site.

The Plan will be presented for approval to the HACCC Commission Board on or around June 13, 2017. Further notice will be provided to the Project residents regarding the Commission hearing.

Any written comments or questions received will be included in Appendix G of the Final Relocation Plan to be presented to the Commission for approval.

All written comments should be mailed, faxed, or emailed to:

Chad Wakefield
Regional Leader
Overland, Pacific and Cutler
7901 Oakport Street, Suite 4800
Oakland, CA 94621

Email: cwakefield@opcservices.com
Fax: (562) 304-2020

Once approved, this Plan will be updated if regulatory changes occur that impact the Project and relocation of the households.

LIST OF APPENDICES:

RELOCATION TERMS GLOSSARY.....APPENDIX A
APPLICABLE RELOCATION REGULATIONS .....APPENDIX B
RESIDENT MEETING MATERIALS.....APPENDIX C
RESIDENT MEETING DOCUMENTATION.....APPENDIX D
SAMPLE RELOCATION FORMS .....APPENDIX E
RELOCATION APPEAL / GRIEVANCE PROCEDURES ..... APPENDIX F
WRITTEN COMMENTS TO THE RELOCATION PLAN ..... APPENDIX G

A. GLOSSARY OF RELOCATION TERMS

90-Day Notice **This is a n**otice that may be given to a person who will be required to move a residence, business or personal property as a result of the agency's project. It informs the person that he or she must move the residence, business or personal property 90 days from the date of the notice. This notice can only be given after a relocation plan is approved and a Notice of Eligibility or other form of eligibility notice for relocation benefits has been given to the displaced person(s).

30-Day Notice This is a notice that may be given to a person who will be required to move a residence, business or personal property as a result of the agency's project. It informs the person that he or she must move the residence, business or personal property 30 days from the date of the notice. This notice can only be given after a 90-day notice is given to the displaced person(s).

Comparable Replacement Dwelling The term *comparable replacement dwelling* means a dwelling which is:

(i) Decent, safe and sanitary; (ii) Functionally equivalent to the displacement dwelling. The term *functionally equivalent* means that it performs the same function, and provides the same utility. While a comparable replacement dwelling need not possess every feature of the displacement dwelling, the principal features must be present. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a replacement dwelling is functionally equivalent to the displacement dwelling, the Agency may consider reasonable trade-offs for specific features when the replacement unit is equal to or better than the displacement dwelling;(iii) Adequate in size to accommodate the occupants;(iv) In an area not subject to unreasonable adverse environmental conditions;(v) In a location generally not less desirable than the location of the displaced person's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment;
(vi) on a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include special improvements such as outbuildings;(vii) Currently available to the displaced person on the private market; and(viii) Within the financial means of the displaced person: A replacement dwelling rented by an eligible displaced person is considered to be within his or her financial means if, after receiving rental assistance under this part, the

person's monthly rent and estimated average monthly utility costs for the replacement dwelling do not exceed the person's base monthly rental for the displacement dwelling; For a displaced person who is not eligible to receive a replacement housing payment because of the person's failure to meet length-of occupancy of occupancy requirements, comparable replacement rental housing is considered to be within the person's financial means if an Agency pays that portion of the monthly housing costs of a replacement dwelling which exceeds the person's base monthly rent for the displacement dwelling. Such rental assistance must be paid under Replacement housing of last resort. For a person receiving government housing assistance before displacement, a dwelling that may reflect similar government housing assistance. In such cases any requirements of the government housing assistance program relating to the size of the replacement dwelling shall apply.

Decent, Safe, and Sanitary Dwelling The term *decent, safe, and sanitary dwelling* means a dwelling which meets local housing and occupancy codes. However, any of the following standards which are not met by the local code shall apply unless waived for good cause by the Federal Agency funding the project. The dwelling shall: (i) Be structurally sound, weather tight, and in good repair;(ii) Contain a safe electrical wiring system adequate for lighting and other devices; (iii) Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) for a displaced person, except in those areas where local climatic conditions do not require such a system; (iv) Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced person. The number of persons occupying each habitable room used for sleeping purposes shall not exceed that permitted by local housing codes or, in the absence of local codes, the policies of the displacing Agency. In addition, the displacing Agency shall follow the requirements for separate bedrooms for children of the opposite gender included in local housing codes or in the absence of local codes, the policies of such Agencies; (v) There shall be a separate, well lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In the case of a housekeeping dwelling, there shall be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator; (vi) Contains unobstructed egress to safe, open space at ground level; and (vii) For a displaced person with a disability, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by such displaced person.

Displacement The act of requiring a displaced person to move permanently from the dwelling in which they occupy for a federally or State funded or sponsored project.

Displacement Dwelling The term displacement dwelling means the dwelling unit on the real property that the displaced person moves from or moves his or her personal property from the real property.

Displacing Agency The term displacing Agency means any Federal Agency carrying out a program or project, and any State, State Agency, or person carrying out a program or project with Federal financial assistance, which causes a person to be a displaced person.

Displaced Person (i) *General* the term *displaced person* means any person who moves from the real property or moves his or her personal property from the real property. This includes a person who occupies the real property prior to its acquisition, but who does not meet the length of occupancy requirements. (A) As a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project; (B) As a direct result of rehabilitation or demolition for a project. (ii) *Persons not displaced.* The following is a nonexclusive listing of persons who do not qualify as displaced persons under this part: (A) A person who moves before the initiation of negotiations, unless the Agency determines that the person was displaced as a direct result of the program or project; (B) A person who initially enters into occupancy of the property after the date of its acquisition for the project; (C) A person who has occupied the property for the purpose of obtaining assistance under the Uniform Act; (D) A person who is not required to relocate permanently as a direct result of a project. Such determination shall be made by the Agency in accordance with any guidelines established by the Federal Agency funding the project, or as a result of the rehabilitation or demolition of the real property. (However, the displacement of a tenant as a direct result of any acquisition, rehabilitation or demolition for a Federal or federally assisted project is subject to this part.); (E) A person who, after receiving a notice of relocation eligibility, is notified in writing that he or she will not be displaced for a project. Such written notification shall not be issued unless the person has not moved and the Agency agrees to reimburse the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility.

Fixed Residential Moving Cost Schedule This schedule is used to calculate the amount of reimbursement that displaced persons may be eligible to receive if they decide to move their own personal property. The Federal Highways Administration periodically updates and distributes this schedule. A copy can be found on our web site at: **http://www.fhwa.dot.gov/realestate/index.htm** in the section *Relocation Assistance.* Payment per this schedule is also known as a fixed move payment.

Good Standing means that a household is lawfully occupyingthe unit and is eligible to receive relocation assistance. An eligible household is any person residing in a unit at Las Deltas who is legally on the public housing lease, has submitted an application to be added to an existing lease, or is otherwise in lawful occupancy at the time of the issuance of the CHAP and at any time thereafter until the RAD conversion.

Household means one or more persons occupying a housing unit.

Low-income Families means families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low household incomes.

Memorandum of Understanding (MOU) The term Memorandum of Understanding is used to describe the document that explains the temporary relocation benefits to be provided to an occupant of a residential dwelling unit that is required to move from the unit temporarily. The MOU will be provided the occupant for their review and signature prior to the expected move date.

Notice of Eligibility (NOE) The term Notice of Eligibility, also referred to as an NOE, is the written description of the type of permanent relocation benefits and the monetary amount(s) of those benefits a displaced person is eligible to receive under the appropriate relocation statutes or laws (for example the URA.) This notice can be given prior to the approval of the relocation plan as deemed appropriate by the displacing agency.

Relocation The act of moving permanently or temporarily from a dwelling unit as a result of a federally or State funded or sponsored project where the URA or other relocation statutes or laws are triggered.

Rent Differential Payment Amount of assistance paid to a displaced person, who is a renter, to compensate for the difference between the monthly rent and utility payment that they will pay at the replacement dwelling unit and what was paid for rent and utilities at the displacement dwelling. This difference is calculated over a 42 month period. If Tenant-based Rental Assistance such as Housing Choice Voucher is available to the displaced person, that amount of assistance will offset a portion of the difference and any un-met portion of the difference is eligible to be paid for with a rent differential payment. The payment must be claimed within 18 months after the displaced person moves from the displacement dwelling. Also referred to as a Rental Assistance Payment (RAP) or Replacement Housing Payment (RHP). At the families option, the payment can be made in a lump sum or in installments.

Replacement Dwelling A replacement dwelling is the unit the displaced person elects to move to from the displacement dwelling. A displaced person must locate and move into a replacement dwelling within 12 months of the date they vacate the displacement dwelling to claim a RAP.

Tenant-based Rental Assistance is a form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. Tenant-based rental assistance under this part also includes security deposits for rental of dwelling units. A common form of Tenant Based Rental Assistance is a Housing Choice Voucher.

Uniform Act Relocation (URA) The term *Uniform Act* means the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L.91–646, 84 Stat. 1894; 42 U.S.C. 4601 *et seq.*), and amendments thereto. Also known as the URA.

B. APPLICABLE RELOCATION REGULATIONS

Permanent Relocation Assistance for Displaced Public Housing Tenants: URA, 104(d), California, and RAD Relocation Requirements[1]

	URA	Section 18	California Law	RAD
Relocation Plan	Must plan for relocation which may include conducting a survey of needs including: • Estimate of the number of households to be displaced including information such as owner/tenant status, estimated value and rental rates of properties to be acquired, household characteristics, and special consideration of the impacts on minorities, the elderly, large families, and persons with disabilities when applicable • Estimate of comparable replacement housing available (including price ranges and rental rates). • Consideration of any special relocation advisory services that may be necessary from the housing authority and other cooperating agencies. No formal plan documents are required, and no approval process is required.	Relocation Plan must include: • The number of individual residents to be displaced; • The type of counseling and advisory services the PHA plans to provide; • What housing resources are expected to be available to provide housing for displaced residents; and • An estimate of the costs for counseling and advisory services and resident moving expenses, and the expected source for payment of these costs. Relocation must be executed on a nondiscriminatory basis PHA must provide in **disposition application** the following information: • The number of occupied units; • A schedule for relocation on a month-to-month basis;	As soon as possible following initiation of negotiation PHA must prepare relocation plan and submit for approval of PHA board of Head of PHA. Plan must be available for public comment and review at least 30 days prior to approval. Plan must contain - • Analysis of relocation needs • Projected dates of displacement • Analysis of comparable housing resources • Description of relocation advisory services • Description of relocation payments • Cost of carrying out relocation plan • Last resort housing plan if necessary • Temporary relocation plan if applicable • Plans for citizens participation • Comments from relocation committee if applicable.	• Written relocation plan is not required but strongly encouraged • Must conform w/ URA 49 CFR 24.205(a) • Relocation budget • Certificate of URA Compliance The Relocation Plan should provide a general description of and purpose for the project (e.g., year built, location, # of units, configuration, occupancy information, and funding sources.) The basic components of a plan include: • A general description of the project and the site, including acq., demolition, rehab, and construction activities and funding sources; • A detailed discussion of the specific steps to be taken to minimize the adverse impacts of relocation, including when transferring the assistance to a new site; • Info on occupancy (including the # of residents, residential owner-occupants and non-residential occupants, if any, to be permanently or temp relocated);

[1] California Relocation Law (California Government Code Section 7260 et seq. (the CRAL"), and the California Relocation Assistance and real Property Acquisition Guidelines, Title 15, CCR, Section 6000 et seq. (the "Guidelines") (collectively, the "California Relocation Law"); Section 18 of the U.S. Housing Act of 1937, and implementation regulations at 24 CFR Part 970) (collectively, "Section 18"); the Uniform Relocation Act (46 U.S.C. §4600 et seq.), and its implementation regulations (49 CFR Part 24)(collectively, "URA"); RAD is subject to the URA.

	URA	Section 18	California Law	RAD
				• Info on relocation needs and costs (including the # of residents who plan to relocate with Housing Choice Voucher assistance); • General moving assistance info; • Temp move assistance (including info on duration of temp moves); • Permanent move assistance; and • Appeals process
Moving & Related Expenses (PHA unit move to a PHA unit)	PHA choice • PHA move resident with force account staff or contractor ($100 allowance to resident), or allow resident to choose: ○ Payment for actual costs of a self-move, or ○ Payment for self-move at DOT schedule amount Or ○ A combination of both	• Actual and reasonable relocation expenses		PHA choice • PHA move resident with force account staff or contractor ($100 allowance to resident), or allow resident to choose: ○ Payment for actual costs of a self-move, or ○ Payment for self-move at DOT schedule amount Or ○ A combination of both • PHA responsible for covering all reasonable moving expenses incurred in connection with temporary relocation of a resident. • The PHA will not make fixed payments since such payments may not be representative of actual reasonable costs incurred. However, in order for a resident to be sure of full reimbursement, the resident should submit a moving cost estimate to the PHA for approval prior to the move unless the PHA is directly carrying out the move and the resident will incur any reasonable out-of-pocket

	URA	Section 18	California Law	RAD
				moving expenses.
Moving & Related Expenses (PHA unit move to non-public housing—with or without Voucher assistance)	**Resident's choice** • Payment for actual costs of a Self-move, or • Payment for self-move at DOT schedule amount, or • A combination of both. (Optional) PHA may offer to move resident with force account staff or contractor ($100 allowance to resident)	• Actual and reasonable relocation expenses	Actual and reasonable moving costs including costs for • Transportation not to exceed a distance of 50 miles except where justified • Packing and unpacking • Storage of personal property if necessary • Replacement value of property lost, stolen or damaged	**Resident's choice** • Payment for actual costs of a Self-move, or • Payment for self-move at DOT schedule amount, or • A combination of both. (Optional) PHA may offer to move resident with force account staff or contractor ($100 allowance to resident)
Replacement Housing	• Offer comparable replacement dwelling which may be: ○ Tenant based assistance (voucher) ○ Project-based assistance ○ Public housing unit	• Provide comparable housing which may be: ○ Tenant based assistance (voucher) ○ Project-based assistance ○ Public housing unit	• Provide at least three offers of comparable replacement housing – no specific provisions regarding the use of subsidized housing as an offer of comparability.	• Offer comparable replacement dwelling which may be: ○ Tenant based assistance (voucher) ○ Project-based assistance Public housing unit ○ Homeownership housing ○ Private-market rental housing (affordable, non-subsidized).
Replacement Housing Payment (RAP)	• Computed on 42-month period • Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or (for low income persons only, 30% of gross monthly income) • "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities	• No Replacement Housing Payment • No provisions for "gap" payments	• Computed on 42-month period • Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or 30% of gross monthly income • "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities	• Computed on 42-month period • Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or (for low income persons only, 30% of gross monthly income) "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities

	URA	Section 18	California Law	RAD
Notices	• General Information Notice (GIN) • Notice of Eligibility or Non-displacement at ION • 90 day notice to vacate	• 90 day notice to move	• General Information Notice (GIN) within sixty days of Initiation of Negotiations • Notice of Eligibility o • 90 day notice to vacate	• General Information Notice (GIN) • RAD Notice of Relocation • Notice of Intent to Acquire • URA Notice of Relocation Eligibility-for residents whose temporary relocation exceeds one year • 90 day notice to vacate

Services	• Advisory services
	  ○ Determine resident needs and preferences
	  ○ Explain payments and assistance
	  ○ Current and continuing information on comparable housing
	  ○ Inspection of replacement housing
	  ○ Assistance filling out claim forms
	  ○ Mobility counseling
	  ○ Transportation to inspect replacement housing
	  ○ Advice on other assistance sources
	  ○ Information on federal and state housing programs
		• Necessary counseling
		• Mobility counseling
			• Advisory services
			  ○ Determine resident needs and preferences
			  ○ Explain payments and assistance
			  ○ Current and continuing information on comparable housing
			  ○ Inspection of replacement housing
			  ○ Assistance filling out claim forms and applications
			  ○ Mobility counseling
			  ○ Transportation to inspect replacement housing
			  ○ Advice on other assistance sources
			• Information on federal and state housing programs
			• Inform all persons about eviction policies
				• Advisory services
				  ○ Determine resident needs and preferences
				  ○ Explain payments and assistance
				  ○ Current and continuing information on comparable housing
				  ○ Inspection of replacement housing
				  ○ Assistance filling out claim forms
				  ○ Mobility counseling
				  ○ Transportation to inspect replacement housing
				  ○ Advice on other assistance sources
				  ○ Information on federal and state housing programs
				• May include housing counseling that should be facilitated to ensure that residents affected by the project understand their rights and responsibilities and the assistance available to them
				• Must also inform residents of their fair housing rights
				• PHAs should inform residents that if they believe they have experienced unlawful discrimination, they may contact HUD at 1-800-669-9777 (Voice) or 1-800-927-9275 (TDD) or at http://www.hud.gov.

	URA	Section 18	California Law	RAD
Aliens not lawfully present in country	• Aliens not lawfully in the country are not eligible for relocation benefits	• No prohibition on benefits for illegal aliens	• No prohibition on benefits for illegal aliens	• Aliens not lawfully in the country are not eligible for relocation benefits
Impact of eviction on eligibility	• Persons who are evicted before or after initiation of negotiation are ineligible for benefits	• No provisions	• Eviction does not impact eligibility for benefits. Displaced persons do not include unlawful occupants (those persons evicted by court order or who vacated after receipt of a termination notice) unless persons was occupant of permanently affordable housing.	• Persons who are evicted before or after initiation of negotiation are ineligible for benefits

C. RESIDENT MEETING MATERIALS

Rental Assistance Demonstration "RAD" Program

Presented by

Rudy Tamayo

Deputy Executive Director

The Housing Authority of the County of Contra Costa

RAD Overview

The Rental Assistance Demonstration (RAD) is a voluntary program of the Department of Housing & Urban Development (HUD). RAD seeks to preserve public housing by providing Public Housing Agencies (PHAs) with access to more stable funding to make needed improvements to its properties.

How Does a RAD Conversion Work?

RAD allows PHAs to manage a property using one of two types of HUD funding contracts that are tied to a specific building:

- Section 8 Project-Based Voucher (PBV); or
- Section 8 Project-Based Rental Assistance (PBRA)

PBV and PBRA CONTRACTS ARE 15 or 20 years long and are more stable funding sources.

RAD will also make it easier to PHAs to borrow money and use low income housing tax credits (LIHTCs) as well as other forms of financing.

Private sources of additional money will enable PHAs to make improvements essential for preserving public housing.

Will a RAD Conversion Affect my Housing Assistance?

No, you will not lose your housing assistance and you will not be rescreened because of a RAD converstion.

Will a RAD Conversion Affect My Rent?

If your development is converted to PBV or PBRA, your rent contribution will most likely be the same as it was under public housing – generally no more than 30% of your household's adjusted gross income.

However, if you are paying a flat rent in public housing, you will most likely have to gradually pay slightly more in rent over time. In these limited cases, if your rent increases more than 10% and requires you to pay more than $25 per month in additional rent, your new rent will be phased in over the next 3 or 5 years depending on the PHA's policy.

How Can Residents be Involved in the RAD Process?

HUD encourages residents and their PHAs to work together during the RAD application and conversion process.

Before a PHA can apply to participate in RAD, HUD requires the PHA to:
•Notify all residents in a development proposed for RAD conversion about their plans;
•Conduct at least two meetings with residents

These meetings are an opportunity for residents to discuss the proposed conversion plans with the PHA, ask questions, express concerns, and provide comments.

A PHA is required to submit your comments and response to the plan as part of the RAD application.

Once HUD selects the PHA and property to participate in RAD, the PHA must have at least one additional meeting with all residents before HUD approves the final conversion.

Will a RAD Conversion Require a Change to the PHA Plan?

Yes, HUD considers a RAD conversion to be a "Significant Amendment" to the PHA plan.

Once a PHA is selected to participate, the PHA will have to comply with the resident and public notice consultation and public hearing requirements associated with a Significant Amendment before the final RAD conversion is approved.

This means that your Resident Advisory Board (RAB) will also be consulted and have an opportunity to make recommendations.

When Can a PHA Start the RAD Conversion Process?

After the PHA follow the procedures outlined in this presentation

The application period will remain open until the 60,000 unit conversion cap is reached, or September 30, 2015, whichever is sooner

Will I Have to Move if My Home or Building is Rehabbed?

Most needed repairs made as part of RAD are likely to be small and you will be able to stay in your home during construction.

Some buildings will require more extensive rehab. In these cases, you will be temporarily relocated as provided by the Uniform Relocation Act (URA). You will have the right to return to your development once construction is completed.

In a few cases, your current housing may be too old or deteriorated and past the point where it can be effectively rehabilitated, requiring that it be demolished and replaced. In these instances, you will be provided temporary relocation and you will have the right to return to the replacement housing that is constructed.

Will RAD Increase My Ability to Choose Where I Live?

You will have greater choice in where to live through the RAD "choice-mobility option."

If you would like to move after your development undergoes a RAD conversion, you may request and receive a Housing Choice Voucher (HCV).

Will RAD Affect Resident Rights & Participation?

Overall, your experience as a resident should not change very much, if at all, due to a RAD conversion

RAD keeps many of the resident processes and rights available under public housing, such as the ability to request a grievance process and the timelines for termination notification.

Will I Still Be Able to Participate in Self-Sufficiency Programs?

If you are a current participant in the Resident Opportunities and Self Sufficiency-Service Coordinators (ROSS-SC) program, you can continue to participate until all the current program funding is used

You will also still be able to participate in the Family Self-Sufficiency (FSS) program, if your property converts assistance to PBV, you will be automatically moved from the public housing FSS program to the Housing Choice Voucher (HCV) FSS program.

Before RAD	After RAD
Properties are typically not funded at 100% in public housing	Properties are placed on a more stable Section 8 funding platform
In Public Housing, PHAs cannot borrow money to perform necessary repairs	PHAs and owners can more easily borrow money and perform rehabilitation work
The funding fails to keep up with the deteriorating living conditions of residents	The living conditions of residents are improved
Residents cannot choose to move without losing housing assistance	Residents may receive a tenant-based voucher, or similar assistance, and move after 1 year in PBV and 2 years in PBRA

Question and Answer Period

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

RENTAL ASSISTANCE DEMONSTRATION (RAD)
GENERAL INFORMATION NOTICE (GIN)

October 19, 2015

Dear Las Deltas Resident:

The property you currently occupy, Las Deltas Apartments, is being proposed for participation in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program by the Housing Authority of the County of Contra Costa (HACCC). If we receive approval of our RAD applications, you will be required to be permanently relocated from your unit. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit **if we receive approval of our RAD applications.**

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). **If the proposed RAD project receives HUD approval** and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

1) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
2) At least 90 days' advance written notice of the date you will be required to move;
3) Payment for moving expenses; and
4) Payments to enable you to rent a similar replacement home.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

As a resident of a property participating in RAD, you have the right to return to the project if any future federally assisted housing is built on the Las Deltas property. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.

If you are permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you.

If you are required to relocate from the property in the future because of RAD, you will be informed in writing. HACCC will inform you of what assistance and payments you are eligible for and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, HACCC may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

If our RAD applications are approved, you will be contacted soon thereafter so that we can provide you with more information about the proposed project. Attached is a handout from HUD that further explains relocation assistance under the Uniform Relocation Act. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact:

Elizabeth Campbell, Director of Asset Management
925-957-8045;
ecampbell@contracostahousing.org.

This letter is important to you and should be retained.

Sincerely,

Joseph Villarreal
Executive Director

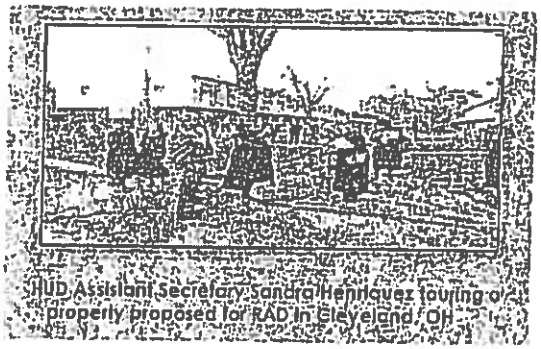
RENTAL ASSISTANCE DEMONSTRATION (RAD)

TOOLKIT #1: WHY RAD? A RENTAL ASSISTANCE DEMONSTRATION (RAD) OVERVIEW

WHAT IS RAD & WHY IS IT NEEDED?

The Rental Assistance Demonstration (RAD) is a voluntary program of the Department of Housing and Urban Development (HUD). RAD seeks to preserve public housing by providing Public Housing Agencies (PHAs) with access to more stable funding to make needed improvements to properties.

Public housing units across the country need more than $26 billion in repairs. HUD refers to these repair costs as capital needs. Congress has not provided enough funding for PHAs to keep up with capital needs. As a result, PHAs have had to make tough choices between things like repairing roofs and replacing plumbing—or worse, demolishing public housing. RAD provides PHAs a way to rehabilitate, or repair, units without depending on additional money from Congress.



HUD Assistant Secretary Sandra Henriquez touring a property proposed for RAD in Cleveland, OH

HOW DOES A RAD CONVERSION WORK?

RAD allows PHAs to manage a property using one of two types of HUD funding contracts that are tied to a specific building:

RAD TOOLKITS FOR RESIDENTS

This series of toolkits will better inform public housing residents about RAD and help them engage with PHAs throughout the RAD application and conversion process. All toolkits are posted on RAD's website at www.hud.gov/rad, under the 'Residents' tab. Toolkit #1: Why RAD? A Rental Assistance Demonstration (RAD) Overview provides a summary of the program with a focus on elements that affect residents.

- Section 8 project-based voucher (PBV); or
- Section 8 project-based rental assistance (PBRA).

PBV and PBRA contracts are 15- or 20-years long and are more stable funding sources.

This shift will make it easier for PHAs to borrow money and use low income housing tax credits (LIHTCs) as well as other forms of financing. These private sources of additional money will enable PHAs to make improvements essential for preserving public housing.

As a voluntary, limited demonstration program, less than 60,000 public housing units can be selected for RAD. PHAs must submit applications to convert some or all of their public housing assistance to PBV or PBRA contracts through RAD by September 30, 2015.

WILL A RAD CONVERSION AFFECT MY HOUSING ASSISTANCE?

You will not lose your housing assistance and you will not be rescreened because of a RAD conversion.

Even though a RAD property can use private money to make big repairs, it will still receive money from HUD. With this subsidy from HUD, PHAs will manage RAD properties through either the PBV or PBRA programs. RAD requires that converted

properties be owned or controlled by a public or nonprofit entity.

Will a RAD Conversion Affect My Rent?

If your building or development is converted to PBV or PBRA, your rent contribution will most likely be the same as it was under public housing—generally no more than 30% of your household's adjusted gross income.

Since the project-based Section 8 programs also set resident rents at 30% of adjusted income, most residents will not have rent increases as a result of a RAD conversion.

However, if you are paying a flat rent in public housing, you will most likely have to gradually pay slightly more in rent over time. In these limited cases, if your rent increases more than 10% and requires you to pay more than $25 per month in additional rent, your new rent will be phased in over the next 3 or 5 years depending on your PHA's policy.

How Can Residents be Involved in the RAD Process?

HUD encourages residents and their PHAs to work together during the RAD application and conversion process.

Before PHAs can apply to participate in RAD, HUD requires them to:

- Notify all residents in a development proposed for RAD conversion about their plans; and
- Conduct at least two meetings with those residents.

Roundtable conversation with Fresno Housing Authority residents about a RAD conversion

DEFINITIONS

- **Capital Needs** - Costs of repairs and replacements beyond ordinary maintenance required to make the housing decent and economically sustainable.
- **Housing Choice Voucher (HCV)** - Rental vouchers that let people choose their own housing in the private rental market.
- **Low Income Housing Tax Credits (LIHTC)** (pronounced *lie-tec*) - LIHTCs provide the private market with an incentive to invest in affordable rental housing by offering a credit for an investor's Federal taxes.
- **Project-based Vouchers (PBV)** - Rental vouchers that are attached to a specific number of units in a building. The voucher stays with the unit even after a tenant moves out. This program is often operated by PHAs.
- **Project-based Rental Assistance (PBRA)** - Like in PBV, in this program rental vouchers are tied to a specific building. This program is often operated by private owners.
- **Rehabilitation (or Rehab)** - The repairs needed to restore a unit or property to good condition.

These meetings are an opportunity for you to **discuss the proposed conversion plans with your PHA, ask questions, express concerns, and provide comments.** The PHA is required to submit your comments and its response to them as part of the RAD application.

Once HUD selects the PHA and property to participate in RAD, the PHA must have at least one additional meeting with all residents of the property before HUD approves the final conversion. This is another opportunity for you to provide comments about the conversion plan.

Will a RAD Conversion Require a Change to the PHA Plan?

HUD considers a RAD conversion to be a "Significant Amendment" to the PHA Plan. Once a PHA is selected to participate, the PHA will have to

comply with the resident and public notice, consultation, and public hearing requirements associated with a Significant Amendment before the final RAD conversion is approved.

This means that your **Resident Advisory Board (RAB)** will also be consulted and have an opportunity to make recommendations.

When Can a PHA Start the RAD Conversion Process?

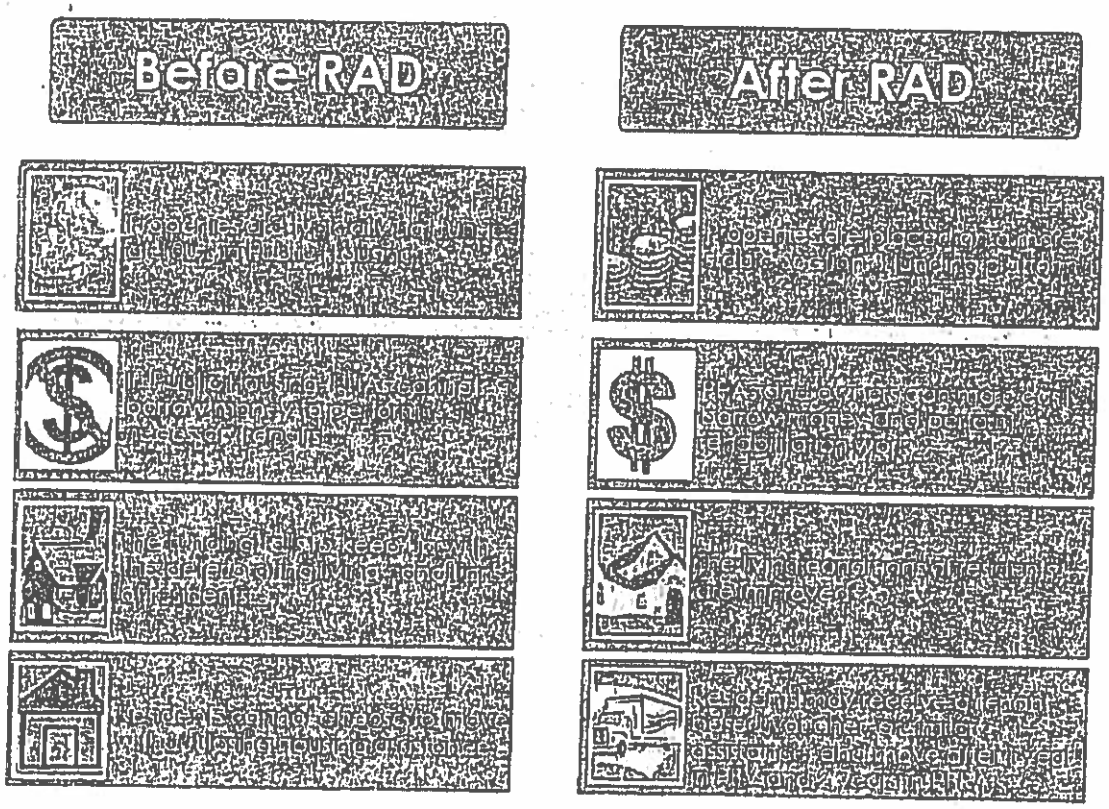
After notifying residents as outlined above, PHAs can apply to HUD to convert assistance under RAD. Some PHAs have already begun this process. The application period will remain open until the 60,000-unit conversion cap is reached, or September 30, 2015, whichever is sooner.

Will I Have to Move if My Home or Building is Rehabbed?

Most needed repairs made as part of RAD are likely to be small and you will be able to stay in your home during construction.

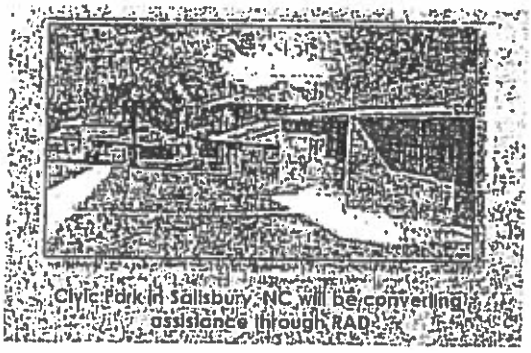
However, some apartments and buildings will require more extensive rehab. In these cases, you will be temporarily relocated as provided by the Uniform Relocation Act (URA). You will have the right to return to your development once construction is completed. Generally, temporary relocation should not last longer than 12 months.

In a few cases, your current housing may be too old or deteriorated and past the point where it can be effectively rehabilitated, requiring that it be demolished and replaced. In these instances, you will be provided temporary relocation and you will have the right to return to the replacement housing that is constructed.



If you do not want to wait for replacement housing, the PHA may offer you comparable housing in another public housing property or a Housing Choice Voucher (HCV) to enable you to move to other available private housing.

Whether you are asked to move temporarily due to rehab work or to move permanently to new replacement housing, the PHA will help you find the best possible option for you and cover your moving expenses.



Civic Park in Salisbury, NC will be converting assistance through RAD.

Will RAD Increase My Ability to Choose Where I Live?

In addition to improved, better quality housing, you will have greater choice in where to live through the RAD "choice-mobility option." If you would like to move after your development undergoes a RAD conversion, you may request and receive a Housing Choice Voucher (HCV).

Under the PBV program, this option will be available after living in a RAD property for one year; under the PBRA program, you may request a HCV after living in a RAD property for two years.

RAD RESOURCES

For more information, please refer to the *HUD Revised Rental Assistance Demonstration Notice PIH 2012-32, Rev 1* issued July 2013 available on RAD's website at www.hud.gov/rad, under the 'Program Information' tab.

Will RAD Affect Resident Rights & Participation?

Overall, your experience as a resident should not change very much, if at all, due to a RAD conversion. RAD keeps many of the resident processes and rights available under public housing, such as the ability to request a grievance process and the timelines for termination notification.

Whether HUD begins funding a development through PBV or PBRA, residents will have a right to organize and resident organizations will continue to receive resident participation funds, up to $25 per occupied unit according to their PHA's current policy.

Will I Still be Able to Participate in Self-Sufficiency Programs?

If you are a current participant in the Resident Opportunities and Self Sufficiency-Service Coordinators (ROSS-SC) program, you can continue to participate until all of the current program funding is used.

You will also still be able to participate in the Family Self-sufficiency (FSS) program. If your property converts assistance to PBV, you will be automatically moved from the public housing FSS program to the Housing Choice Voucher (HCV) FSS program. The rules in both programs are very similar.

If your property converts assistance to PBRA, you may continue your participation in the FSS program until your current contract of participation ends.

RELOCATION ASSISTANCE TO TENANTS DISPLACED FROM THEIR HOMES

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

www.hud.gov/relocation

Introduction

This booklet describes the relocation payments and other relocation assistance provided under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) to tenants displaced from their homes. This includes any family or individual that must move as a direct result of rehabilitation, demolition or acquisition for a project in which Federal funds are used.

If you are notified that you will be displaced, it is important that you **do not move** before you learn what you must do to receive the relocation payments and other assistance to which you are entitled.

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, 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.

This booklet may not answer all of your questions. If you have more questions about your relocation, contact the Agency responsible for the project. (Check the back of this booklet for the name of the person to contact at the Agency.) Ask your questions before you move. Afterwards, it may be too late.

Summary of Relocation Assistance

As an eligible tenant displaced from your home, you will be offered the following advisory and financial assistance:

- **Advisory Services.** This includes referrals to comparable and suitable replacement homes, the inspection of replacement housing to ensure that it meets established standards, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.

- **Payment for Moving Expenses.** You may choose either a:

  - **Payment for Your Actual Reasonable Moving and Related Expenses**, or
  - **Fixed Moving Expense and Dislocation Allowance**, or
  - **A combination of both, based on circumstances.**

- **Replacement Housing Assistance.** To enable you to rent, or if you prefer, buy a comparable or suitable replacement home, you may choose either:

What is Decent, Safe, and Sanitary Housing?

Decent, safe, and sanitary housing is housing that:

- Meets applicable housing and occupancy requirements.
- Is structurally sound, weathertight, and in good repair.
- Contains a safe, adequate electrical wiring system.
- Has adequate living space for the occupants.
- Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator (if you were displaced from a housekeeping unit).
- Has a separate, complete bathroom with hot and cold running water.
- Has heating as required by climatic conditions.
- Has an unobstructed exit to safe, open space at ground level.
- Meets standards protecting occupants from lead-based paint hazards.
- If you are person with a physical disability, is free of any barriers which would preclude your reasonable use of the unit.

Will The Agency Help Me Find A Replacement Home?

Yes. You will be provided with referrals to housing that has been inspected to ensure that it meets established standards. If possible, you will be referred to at least three comparable replacement homes. The maximum financial assistance for which you may qualify will be based on the cost of the most representative comparable replacement home that is available to you. Promptly after you become eligible for relocation assistance, the Agency will inform you of such unit and the maximum payment available.

Once the Agency representative has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing. The Agency will offer you appropriate transportation to inspect these units.

If you would like to move to government-owned housing or obtain a Housing Choice Voucher (HCV) let the Agency representative know of your interest. Generally, an eligible displaced person receives preference for such long term housing assistance. You will be given assistance in completing any required application forms.

What If I Find My Own Replacement Housing?

You have every right to find your own replacement housing. However, before you rent or buy, ask the Agency to inspect the unit to make sure that it is decent, safe, and sanitary. If the housing unit is not decent, safe, and sanitary, you will not receive a replacement housing payment.

What If I Encounter A Problem In Obtaining Housing Of My Choice?

of furniture you will be moving, as shown on a schedule. The Agency has a copy of the schedule and will help you decide whether choosing this allowance is in your best interest.

If you do not have a large amount of personal property to move, this payment should be more advantageous. No special documentation is required to support your claim. You need only move your personal property and complete the appropriate claim form in order to receive your payment.

How Much Rental Assistance Will I Receive?

You may be eligible to receive Rental Assistance for a 42-month period. The assistance is computed in the following manner:

The assistance needed for one month is determined by subtracting the "base monthly rent" for your present home from the cost of rent and utilities for your new home (or a comparable replacement home, if that cost is lower). That monthly need, if any, is multiplied by 42, to determine the total amount that you will receive. This amount will be paid directly to you. The Agency must provide the assistance in monthly installments or other periodic payments. Generally, the base monthly rent for your present home is the lesser of: (1) the monthly rent and average monthly cost for utilities, or (2) thirty (30) percent of your average monthly gross household income, if you are low-income based on HUD income limits.

Examples: Let's say that the monthly rent and average cost for utilities for your present home are $250; the monthly rent and estimated average utility costs for a comparable replacement home are $350; and your monthly gross income is $700. In this case your "base monthly rent" would be $210 because you are low-income and that amount (30 percent of your income) is less than the monthly cost of rent and utilities at your present home ($250).

- If you rent a replacement home for $360 per month, including estimated average monthly utility charges, you will receive $5,880. That amount is 42 times $140 (the difference between the "base monthly rent" for your present home ($210) and the cost for a comparable replacement home ($350)).

- If you rent a replacement home for $310, including estimated average monthly utility charges, you will receive $4,200. That amount is 42 times $100 (the difference between the "base monthly rent" for your present home ($210) and the actual cost of your new home ($310)).

To qualify for rental assistance, you must rent and occupy a decent, safe, and sanitary home within one year after the date you move. However, the Agency will extend this period for good cause.

If I Decide to Buy, Rather Than Rent, How Much Assistance Will I Receive?

If you buy a replacement home, you may be eligible for assistance to make a down

tax advisor.

What If I Don't Receive The Required Assistance. Can I Appeal?

If you disagree with the Agency's decision as to your right to relocation assistance or the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to the Agency.

The Agency will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with the Agency after you receive written notification of the Agency's determination on your claim. Your appeal must be in writing. However, if you need help, the Agency will assist you in preparing your appeal.

If you are a low- or moderate-income person and are dissatisfied with the Agency's determination on your appeal, you may have an additional right to request administrative review of that decision (e.g., by HUD or the State).

You can expect a fair decision on any appeal. However, if you are not satisfied with the final administrative decision on your appeal, you may seek review of the matter by the courts.

I Have More Questions. Who Will Answer Them?

If you have further questions after reading this booklet, contact the Agency and discuss your concerns with an Agency representative.

Agency : Housing Authority of the County of Contra Costa

Address: 3133 Estudillo Ave., Martinez, CA 94553

Office Hours: 8:00 AM - 4:30 PM; Mon. - Fri., Closed every other Friday.

Telephone No.: 925-957-8045

Person to Contact: Elizabeth Campbell

LAS DELTAS RELOCATION PLAN SUMMARY

Introduction: TheHousing Authority of the County of Contra Costa (HACCC) is proceeding with the conversion of the Las Deltas Public Housing property. The strategy at Las Deltas is to utilize the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program to convert public housing units to project-based vouchers (PBVs) that will be used to develop new, high-quality affordable housing off-site. While HACCC may commit PBVs to future projects in North Richmond, it does not expect to do so as part of the RAD Conversion process. Under RAD, HACCC intends to sell most, or all, of the vacant units and land at Las Deltas and use the proceeds to upgrade its remaining public housing stock. HACCC has been awarded RAD for 90 units at Las Deltas and Las Deltas Annex, but has since amended its request to include all 214 units for RAD conversion. The proposed permanent relocation of all remaining occupants, disposition of the property, and conversion to RAD is hereinafter referred to as the Project. This Project will trigger relocation requirements under the Uniform Relocation Act and the State of California Relocation Assistance Guidelines and Law.

As part of the required planning process for the Project, HACCC is required to develop a Relocation Plan (Plan). What follows is a summary of the Relocation Plan that was published for a 30-day review and comment period.

The key portions of the plan pertain to how the residents will be assisted. The assistance that the residents can expected is presented as a set of highlights of the relocation program and how the HACCC's relocation consultant will implement the Plan.

Overview of RAD Conversion Strategy

Following HUD approval of the RAD Application amendment request, HACCC will proceed with the relocation of the remaining households at Las Deltas. These households will be made eligible for permanent relocation assistance including a Housing Choice Voucher (HCV) and either a fixed moving payment *or* payment of their actual and reasonable moving expenses by HACCC.

All eligible households in *good standing* (current on their rent and in compliance with their lease) will be offered a Voucher. If available, a household may choose to transfer to another public housing unit or offered a Project Based Voucher unit, and receive actual and reasonable relocation expenses.

Being "current on rent" means the household has paid the prior month's rent and does not owe any back rent to HACCC or, if there is back rent owed, the household has entered into a repayment agreement with HACCC and is following the terms of that agreement. Being "in compliance with the lease" means the household has not been served with an eviction notice, written notice of violation or have been evicted. If a household or one of its members has been issued a Notice to Vacate, or has otherwise been informed in writing they are not in compliance with their lease, and the case has not been resolved at the time the Housing Choice Vouchers are available, HACCC will not issue the household a Voucher at that time. If the case is resolved, or if a court rules in favor of the resident, HACCC will provide a Voucher at that time.

Scope and Purpose of This Relocation Plan

The Plan is designed to do the following:

1. Satisfy legal and regulatory requirements for a relocation plan in accordance with the Uniform Relocation Act (URA) and California Relocation Assistance Law (CRAL) and Guidelines;
2. Describe and analyze the laws, statutes and regulations governing the relocation of the Project occupants, including the requirements for a relocation plan;
3. Describe the persons to be displaced by the Project and their relocation needs;
4. Describes the roles and responsibilities of HACCC and its designated relocation team;
5. Outline the relocation rights and benefits that HACCC is obligated to provide to the persons that may be displaced by the Project;
6. Outline the relocation process and mitigation measures required to ensure the Project residents are provided the relocation assistance that reasonably meets their needs;
7. Describe the relocation program to be provided, including the rights of the existing households, required notifications, benefits, and other services they are eligible to receive, and criteria for eligibility for assistance;
8. Describe the replacement housing resources that may be available to rehouse the residents including access to HCV's and other Low Income Public Housing Units (LIPH) in HACCC's portfolio;
9. Describe the process to develop, approve and update the Plan;
10. Describe the process for any appeals of the relocation benefits and services provided; and
11. Provide the general schedule and budget for relocation activities.

12. Attend resident meetings as needed with or on behalf of HACCC.

The Plan is limited to this scope, which is consistent with the guidance for relocation planning described under the URA, RAD Relocation Guidelines, CRAL and the Guidelines.

Overview of Relocation Planning and Implementation

Overland, Pacific & Cutler, Inc. (OPC), a public real estate services consulting firm specializing in relocation planning and implementationservices, was hired by the HACCC toprepare this Plan.OPC has also been retained to implement this relocation plan and provide relocation services to the households who may be displaced by the Project.

Acopy of this Plan has been made available to Las Deltas households and interested for their review. The Final Relocation Plan to be reviewed and adopted by the HACCC Board of Commissioners.

Overview of Relocation Assistance Program

HACCC must offer each displaced household, "comparable housing". Such comparable housing may include, if available, tenant-based assistance such as a HCV, project based voucher assistance or, occupancy in a unit operated, or assisted by HACCC at a rental rate paid by the household that is comparable to the rental rate applicable to the unit which the household presently occupies. Those residents, who are required to move, are also entitled to payment of actual and reasonable relocation expenses and are eligible to receive relocation advisory services.

In the event any of HACCC's actions resulting from the implementation of the RAD Application result in residential displacement, such displacement will be pursuant to the policies and procedures which would be necessary to conform to the statutes and regulations established by the federal and state law for residential displacements. No mandatory displacement activities will take place prior to the required reviews and approval of this Plan.

Resident Interview Process

An important process in relocation planning is collecting primary information from the impacted households. This typically occurs by conducting an interview with the household in their home. Through these meetings, household composition, special needs, and specific concerns regarding relocation are gained, which will be used by OPCto better plan for the household's relocation needs on an individual basis.

Relocation Eligibility Under 24 CFR Part 970 and the URA

Part 970.5 (h) determines that it is the responsibility of HACCC to comply with the URA and to ensure compliance with the URA (not withstanding any third party contractual agreements).As applied to this project, 970.5 (i) defines a displaced person as any person (household, business or non-profit organization) that moves from Las Deltas as a direct result of the demolition. Notwithstanding that definition, in accordance with 970.5 (i) (2) (v) (B) (3) a person does not qualify as a displaced person if they have been:

- Evicted for serious or repeated violation of the terms and conditions of their lease, violation of applicable Federal, State or local law or other good cause, and HACCC determines that eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;
- The person moved into the property after submission of the application for demolition or disposition and the person was informed of the impact the Project could have on them in writing (also referred to as a Move-In Notice); or
- The person is otherwise ineligible for relocation assistance under the URA as described in in 24.2 (9) (ii) of the URA.

All relocation programs must establish the date on which a person becomes eligible to receive relocation assistance. This date is known as the Initiation of Negotiations (ION). Per 970.5 (k), the ION is the date that HUD approves the HACCC demolition and disposition application for all 214 units, which may occur late 2016 or early 2017. In accordance with the URA, the ION is the date the project agrees to accept federal assistance, which will be the date that a RAD Conversion Certificate (RCC) is received and HACCC agrees to accept to RAD assistance per its Conversion Strategy outlined in the Introduction of this Plan.

For the purposes of this Plan, the ION date for the intent of establishing the date a person became is eligible for relocation assistance will be determined by the date HUD approves the RAD Conversion Commitment (RCC) for all 214 units. This date is used to establish the ION for determining relocation assistance eligibility under the Guidelines and CRAL. Households who were lawful tenants on thisdate will be eligible to receive relocation assistance, so long as they are in good standing, did not sign a move in notice, and do not vacate the property prior to receiving an NOE from HACCC or OPC.

HACCC issued a General Information Notice (GIN) to all households on October 22, 2015. This notice advises the household not to move until they receive further notice. Any household or person who vacates after receiving this notice and prior to receiving anNOE or notice of ineligibility will not be eligible to receive relocation assistance. After HUD approves the demolition and disposition of the Site, an NOE may be issued to all households immediately or shortly thereafter. The NOE will be issued to each household at least 90-days prior to the date the household must vacate before demolition of the unit.

Relocation Eligibility Under RAD

RAD is a source of federal participation that requires relocation to be in accordance with the URA. Under the RAD program, a household is eligible to receive permanent relocation assistance if they are displaced by a project such as what is planned for Las Deltas. The household becomes eligible for relocation assistance once HUD issues an RCC. An RCC has not been issued by HUD for all 214 units.

Each household will receive a RAD Relocation Notice after the RCC is issued. The notice will explain their relocation rights under the RAD program, including the requirement to be provided permanent relocation assistance in accordance with the URA including advisory services, replacement housing, and moving assistance. This notice will be in addition to other notices required under the URA.

Ineligibility for Relocation Assistance

Any residential household that has been evicted for cause, voluntarily movesfrom the property after receiving the General Information Notice (GIN), ordoes not have a lease documenting lawful occupation of their unit will not be eligible to receive relocation assistance.

Replacement Housing and Re-housing Plan

All households will be required to permanently vacate their current unit. This will result in a permanent displacement of all households. No eminent replacement housing construction project is planned for the site. No opportunities have been identified for the household's to return to a new replacement housing unit at the Site. The primary replacement housing resources will be,

- Housing Units accepting a HCV available on the market in Contra Costa County and other jurisdictions,
- Other low income housing units such as Low Income Housing Tax Credit (LIHTC) units available on the market in Contra Costa County and in other jurisdictions,
- Existing and under construction affordable housing projects with Project Based Voucher contracts (which may require the household to forgo its HCV),
- Units within below market rate housing programs that accepts a HCV,
- Other LIPH units in the HACCC portfolio,
- Other housing on the market not owned or controlled by HACCC and not presently participating in the Housing Choice Voucher Program that may elect to do so.

Should a household elect to leave HACCC jurisdiction they would be required to "port" their voucher. HACCC and OPC would provide assistance to the household to do so.

Relocation Staff Availability and Responsibilities

OPC's Oakland, CA based staff will be available to assist all displaced household with questions about relocation and/or assistance in relocating.For the time being, OPC staff can be contacted at 510.638.3081 between the hours of 9 am and 5 pm Monday-Friday. After business hour appointments will be made as needed for households who cannot meet during normal business hours. The households will be notified in the future of the names, phone numbers and email addresses of the team assigned to the Project. Should staff contact information change, this relocation plan will be updated, and the households will receive a notice of the change.

OPC mayutilize space at Las Deltas for a relocation office. In the interim, OPC's main office in the area is located at 7901 Oakport Street, Suite 480, Oakland, CA 94621. OPC staff should be contacted in advance to schedule an appointment at this office to ensure that a knowledgeable person is available to meet with the household.

Specific activities performed by relocation staff will include:

1. Personally present and explain the household's NOE.
2. Distribute the 90 Notice to Vacate, and where applicable, a 30-Day Notice to Vacate and other reminder notices related to the household'svacate date.
3. Provide referrals to at least three comparable replacement housing units with the household's NOE and provide additional referralsas needed and required.
4. Provide the households with relocation counseling services to assist them in making good decisionsto plan their move.
5. Coordinate moves to the household's permanent replacement unit.
6. Assist with the completion and filing of relocation claims, rental applications, and appeals forms, if necessary.
7. Other assistance that may be appropriate to ensure the household receives services and benefits that are reasonably permitted and/or required under the URA and necessary to ensure that hardships and impacts are reduced as much as possible in the relocation process.
8. Document receipt of all required notices, housing referrals provided, signed claims and receipts of payments, and demonstration of advisory services and relocation assistance provided to the residents in the household's relocation file.
9. Attend tenant meetings, as needed, with or in place of HACCC.

Noticing

Notices may be personally served where needed or mailed with a certified return receipt. All notices and proof of service will be maintained in OPC's relocation case files. At a minimum, each householdwill receive the following from OPC. Samples of these notices are provided in Appendix E. All notices and other informational documents provided will include OPC's contact information and any directions to the resident to contact OPC.Notices will be provided to the household in their primary language.

1. Interview request letter. This letter shall be the first formal notification the household's will receive from OPC. This letter shall invite the household to contact OPC to conduct their relocation interview.

2. A relocation assistance informational brochure or statement.These statements will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this statement will be mailed certified returned receipt mail.
3. A RAD Relocation Notice in addition to their NOE, if applicable.These notices will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this notice will be mailed certified returned receipt mail.
4. NOE. This notice describes the relocation assistance the householdis eligible to receive and the households and HACCC's rights and responsibilities. This notice provides the maximum level housing assistance payment the household may be eligible to receive and the maximum fixed move payment (aka self-move payment) they will be eligible to receive. These notices will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this notice will be mailed certified returned receipt mail.
5. A notice of ineligibility. Any person not eligible forrelocation assistance will receive a notice of ineligibility. The notice will statewhy they are not eligible to receive relocation assistance. This notice will be mailed certified mail.
6. A 90-Day Notice to Vacate prior to their required vacation date. These notices will be mailed to each household via certified mail/return receipt requested and first class mail unless served concurrently with the NOE.
7. A 30-Day Notice to Vacate prior to their required vacation date. These notices will be mailed to each household via certified mail/return receipt requested and first class mail. NOTE: A 30-Day Notice to Vacate would only be served in cases were a household is still occupying their unit 30 days prior to the expiration of the 90-Day Notice.

Replacement Housing Assistance

Advisory Assistance: All households will be required to permanently relocate from Las Deltas. OPC will meet with all households to ascertain their replacement housing needs, locations they will consider, and other information to assist them locate appropriate replacement housing. OPC will provide assistance to all households to locate and secure a suitable replacement housing unit including providing them referrals, assisting prepare and submit applications and coordinating transportation for them where needed. HACCC will work with OPC to provide residents with assistance to be placed

on waiting lists for properties that HACCC holds Project Based Voucher Housing Assistance Payment (HAP) contracts on.

Permanent Replacement Housing Assistance Payment:

Households Transferring to Other Public Housing

Householdsmay have the opportunity to move into anotherpublic housing unit within HACCC's portfolio. In these cases the household would lease a unit with a rent at no greater than 30% of their income with adjustments for utility services such as electricity and gas. The household would not receive any further housing assistance.

Housing Choice VoucherEligibleHouseholds

As residents of public housing, on-going rental assistance will be provided pursuant to the provisions of the Housing Choice Voucher (HCV) program of the U.S. Department of Housing and Urban Development (HUD). The HCV program provides for a household to continue paying thirty percent (30%) of the household adjusted income for their monthly housing rental costs. The provision is subject to the gross rent not exceeding the HCV Payment Standard for that household's voucher size.

In order to alleviate hardships for tenants who must pay "move-in costs" (such as credit report fees and security deposits), HACCC will provide up to seventy-five dollars ($75.00) for credit checks and a maximum of two months' security deposit based upon the maximum monthly rent payment standards as approved by HACCC.

Housing Choice Voucher Program (HCVP) Payment Standards are set by HACCC based upon the U.S. Department of Housing and Urban Development (HUD)-published Fair Market Rents. They're updated, at least, annually. A payment standard is the maximum allowable monthly assistance payment in HACCC's jurisdiction for an assisted household's (1) contract rent; and (2) those essential utilities for which the tenant is responsible, including a stove or refrigerator provided by the household.

Payment standards are used to determine how much of the rent is paid by HACCC, and how much by the household. Payment standards do NOT determine or limit the rent a landlord may charge.

The maximum contract rent a landlord may charge is based on the reasonable rent for the unit and the household's income. HACCC Payment Standards are listed below. Households can request the payment standards for other areas from OPC.

The above listed payment standards, which includes all utilities, represent the maximum amount the contract rent may be for each bedroom size indicated. Once a Request for Tenancy Approval (RTA) has been received, the Program Specialist will negotiate the contract rent with the owner. The rents offered will be based on comparable rents in the area and the condition of the unit submitted on the RTA.

If a household cannot find a comparable replacement home at a monthly rent that is at or below HACCC's payment standard, that household may be eligible to receive a gap differential, called a "rental assistance payment." This differential will enable the household to cover the gap for 42 months.

The household may receive this adjustment only if without such assistance, in HACCC's determination, the household cannot lease a comparable home or apartment that is affordable at 30% of their adjusted monthly income. If a household qualifies for a rental assistance payment, the household's rent share plus utilities still must not exceed 40% of their adjusted monthly income.

Moving Assistance

Households will have two options for moving assistance; a professional or self-move. OPC Staff will meet with each household to explain the moving assistance services that will be made available to them and ascertain the move option that best suit their needs and abilities.

Option1:Self-Move (Fixed Payment In-lieu of Actual and Reasonable Move Costs): Should a household choose to conduct a self-move to their replacement housing, they will receive a Fixed Move Payment (FMP) based on the current number of rooms of personal property in their Las Deltas unit in lieu of having a professional mover relocate their personal property for them. The current federal FMP schedule for the state of California is presented in Table 8 on the following page. The household would not receive moving compensation for costs such as labor, boxes and other packing materials, utility transfers, or other costs related to the physical move of their home, if they elect the FMP, because the intent of the FMP is to provide funds to the household to pay for all costs associated with the move per the URA.OPC will prepare and process the appropriate claim for the household to receive assistance.

Option 2: Professional Move. HACCC will directly pay for any professional moving services required.OPC staff will obtain multiple bids for HACCC's consideration to hire the lowest responsible biddingmoving contractor (or contractors if multiple contractors

may serve the Project's needs better) to provide moving services to senior and disabled households. Vendors will be licensed by the California Public Utilities Commission (CPUC), insured and bonded.

Services would include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the household's personal property to their permanent housing unit.Additional vendors may be needed for debris hauling services and other services that may be needed by senior and/or disabled households. These needs will behandled on a phase by phase, case by case basis. Such services are referred to as related services. OPC will coordinate all services needed by the resident for their move.

Utility Transfer Fee Reimbursement

All households that elect to be moved by the mover will be reimbursed for the actual cost of transferring/reconnecting existing telephone, utility and cable services. HACCC will not cover the cost of modifying existing telephone, utility or cable bill arrangements, or cost associated with new service. Residents are responsible for notifying the telephone, cable, electric, gas, and other utility companies of the need for a transfer. Special assistance will be provided to elderly, disabled and non-English speaking households as necessary. HACCC will reimburse residents for the actual transfer cost upon presentation of an itemized bill from the appropriate company. Advance payments may be considered, if a household demonstrates a financial hardship.

Project Relocation Schedule

The general relocation planning and implementation schedule is shown below. The relocation schedule is subject to change and will be updated in future updates to this Plan.

- Relocation Plan Development: March – June, 2016
- Household interviews – 3rd Quarter of 2016
- Plan Public Comment Period: 4th Quarter of 2016
- Board Adoption Hearing: 4th Quarter of 2016
- Relocation Status Update Meetings With Tenants: Periodically 2016 –2017
- Relocations: 1st and 2nd Quarter of 2017

LAS DELTAS RELOCATION PROCESS OVERVIEW AND HIGHLIGHTS

As a resident who will experience permanent relocation from the Las Deltas Public Housing property you can expect the following activities, receive the following assistance (if eligible), and have the following responsibilities in the process. The Housing Authority of the County of Contra Costa (HACCC) has retained Overland, Pacific and Cutler (OPC) to assist you with your permanent relocation. Please be advised this is not a comprehensive guide to your permanent relocation. Raj Virk fromis available to answer your questions at 800.400.7356. Also, DO NOT MOVE until notified to do so, should you move prior to receiving a Notice of Eligibility (NOE) you will forfeit any rights to relocation assistance you may have.

Needs Assessment and Readiness Assistance:

- Personal interview with OPC. OPC will mail you an invitation letter advising you when we will start interviews and who to contact to schedule an appointment.
- Routine check-ins to assist you prepare for your relocation; also known as Advisory Services.

Replacement Housing: OPC will assist you locate and lease a replacement housing unit. Once you have received an NOE, OPC will begin providing you referrals to replacement housing and assist you with the application and leasing process. OPC will process claims for any monetary assistance you may be eligible to receive to secure replacement housing. Do not lease or purchase replacement without receiving and NOE and meeting with OPC to discuss your needs. OPC must conduct a Decent, Safe and Sanitary (DS&S) inspection before your occupancy at your new home.

Moving Assistance: You will be assisted with your move by either receiving a fixed move payment based on the number of moveable rooms in your current unit, or the services of a moving company. If you elect to do a self-move, your payment will be used to pay for all moving expenses you may have including material, labor, equipment and utility transfer fees. If a moving company is hired, HACCC will pay up to the lowest of at least two bids for your moving costs and any utility transfer fees. PLEASE DO NOT spend any of your own funds for moving expenses before receiving an NOE and meeting with OPC to ensure that such costs are approved as actual, reasonable and necessary. OPC will prepare and process any required claims for moving cost payments through HACCC for you.

Noticing: You will receive the following advanced notification.

- **RAD Relocation Notice**: You will receive a notice explaining your relocation rights under the Rental Assistance Demonstration (RAD) program after the property is converted to RAD.
- **Minimum of 90-day Notice to Vacate:** All households will receive a minimum of 90-days' notice to vacate. This notice will provide you the date you must vacate by.
- **Notice of Eligibility (NOE)**: The NOE will provide you with the specific benefits and assistance your household is eligible to receive to relocate.

Resident Responsibilities:

- You must pay your rent on your current unit until you permanently vacate your unit. Not doing so will make you subject to eviction and you will forfeit your rights to relocation assistance.
- You must move to permanent housing within 12-months after you vacate in order to maintain your eligibility for relocation assistance.
- You must file all relocation claims with OPC within 18-months after you vacate in order to maintain your right to claim monetary assistance.

D. RESIDENT MEETING DOCUMENTATION

HOUSING AUTHORITY
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COUNTY OF CONTRA COSTA

Attention All Las Deltas Residents

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING

The Housing Authority of the County of Contra Costa (HACCC) is embarking on an exciting new program for residents currently living in Public Housing Program. The agency is applying to participate in the Department of Housing and Urban Department's HUD Rental Assistance Demonstration (RAD) Program in order to access private funding for the purpose of affordable housing options to families in North Richmond.

We invite you to learn more about the RAD program and how it benefits current residents living in HACCC Public Housing. Join the Housing Authority team by attending a meeting on:

DATE: **DECEMBER 12, 2013**

PLACE **YOUNG ADULT EMPOWERMENT CENTER**
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: **12:00PM - 2:00PM**

During this meeting, staff will provide detailed information regarding RAD program and application process:

1. **What is the Rental Assistance Demonstration (RAD) Program?**
2. **Why is HACCC planning to participate in RAD?**
3. **What does RAD mean and for the residents living in North Richmond?**
4. **How will the residents living in North Richmond benefit from RAD?**
5. **How the process will work?**
6. **What are the next steps?**

SNACKS AND REFRESHMENTS WILL BE SERVED

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HOUSING AUTHORITY
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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Agenda
December 12, 2013
5:00pm - 6:30pm

1. Welcome - 12:00pm - 12:10pm	Rudy Tamayo, Deputy Executive Director
2. Overview RAD program- 12:10pm - 1:00pm	Rudy Tamayo, Deputy Executive Director
3. Public Comments- 1:00pm - 1:50pm	Rudy Tamayo, Deputy Executive Director
4. Open Discussion: 1:50pm - 2:00pm	

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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas
December 12, 2013
12:00pm - 2:00pm

1 Kathon Bridgeman 545
2 1242 WARREN DR. RICH
3 Noveno Thompson #549
4 1859 Warren Dr R, CA
5 Lisa Jefferson #549
6 ~~[illegible]~~ Lewis, LENWOOD 547
7 Lisa Reyes #466
8 Maxine Griffin #542
9 JJ Lewis 544
10 Jimmie Green 546
11 Regina for Martika Pittman 1714
12 Elia Rodriguez 648
13 Juana Montenegro 648
14 Nicole Satterfield #412
15 Rebecca Nancy #645
16 Tracy Morris 617
17 CHANEL SMITH #406
18 Terrietta Lewis #401
19 Michelle Kersey #405
20 Mark A Rankin 459
21 MITCHEZ LEDESMA (OFFICE)
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HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

Attention All Las Deltas Residents

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING

The Housing Authority of the County of Contra Costa (HACCC) is embarking on an exciting new program for residents currently living in Public Housing Program. The agency is applying to participate in the Department of Housing and Urban Department's HUD Rental Assistance Demonstration (RAD) Program in order to access private funding for the purpose of affordable housing options to families in North Richmond.

We invite you to learn more about the RAD program and how it benefits current residents living in HACCC Public Housing. Join the Housing Authority team by attending a meeting on:

DATE: **DECEMBER 16, 2013**

PLACE **YOUNG ADULT EMPOWERMENT CENTER**
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: **3:00PM - 5:00PM**

During this meeting, staff will provide detailed information regarding RAD program and application process:

1. **What is the Rental Assistance Demonstration (RAD) Program?**
2. **Why is HACCC planning to participate in RAD?**
3. **What does RAD mean and for the residents living in North Richmond?**
4. **How will the residents living in North Richmond benefit from RAD?**
5. **How the process will work?**
6. **What are the next steps?**

SNACKS AND REFRESHMENTS WILL BE SERVED

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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Agenda
December 16, 2013
3:00pm - 5:00pm

1. Welcome - 3:00pm - 3:10pm	Joseph Villarreal, Executive Director/ Rudy Tamayo, Deputy Executive Director
2. Overview RAD program- 3:10pm - 4:00pm	Joseph Villarreal, Executive Director/ Rudy Tamayo, Deputy Executive Director
3. Public Comments- 4:00pm - 4:50pm	Joseph Villarreal, Executive Director/ Rudy Tamayo, Deputy Executive Director
4. Open Discussion: 4:50pm - 5:00pm	

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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING DISCUSSION & COMMENTS FOR BOTH RESIDENT MEETINGS

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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas
December 16, 2013
3:00pm - 5:00pm

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1 [illegible] 605
2 CHANEL Smith #406
3 [illegible] 545
4 Jimmie Green 546
5 Mark Randle #548
6 Maxine Griffin #542
7 [illegible] #402
8 Tracy Morris #617
9 Daphne Banks 621
10 fifi Lewis 544
11 Howard CARR JR 1879
12 LaDonya Batiste #562
13 FANUAPE MIKAIO #398
14 Rebecca Nang #645
15 Tania Esquivel #467
16 Donna la Reyes #534
17 [illegible] 667.
18 [illegible] OTACE
19 Dona Creney YAEC
20 Terrielle Lewis #624
21 Muhammad Habeebullah
22 L.C. Beard #561
23 Raymond Williams #596
24 Robert Moore STAFF
25 Maria C. Rodriguez #648
26 (Juana Rodriguez (daw)) #648
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Attention All Las Deltas Residents

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING

The Housing Authority of the County of Contra Costa (HACCC) continues to embark exciting programs for residents currently living in Public Housing Program. The agency is applying again to participate in the Department of Housing and Urban Department's HUD Rental Assistance Demonstration (RAD) Program in order to access private funding for the purpose of affordable housing options to families in North Richmond.

We invite you to a meeting to learn more about RAD program and how it benefits current residents living in HACCC Public Housing. Join the Housing Authority team by attending a meeting on:

DATE: **September 24, 2015**

PLACE **YOUNG ADULT EMPOWERMENT CENTER**
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: **3:00PM - 3:30PM**

During this meeting, staff will provide information regarding approved RAD application and new RAD application process:

1. **What is the Rental Assistance Demonstration (RAD) Program?**
2. **What does RAD mean and for the residents living in North Richmond?**
3. **How will the residents living in North Richmond benefit from RAD?**
4. **What are the next steps?**

SNACKS AND REFRESHMENTS WILL BE SERVED

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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Agenda
September 24, 2015
3:00pm - 3:30pm

1. Welcome - 3:00pm - 3:05pm	Elizabeth Campbell, Director of Asset Management
2. Overview RAD program- 3:05pm - 3:15pm	Elizabeth Campbell, Director of Asset Management
3. Public Comments- 3:15pm - 3:25pm	Elizabeth Campbell Director of Asset Management
4. Open Discussion: 3:25pm - 3:30m	

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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Agenda
Septiembre 24, 2015
3:00pm - 3:30pm

1. Bienvenida - 3:00pm - 3:05pm	Elizabeth Campbell, Directora de Asset Management
2. Resumen del programa RAD - 3:05pm - 3:15pm	Elizabeth Campbell, Directora de Asset Management/ Tony Ucciferri, Consultor
3. Comentarios del publico- 3:15pm - 3:25pm	Elizabeth Campbell Directora de Asset Management
4. Discusion: 3:25pm - 3:30pm	

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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas
September 24, 2015
3:00pm - 3:30pm

1. [illegible]
2. Almetra Green
3. [illegible]
4. Camille Rossignon
5. [illegible]
6. Sharon Byrd
7. Standley Wood
8. Gwendolyn Powell
9. [illegible]
10. Lawrence Lewis
11. [illegible]
12. [illegible]
13. [illegible]
14. [illegible] #431
15. Mrs. Chanel Smith
16. [illegible]
17. [illegible]
18. [illegible]
19. Rogelio Martinez
20. Janice Allen
21. Katianna Francis
22. [illegible]
23. [illegible] Banks
24. [illegible]
25. Rosalba Romo
26. Martin Rodriguez
27. Jennifer Rodriguez
28. [illegible]
29. Tracy Pachole
30. [illegible] Farias
31. Jerome Morris
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33. [illegible]
34. [illegible]
35. Mercedes Mendieta
36. Jocelyn Martin
37. Rebecca Nang
38. [illegible]
39. Raymond Williams
40. Carol Robins

[illegible] 431

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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas
September 24, 2015
3:00pm - 3:30pm

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2 Almetra Green
3 [illegible]
4 Camille Rossignon
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6 Sharon Burd
7 Handley Woods
8 Gwendolyn Powell
9 [illegible]
10 Lawrence Lewis
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14 [illegible] #471
15 Mrs. Chand Smith
16 Kaheanda [illegible]
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19 Rogelio Martinez
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21 Katianna Francis
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31 Jerome Morris
32 [illegible]
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37 Rebecca Nang
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39 Raymond Williams
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HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

Attention All Las Deltas Residents

RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM
SECOND RESIDENT MEETING

The Housing Authority of the County of Contra Costa (HACCC) continues to seek out exciting housing opportunities for residents currently assisted in the Public Housing Program. HACCC is submitting a second application to participate in the Department of Housing and Urban Department's (HUD) Rental Assistance Demonstration (RAD) Program in order to access private funding for the purpose of seeking and securing affordable housing options for families of North Richmond. This second application will be for the remaining units not awarded in the first successful RAD application HACCC submitted to HUD.

We invite you to a second meeting to learn more about the RAD program and how it benefits current residents living in HACCC Public Housing. Join the Housing Authority team by attending a meeting on:

DATE: **October 21, 2015**

PLACE **YOUNG ADULT EMPOWERMENT CENTER**
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: **4:00PM - 5:00PM**

During this meeting, staff will provide information regarding the RAD application and the relocation process if we are successful in the application process. Some topics to be covered include:

1. **What is the Rental Assistance Demonstration (RAD) Program?**
2. **What are your rights as residents living in North Richmond?**
3. **How will the residents living in North Richmond benefit from RAD?**
4. **What are the next steps?**
5. **Bring your comments and concerns.**

SNACKS AND REFRESHMENTS WILL BE SERVED

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HOUSING AUTHORITY
OF THE
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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Agenda
October 21, 2015
4:00pm - 5:00pm

1. Welcome - 4:00 pm - 4:05 pm	Tony Ucciferri Analyst
2. Overview RAD program- 4:05 pm - 4:15 pm	Tony Ucciferri Analyst
3. Relocation Assistance Options - 4:15 pm - 4:25 pm	Tony Ucciferri Analyst
4. Public Comments- 4:25 pm - 4:35 pm	Tony Ucciferri Analyst Robert Moore Director of Development
4. Open Discussion: 4:35 pm - 5:00 pm	

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HOUSING AUTHORITY
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RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Agenda
Octubre 21, 2015
4:00 p.m. - 5:00 p.m.

1. Bienvenida: 4:00 pm - 4:05 pm	**Tony Ucciferri** **Analista**
2. Resumen del programa RAD: 4:05 pm - 4:15 pm	**Tony Ucciferri** **Analista**
3. Opciones de asistencia de reubicacion: 4:15 pm - 4:25 pm	**Tony Ucciferri** **Analista**
4. Comentarios del publico: 4:25 pm - 4:35 pm	**Tony Ucciferri** **Analista**
5. Discusion: 4:35 pm - 5:00 pm	**Robert Moore** **Director of Development**

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RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas Resident Meeting
October 21, 2015
4:00pm - 4:30pm

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2 Ameta A D. Green
3 Jathan Pridgen
4 Jimmie Green
5 angelia Diaz
6 [illegible]
7 Fred Baker
8 Camille Rossignon
9 Rogelio Martinez G
10 Silvia Mendoza
11 Giovanni A. Mendoza
12 Chanel Smith
13 Markisha Belcher
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15 fifi Lewis
16 Jerome Morris
17 Amalia Torre Lerri
18 Bienvenida Meza
19 Carlos [illegible]
20 Sonia [illegible]
21 Mercedes Mendieta
22 Rhonda Edwards 413
23 Sandra Robinson
24 Rebecca Nang
25 Shienna Nang
26 Latasha Crockett
27 VICKI MOORE
28 Alausha Thomas
29 MICHELLE HERSEY
30 Raymond Williams
31 Anelidolyn Howell
32 Faanape Mikaio
33 Claudia Fonseca
34 Roslyn Knowles
35 [illegible]
36 Katya Bess
37 Khadijah Gardner
38 Tenika Rogers
39 Ruth Zaragoza
40

3133 Estudillo Street, Martinez CA 94553 (925) 957-8045 Fax (925) 372-0236
TDD (925) 957-1685 www.contracostahousing.org

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

Attention All Las Deltas Residents

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
RELOCATION MEETING

The Housing Authority of the County of Contra Costa (HACCC) has hired a Relocation Specialist to assist with the relocation of all the residents of Las Deltas. Overland, Pacific & Cutler (OPC) will be coming to Las Deltas to discuss the relocation process; what services they will be providing you; who you will be working with on site; what relocation options you will have available to you and what type of assistance you can expect for your move.

In addition, HACCC has drafted a Relocation Plan and this document is now available for you to review at the property office. You are welcome to submit any comments regarding the plan as instructed in the Relocation Plan to Chad Wakefield from OPC.

We invite you to learn more about the Relocation Process and how it will benefit current residents living at Las Deltas. Join the Housing Authority and Overland Pacific team by attending a meeting on:

DATE: **Thursday, July 21, 2016**

PLACE **YOUNG ADULT EMPOWERMENT CENTER**
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: **4:00PM - 6:00PM**

During this meeting, staff will provide detailed information regarding your relocation benefits and answer all of your questions.

SNACKS AND REFRESHMENTS WILL BE SERVED

3133 Estudillo Street, Martinez CA 94553 (925) 957-8045 Fax (925) 372-0236
TDD (925) 957-1685 www.contracostahousing.org

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Las Deltas Relocation
July 21, 2016
4:00pm - 6:00pm

AGENDA

1. Welcome	David Solis, Asset Manager
2. RAD Update	Tony Ucciferri Special Assistant to the Executive Director
3. Overview of Las Deltas Relocation Plan	Chad Wakefield Overland, Pacific & Cutler
4. Public Comments regarding Relocation Plan	Tony Ucciferri Chad Wakefield David Solis
5. Open Discussion	
6. Adjournment	

3133 Estudillo Street, Martinez CA 94553 (925) 957-8045 Fax (925) 372-0236
TDD (925) 957-1685 www.contracostahousing.org

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas Relocation
July 21, 2016
4:00pm - 6:00pm

1 Joyce Davis
2 Kalshanda Lee
3 Linetta Cooper
4 Ollie Thomas
5 Jimmie Brown
6 Mathar Pridgen Auntie Sherman
7 Joetta Nair
8 MARIA MARTINEZ
9 [illegible]
10 LC Beard JR.
11 Dana Wells
12 James Washee
13 Mulleca Sanders
14 Lenwood Lewis
15 Fred Baker
16 A Hicks
17 Donna Scott
18 Albertert Green
19 Andre Robles
20 A. Reynolds
21 Marcia Kowlessar
22 Ruth Zamudio
23 Sharon Byrd
24 Thomas Smith
25 Jennifer Jones
26 Kashauna Ellis
27 Markisha Bofclore
28 Jennifer Jones
29 Claudia Farias
30 Freda Williams
31 Mercedes Mendieta
32 Gwendolyn Powell 526
33 Cheryl Y. Nairston
34 Celia Rodgers
35 Virginia Dalton
36 Martin Cruz
37 F F Lewis
38 Mark Randall
39 Lorraine Peters
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HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas Relocation
July 21, 2016
4:00pm - 6:00pm

1 [illegible]
2 Camille Rossignoll
3 [illegible]
4 Raymond Williams
5 [illegible]
6 Melvin Jackson
7 [illegible]
8 [illegible]
9 [illegible]
10 [illegible]
11 [illegible]
12 [illegible]
13 R Knowles
14 R HAMPTON
15 Carol [illegible]
16 J VILLAFLER
17 Bertha Navarro
18 [illegible]
19 Marie Randle
20 Khatia
21 Coriales Arecenaux
22 [illegible]
23 Roslyn Knowles
24 Silvia Mendoza
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PUBLIC NOTICE
HOUSING AUTHORITY
OF THE
COUNTY OF
CONTRA COSTA

Housing Authority of the
County of Contra Costa announces
Public Hearing regarding
Relocation Plan for the
RAD Conversion of the
Las Deltas Public Housing Site.

The hearing will be held on
Tuesday August 9th, 2016
at 1:30pm at the Board of
Commissioners Chambers
located at 651 Pine Street,
Martinez Ca, 94553.

The Housing Authority of the
County of Contra Costa
Relocation Plan is
available for review at
at each office listed below
and our website
www.contracostahousing.org.

Locations:

WEST COUNTY
No. Richmond Housing
Authority Office
1601 N. Jade Street
No Richmond, CA 94801

Rodeo Housing
Authority Office
2 California Street
Rodeo, CA 94572

CENTRAL COUNTY
Martinez Housing
Authority Office
3133 Estudillo Street
Martinez, CA 94553

Section 8 Housing
Choice Voucher Office
2870 Howe Road
Martinez, CA 94553

EAST COUNTY
El Pueblo Housing
Authority Office
875 El Pueblo Ave
Pittsburg, CA 94565

Oakley Housing
Authority Office
990 A Rosemary Lane
Oakley CA 94561

PUBLIC NOTICE
HOUSING AUTHORITY
OF THE
COUNTY OF
CONTRA COSTA

Housing Authority of the
County of Contra Costa announces
Public Hearing regarding
Relocation Plan for the
RAD Conversion of the
Las Deltas Public Housing Site.

The hearing will be held on
Tuesday June 13, 2017
at 1:30pm at the Board of
Commissioners Chambers
located at 651 Pine Street,
Martinez Ca, 94553.

The Housing Authority of the
County of Contra Costa
Relocation Plan is
available for review at
at each office listed below
and our website
www.contracostahousing.org.

Locations:

WEST COUNTY
No. Richmond Housing
Authority Office
1601 N. Jade Street
No. Richmond, CA 94801

Rodeo Housing
Authority Office
2 California Street
Rodeo, CA 94572

CENTRAL COUNTY
Martinez Housing
Authority Office
3133 Estudillo Street
Martinez, CA 94553

Section 8 Housing
Choice Voucher Office
2870 Howe Road
Martinez, CA 94553

EAST COUNTY
El Pueblo Housing
Authority Office
875 El Pueblo Ave.
Pittsburg, CA 94565

Oakley Housing
Authority Office
990 A Rosemary Lane
Oakley CA 94561

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

March 23, 2017

Attention All Las Deltas Residents

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
RELOCATION MEETING

The Housing Authority of the County of Contra Costa (HACCC), is holding a second relocation meeting for all Las Deltas Residents. Overland, Pacific & Cutler (OPC) and the National Housing Law Project(NHLP) will be attending this meeting to discuss the relocation process with Las Deltas residents; what services will be provided to each family; staff who will be onsite to work with families, what relocation options will available and what type of assistance each family can expect from your move.

During the meeting each family will receive a copy of the revised Relocation Plan and a copy is also available for your review at the property office. You are welcome to submit any comments regarding the plan as instructed in the Relocation Plan to Chad Wakefield from OPC.

We invite you to learn more about the Relocation Process and how it will benefit current residents living at Las Deltas by attending a meeting on:

DATE: **Thursday, April 6, 2017**

PLACE **YOUNG ADULT EMPOWERMENT CENTER**
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: **4:00PM - 6:00PM**

SNACKS AND REFRESHMENTS WILL BE SERVED

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TDD (925) 957-1685 www.contracostahousing.org

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

23 de marzo de 2017

Atención todas Las Deltas residentes

ASISTENCIA residentes demostración (RAD) programa **reubicación reunión**

La autoridad de vivienda de las Condado de Contra Costa (HACCC), mantiene una segunda reunión de reubicación para todos Las Deltas de los residentes. Por tierra, Pacífico y Cutler (OPC) y el Project(NHLP) de ley de vivienda nacional asistirá a esta reunión para discutir el proceso de reubicación de habitantes de Las Deltas; Qué servicios se proporcionará a cada familia; personal que estará en el sitio para trabajar con las familias, qué reubicación opciones voluntad disponible y qué tipo de asistencia de cada familia puede esperar de su mudanza.

Durante la reunión, cada familia recibirá una copia del Plan revisado de reubicación y una copia está también disponible para su revisión en la oficina de la propiedad. Eres Bienvenido a presentar comentarios sobre el plan como se indica en el Plan de reubicación a Chad Wakefield de OPC.

Te invitamos a conocer más sobre el proceso de reubicación y cómo beneficiará a residentes actuales en Las Deltas por asistir a una reunión:

Fecha: Jueves, 06 de abril de 2017

PLACE	**YOUNG ADULT EMPOWERMENT CENTER** **50 SILVER STREET** **NORTH RICHMOND CA, 94801**
HORA:	**4:00PM - 6:00PM**

SE SERVIRÁN APERITIVOS Y REFRESCOS

3133 Estudillo Street, Martinez CA 94553 (925) 957-8045 Fax (925) 372-0236
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HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Las Deltas Relocation
April 6, 2017
4:00pm - 6:00pm

AGENDA

1. Welcome	Beth Campbell, Director, Asset Management
2. RAD Update	Tony Ucciferri Special Assistant to the Executive Director
3. Overview of Las Deltas Relocation Plan	Chad Wakefield Overland, Pacific & Cutler
4. Public Comments regarding Relocation Plan	Beth Campbell Tony Ucciferri Chad Wakefield
5. Open Discussion	
6. Adjournment	

3133 Estudillo Street, Martinez CA 94553 (925) 957-8045 Fax (925) 372-0236
TDD (925) 957-1685 www.contracostahousing.org

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

PROGRAMA DE DEMOSTRACIÓN DE ASISTENCIA PARA RESIDENTES (RAD)
Reubicación de Las Deltas
July 21, 2016
4:00pm - 6:00pm

AGENDA

1. Bienvenidos	**Beth Campbell, Director, Asset Management**
2. Actualización RAD	**Tony Ucciferri Special Assistant to the Executive Director**
3. Panorama del Plan de Reubicación de Las Deltas	**Chad Wakefield Overland, Pacific & Cutler**
4. Comentarios al público sobre Plan de Reubicación	**Beth Campbell Tony Ucciferri Chad Wakefield**
5. Discusión abierta	
6. Aplazamiento	

3133 Estudillo Street, Martinez CA 94553 (925) 957-8045 Fax (925) 372-0236
TDD (925) 957-1685 www.contracostahousing.org

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas Relocation
April 6, 2017
4:00pm - 6:00pm

	Print Name	Signature	Telephone #	Unit No.
1	Yolanda Jimenez	Yolanda Jim	5102261904	662
2	Daphne Banks		869 7222	621
3	FREDA WILLIAMS	Freda Williams	(510) 2533600	564
4	Jenniffer Jimenez	Jenniffer Jimenez	(510)8378876	662
5	FRED BAKER	Fred Baker	(510) 2640606	470
6	Linetta Cooper	Linetta Cooper	510 428-6326	569
7	Matthew Evans	Matthew Evans	(510)541-4446	605
8	Joyce Daniels	Joyce Daniels	(510) 237-9426	659
9	TAMMY COMBS	Tammy Combs	5108292555	599
10	Claudia Farias	Claudia Farias	510 6729[illegible]	450
11	LENWOOD LEWIS	Lenwood Lewis	510 860 3853	
12	Rebecca Nang		510-672-7242	645
13	Rogelio Martinez G	Rogelio Martinez G	510 8378528	468
14	Martika Pittman	Martika Pittman	510-253-6980	560

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas Relocation
April 6, 2017
4:00pm - 6:00pm

				Unit #
15	Terrietta Lewis	Terrietta Lewis	510 672 9188	400
16	Janice Allen	Janice Allen	660-5492	572
17	Standley Woods	Standley Woods	(510) 820-5460	573
18	Mary Houston	Mary Houston	" "	523
19	Joetta Main	[illegible]	(510) 776-0502	428
20	Almeta Green-Hicks	[illegible]		551
21	Dyewanta Hicks	[illegible]	510 832-0255	551
22	Lashanda Lee	Lashanda Lee	510 660-4897	656
23	Lonnie Jones	Lonnie Jones	510 837 0052	541
24	Aldire Nobles	Aldire Nobles		402
25	Raymond Williams	Raymond Williams	234-4465	596
26	Gwendolyn Powell	Gwendolyn Powell	(510) 776-0863	526
27	J.B. Yancy Jr	J.B. Yancy Jr	(510) 233-1883	441
28	Markisha Belchet	[illegible]	511-467-8992	555
29	Khadija Gordon	Khadija Gordon	(510) 478 3878	553

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas Relocation
April 6, 2017
4:00pm - 6:00pm

30	Mercedes Mendieta.	Mercedes Mendieta	(510)860-5078	#619
31	Jimmie Green	Jimmie Green	510-478-6669	#546
32	Sharon Byrd	Sharon Byrd	(510) 776-9414	#565
33	JOHNSON, MELVIN	Melvin Johnson	510-472	5318
34	Bertha Mallard	LOCU RUBIS	510 233	7014
35	Celia Rodriguez	Celia Rodriguez	(510) 730-6291	#688
36	fifi LEWIS	Fe Fe Lewis	510 569	544
37	JUANITA VILLAFUERTE	[illegible]	925-339-9565	#606
38	CAROL ROBISON	Carol ann Robison	510-[illegible]26	016 414
39	MRS RUTH ZAMUDIO	Ledi Zamu	510-395-6457	831
40	A. Reynolds	A Reynolds	510-776-782	530
41	Lorraine Peters	Lorraine Peters	(510) 234-3025	592
42	Roslyn Knowles	Roslyn Knowles	510 691-3237	635
43	KASHAWNDA EVANS	Kashawnda Evans	(510) 239-6559	575
44	Nikia Beasley	N Beasley	RNHS	—

90-411
R/43

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas Relocation
April 6, 2017
4:00pm - 6:00pm

	Print Name	Sign in	tel #	Unit
45	Bienvenida Meza	Bienvenida Meza	(510) 232-4352	#661
46	LaQuisha Thomas	LaQuisha Thomas	90 927 8678	#441
47	Charlene Rogers	Charlene Rogers	510 672-6011	603
48	Charles Oshunrinde	/ Bay Area Legal Aid	(510) 248-4514	
49	Catrina Adams	Catrina Adams	510 205-5730	581
50	Amalia Torres Jean	Amalia Torres Jean	510 932 8507	563
51	Malleca Sanders	Malleca Sanders	510 776-5617	413
* 52	TANIA Esquivel	Tania Esquivel	(510)	662
53	Tamisha Walker		925-335-6734	
54	Deborah Thorpe & Jessie Cunella	National Housing Law Project	415-546-7000	ext 3124
55	Silvia Mendoza	Silvia Mendoza	(510) 672-8767 04-06-17	672
56	MICHELLE HERSEY		(510) 943.8260	405
57				
58				
59				

Las Deltas Residents Not At Resident Meeting 4/6/2017
Issued Relocation Plan

Unit #	Print Name	Signature	Telephone #
398	Faanape Mikaio	Faanape Mikaio	501-215-2441
431	Rhonda Edwards	Rhonda Edwards	570 932 9627
461			
465	x Jerome Morris	Jerome Morris	472 (510) 6977
469	Alexandu ~~[illegible]~~ Marquez	[illegible]	(510)837-2433
529	Annie M Jones	Annie M. Jones	510 860 0303
532	Virginia Booth	Virginia Booth	570 485-2185
539	MUHAMMAD HABEEBULLAH	Muhammad Habeebullah	(510) 978-0511
545	Vacant		
548	M. Randle Hospital		
552	Jennifer L Bal	Jeff Bal	(510) 829 6332
556	TRACY Pachole	Tracy Pachole	415 261 5530
561	L C Beard JR	L C Beard Jr	868-7755
562	LADONYA BATISTE	LaDonya Batiste	334 9491

Las Deltas Residents Not At Resident Meeting 4/6/2017
Issued Relocation Plan

Unit #	Print Name	Signature	Telephone #
567	Darlene Yopp		6723244
570	Marcia T. Kowlessar		510.672.8491
578	Marie Green		(5) 375-1936
579	Camille Rossignon		925-521-4836
582	CHANTEA CHATMAN	Chantea Chatman	510 3341 5806
589	Charles H Simmons		510 529 1718
600	LILLIE P. THOMAS	Lillie P Thomas	(510) 334-7010
607	Coriale Arceneaux		(510) 934-8999
609	RACHEAL Thorton	Racheal Thor	5104783248
620	DONNA SCOTT Jackie cooper		510) 860-7047
627	Roy Bryant		415 333-2548
634	Olanda Seymore		(415) 724-5568
640	MARTHA + Ophelia Smith	Martha + Ophelia Smith	510-375-2855
650	Cheryl Y. Hairston		510-355-6085

Las Deltas Residents Not At Resident Meeting 4/6/2017
Issued Relocation Plan

Unit #	Print Name	Signature	Telephone #
651	AARON HILL	[illegible]	510 478 6349
667	LENA Webb	Lena Webb	510-260-0824
671	Marilyn Crockett	Marilyn Crockett	510-253-3763
673	Christina Wilson	Christina Wilson	510 778-8724
675	angelia Diaz	angelia Diaz	510 382-2372

E. SAMPLE RELOCATION FORMS

General Information Notice

Residential Occupant to Be Displaced

5/23/2017

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants
<<MAILING ADDRESS>>
Richmond, CA 94801

Dear Occupants:

The Housing Authority of the County of Contra Costa (called here "HACCC") is moving forward with a number of actions that may require all households residing the Las Deltas Public Housing property (Property or Site) located at approximately 1601 N Jade Street in North Richmond, CA to permanently relocate to other housing. These actions include 1) The disposition of the Low Income Public Housing status of Las Deltas; 2) Plans to sell or transfer all or part of the Property to a development partner who will redevelop the Property; and 3) HACCC has received a Commitment of Housing Assistance Payment under the US Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program, which will be transferred to multiple proposed affordable housing projects throughout the County of Contra Costa.

The unit you currently occupy at **<<Tenant Address>>** is part of the Las Deltas Conversion Project (Project). This notice is to inform you of your rights under Federal and or State law. If HACCC moves forward with the Project, and you are displaced for the Project, you will be eligible for relocation assistance under RAD Relocation Guidelines, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, and California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code. You will receive the highest level of benefits provided under these laws and regulations.

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

HACCC has retained the professional firm of **Overland, Pacific & Cutler, Inc.** (OPC) to represent the Agency and assist in the relocation process.

If the Project moves forward you will receive the following assistance and protections coordinated by OPC:

- Relocation advisory services including written explanation of the relocation assistance program and in person meetings with OPC staff as needed to assist you with the relocation process,
- Referral to at least one comparable replacement property. Referrals to replacement housing, referrals to waitlists for affordable housing opportunities, assistance communicating with potential landlords, and referrals to other services that may assist you during the relocation process,
- A written Notice of Eligibility for the relocation assistance you are eligible to receive known as the RAD Notice of Relocation,
- A minimum of 90-days notice to vacate the Premises under a 90-day Notice to Vacate,
- Assistance preparing claims for any monetary relocation assistance you are eligible to receive, and
- Assistance coordinating your move

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are <u>not</u> eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. <u>All</u> 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

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

HACCC and OPC will make all efforts to resolve any issues that may arise to avoid the need for a formal appeal and resolve grievances. However, any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Relocation Assistance Program may have the appeal application reviewed by HACCC in accordance with its appeals procedure. Complete details on appeal procedures are

available upon request from HACCC. OPC will provide all necessary appeals forms to the Household for their use.

HACCC's RAD conversion will be completed in a manner that is consistent with the Fair Housing and Civil Rights requirements outlined in HUD Notice PIH 2016-17 (HA). Any party requiring a reasonable accommodation should contact Elizabeth Campbell at 925-957-8045 or via email Ecampbell@contracostahousing.org

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. HACCC cannot issue you a RAD Relocation Notice, advising you of your relocation eligibility, and notice to vacate, until HUD issues a RAD Conversion Commitment (RCC) certificate.

If you have any questions about this or any other relocation issues, please contact the party below:

Victor Sahagun
Agent
Overland, Pacific and Cutler
7901 Oakport Street, Suite 4800
Oakland, CA 94621
510.638.3081
Vsahagun@opcservices.com

Sincerely,

Chad K. Wakefield

Chad Wakefield
Regional Leader
Overland, Pacific & Cutler, Inc.

_____ Delivered on/by: _____/_____
Received by

X_____ Posted on/by: _____/_____
Recipient's Signature

_____ Mailed/receipt received on: _____/_____
Date

Residential Relocation Interview

Client/Project:	Case ID:		
Site Address:	Total occupants:	Interview Date:	☐ Unoccupied
City, St, ZIP:		Interviewer:	☐ No Contact

INDIVIDUAL OCCUPANTS (use additional pages as needed)

1. Name:	Gender: F M	Employer/School:			
Relationship (list 1): HEAD OF HOUSEHOLD	☐ ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
2. Name:	Gender: F M	Employer/School:			
Relationship (list 1):	☐ ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
3. Name:	Gender: F M	Employer/School:			
Relationship (list 1):	☐ ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
4. Name:	Gender: F M	Employer/School:			
Relationship (list 1):	☐ ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
5. Name:	Gender: F M	Employer/School:			
Relationship (list 1):	☐ ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					
6. Name:	Gender: F M	Employer/School:			
Relationship (list 1):	☐ ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					

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DWELLING

Mailing Address:

City, St, ZIP:

Carbon Copy Address:

City, St, ZIP:

Dwelling Type (list 4):

Bedrooms:	Attic/Utility/Storage:	Approx Sq Ft:
Kitchen:	Basement:	Bathrooms:
Living/family rooms:	Garage:	Garage Spaces:
Dining room:	Other/Extra:	Carport Spaces:
Den/Office:	Total physical and content rooms to move:	Parking Spaces:
Total Rooms:		Number of cars:

Air Cond: ☐Central ☐Wall/Window ☐Heat Pump ☐Evap./Swamp ☐None

Heating: ☐FAU ☐Radiant ☐Hot Water ☐Space Htr ☐Solar ☐Heat Pump

Dwelling Condition: ☐ Good ☐ Fair ☐ Poor

Neighborhood Condition: ☐ Good ☐ Fair ☐ Poor

Amenities:

TENANT

Rent terms: ☐ Month-Month ☐ Lease, months left:

☐ Rent reduced in exchange for service ☐ Unit furnished by tenant

Monthly contract rent: $ Security deposit: $

Landlord/manager name/ph:

☐ Written rental agreement available? ☐ Rent receipts available?

☐ Receiving Section 8 or other housing assistance?

Caseworker name/ph:

Monthly tenant portion of rent: $

Annual family/child care expenses to allow work: $

Annual non-reimbursed medical expenses: $

Annual non-reimb. handicapped assistance expenses: $

Utilities paid by tenant:		Pets:
☐ Gas:	$	
☐ Electric:	$	Energy source: Gas Electr Oil Other
☐ Water:	$	Cooking Stove: ☐ ☐ ☐ ___
☐ Sewer:	$	Water Heater: ☐ ☐ ☐ ___
☐ Trash:	$	Space Heat: ☐ ☐ ☐ ___
☐ NONE		Air Conditioning: ☐ ☐ ☐ ___

HOUSEHOLD

☐ Primary residence of all occupants? (If not, explain in notes)

☐ Can someone read/understand English? If not, language:

Race/Ethnicity: ☐ American Indian/Alaskan ☐ Asian ☐ Black/African-American ☐ Hawaiian/Pacific Islander ☐ Hispanic/Latino ☐ White ☐ Other ☐ Mixed

Subscribe to: ☐ Land phone ☐ TV service ☐ Internet

☐ Home-based business? (describe in notes)

☐ Rent rooms in dwelling? (describe in notes)

☐ On fixed income or public assistance? (describe in Occupants)

☐ Disabled occupants? (describe modifications/needs in Occupants)

Replacement site special needs (mark and describe in Notes)

☐ Employment access	☐ Shopping
☐ Public transport	☐ Religious
☐ Medical facilities/services	☐ Social/Public services
☐ School needs	☐ Relatives/Ethnic
☐ Childcare	☐ Other special needs

☐ All occupants to move to the same dwelling? (If not, explain in notes)

Replacement dwelling preference: ☐ Rent ☐ Buy

Can relocate from: ☐ Neighborhood ☐ City ☐ County ☐ State

Preferred relocation areas:

HOMEOWNER

Lot Size (sq ft):	Date purchased:	Age (yrs):
☐ Own clear with no mortgages/loans		# of stories:

1st Loan Information	2nd Loan Information
Lender:	Lender:
Loan Type (list 5):	Loan Type (list 5):
Current % Rate:	Current % Rate:
Principal Balance: $	Principal Balance: $
Original Date:	Original Date:
Remaining months:	Remaining months:
Monthly P&I payment:	Monthly P&I payment:

MOBILE HOME

Pad space: ☐ Rent ☐ Own	Coach: ☐ Rent ☐ Own
Pad rent: $	Make/Model:
Coach length (ft):	Year:
Coach width (ft):	Decal #:

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INTERVIEW NOTES (explain all special dwelling/household circumstances, including those noted on page 2)

1. **Relation:** Spouse, Child, Foster Child, Parent, Partner, Sibling, Aunt/Uncle, Cousin, Grandparent, Parent In-Law, Sibling In-Law, Other Relative, Roommate
2. **Income:** Wages/Salaries, Social Security/Disab/Pension, Child Support/Alimony, Welfare/TANF/AFDC, Family Subsidy/Gift, Business Income, Interest/Dividends, Unempl./Workers Comp, AF pay, EITC, Cash Income, Rent Reduction, Other
3. **Legal Status:** Unknown, Citizen/National, Lawful Other, NOT Lawful, Decline to provide.
4. **Dwelling:** SFR, Duplex, 3-Plex, 4-Plex, Apartment, Condo/Townhome, Hotel/Motel, Mobile Home, RV, Other
5. **Loans:** Fixed Mortgage, Adjustable Mortgage, Interest Only, Fixed HELOC, Adjustable HELOC, Reverse Mortgage, Other

I certify that all occupants have been identified above and that all information provided for this survey is true and complete to the best of my knowledge.

Claimant Name: Date: Signature:

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RAD NOTICE OF RELOCATION

PHA Letterhead

[*Date*]

[Head of Household] and All Other Lawful Occupants
[Address]

Dear [*Head of Household*]:

The property you currently occupy at the Las Deltas Public Housing property is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program.

On [*date*], the Housing Authority of the Contra Costa (HACCC) notified you of proposed plans to completely vacate the property you currently occupy at [*address*] in the General Information Notice. On [*date*], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

You will receive permanent relocation assistance and payments consistent with the URA instead of returning to the completed RAD project.

The HACCC has retained the professional firm of **Overland, Pacific & Cutler, Inc.** (OPC) to represent the Agency and assist in the relocation process. OPC's full contact information is provided at the end of this document.
You do not need to move now. You will not be required to move sooner than 90 days after you receive written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a).

Permanent relocation assistance includes:

☐ Relocation Advisory Services. You are entitled to receive the following assistance from OPC:

- In person meetings with OPC staff as needed to assist you with the relocation process,
- Referral to at least one comparable replacement property.
- On-going referrals to replacement housing, referrals to waitlists for affordable housing opportunities, and referrals to other services that may assist you during the relocation process.
- Assistance with communication to landlords and housing providers.

☐ Payment for Moving Expenses.

You have three options available to you for moving assistance.

1. Professional Move Option: You may elect to have a professional moving company move your household goods to your replacement housing unit. This service will be paid for on your behalf by the HACCC. Or you may choose your own mover. The movers cost cannot exceed the lowest responsible bid received by the HACCC. You will be required to enter into a self-move agreement should you elect to hire your own mover.

2. Self-move Option: You may elect a fixed move payment based on the current federal fixed move payment schedule provided below, which is based on the number of moveable rooms. Your relocation specialist will calculate this payment for you and prepare the appropriate claim form.

Applicable Fixed Move Payment Schedule

# of Moveable Rooms	Typical Unit Size Equivalent	Payment Amount
3 Rooms	Typical 1 BR	$1,1165
4 Rooms	Typical 2 BR	$1,375
5 Rooms	Typical 3 BR	$1,665
6 Rooms	Typical 4 BR	$1,925
Additional Rooms	i.e. outdoor storage	$265

3. Combination Move: You may elect to have a moving company provide some services and conduct the other necessary services yourself. If you elect this option the moving company will be paid up to the low-bid amount for the services they provide. You will be provided a pro-rated fixed move payment for the services the moving company did not provide.

Replacement Housing Options. You will have 30-days to elect the option that best suits you. During this period of time you may contact OPC with any questions that you have in order to make your decision. On or after [Insert Date] OPC will contact you to learn which option you choose and prepare a relocation agreement for you.

1. Transfer to a RAD Unit: The following sites will contain RAD units that you will be able to transfer to once a unit is available:

Project Name	Project Address	PBV Units	RAD Units	Total Assisted Units	Total Units In Project	Housing Type
Tabora Gardens	3557 Tabora Dr., Antioch, CA 94509	12	22	34	85	Family/ Veterans
Hookston Senior Homes	80 W. Hookston Rd., Pleasant Hill, CA	15	5	20	100	Senior
Robin Lane	1149 Meadow Lane, Concord, CA	4	4	8	16	Family
Garden Park Apartments	2387 Lisa Lane, Pleasant Hill, CA	14	14	28	29	Family
Woods Grove Apartments	850 E. Leland Rd., Pittsburg, CA	18	6	24	80	Family
Veterans Square	901 Los Medanos St., Pittsburg, CA	11	18	29	30	Disabled Vets
Elaine Null Apartments	112 Alves Lane, Pittsburg, CA	2	2	4	14	Family
Terrace Glen Apartments	107 W. 20th St., Antioch, CA	4	12	16	32	Family
St. Paul's Community Center and Apartments	1860 Trinity Ave., Walnut Creek, CA	18	5	23	45	Family
Church Lane Apartments	2555 Church Lane, San Pablo, CA	5	5	10	22	Family
Pinecrest Apartments	1945 Cavallo Rd., Antioch, CA	3	9	12	24	Family
El Cerrito Senior	10848 and 10860 San Pablo Ave, El Cerrito, CA	39	23	62	63	Senior
Heritage Point	1500 Fred Jackson Way, Richmond, CA	35	6	41	42	Family
TBD			83			
	Total	**180**	**214**	**311**	**582**	

2. Housing Choice Voucher. If a Housing Choice Voucher is available and you are eligible for it, you will be notified under a separate notice. The HCV may satisfy all of your monthly housing cost. If you have increased out of pocket cost you may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

We believe that the unit located at [*address]* is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [$ *amount*]. This rent and utility is within the current payment standard for the area. If Housing Choice Voucher eligible rents increase, you may be entitled to additional relocation assistance. If this is the case, the information will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a replacement housing payment on the monthly rent differential amount between either 30% of your income or your current rent and utilities, and the contract rent for the replacement housing unit. If you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

3. Transfer to Other Public Housing. You may be eligible for a transfer to other public housing. If a unit is available to you and you choose to accept the unit, the monthly rent and cost of utility services for the unit will be based on 30% of your average monthly gross household income. No rent differential payments in accordance with the URA are expected to be necessary under this option as they are in.

Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

Address, Rent, Utility Costs, and Contact Info:

1. _____
2. _____
3. _____

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). 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.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled. Please do not rent or purchase a replacement property prior to discussing your relocation assistance with us.

HACCC's RAD conversion will be completed in a manner that is consistent with the Fair Housing and Civil Rights requirements outlined in HUD Notice PIH 2016-17 (HA). Any party requiring a reasonable accommodation should contact [INSERT RA CONTACT].

This letter is important to you and should be retained.

Sincerely,

Print name:
Title:

Enclosure/s

RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE

_____ Delivered on/by: _____/_____
Received by

X_____ Posted on/by: _____/_____
Recipient's Signature

_____ Mailed/receipt received on: _____/_____

Residential 90-Day Notice to Vacate

<<DATE>>

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

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

Dear Occupants:

On **<<RCC DATE>>** the **Housing Authority of the County of Contra Costs** (called here the ("HACCC") received approval from HUD to convert the Las Deltas Public Housing property to the RAD program and transfer the RAD assistance to other properties. The unit which you occupy at **<<SITE ADDRESS>>** (called here the "Premises") is part of this conversion. HACCC has now determined that it will be necessary for you to vacate the Premises.

> **Notice is hereby given that the Displacing Agency elects to terminate your tenancy in ninety (90) days beginning <<90DAY START>> and ending <<90DAY END>> and you are hereby to quit and deliver up possession of the property you occupy on or before <<90DAY END>>. If you do not vacate the Premises by that date, the Displacing Agency will initiate legal proceedings to recover possession of the Premises, along with any rents and damages.**

During this period, **Overland, Pacific & Cutler, Inc.** will be available to provide relocation assistance in accordance with the RAD Notice of Relocation you previously received and any subsequent Relocation Agreement you entered into. Services and assistance as stated in those documents include referrals to replacement housing sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please contact your relocation

agent listed below if you have any questions regarding this notice or the relocation process. 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.

[Insert Agent Contact]

Sincerely,

<<AGENT NAME>>
<<AGENT TITLE>>
Overland, Pacific & Cutler, Inc.
<<OFFICE ADDRESS>>
Phone <<OFFICE PHONE>>

Carbon Copy To:
<<CC NAME>>
<<CC ADDRESS>>

_____ Delivered on/by: _____/_____
Received by

X_____ Posted on/by: _____/_____
Recipient's Signature

_____ Mailed/receipt received on: _____/_____
Date

Notice of Eligibility and Conditional Entitlement

Section 8 Tenant-Occupant

<<DATE>>

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

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

Dear Occupants:

The **Housing Authority of the County of Contra Costa** (called here the "Displacing Agency") is proceeding with the project known as **Las Deltas**. To carry out this project, it will be necessary for you to relocate from your dwelling at **<<SITE ADDRESS>>**.

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

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

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

1. **RELOCATION ADVISORY ASSISTANCE:** provided by **Overland, Pacific & Cutler, Inc. (OPC)**, a professional firm hired by the Displacing Agency to provide relocation assistance to you, such as referrals to replacement housing and help with filing for benefits.

2. **MOVING EXPENSES:** You will receive a payment to assist in moving your personal property. You may select one of the following payments:

   A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for **<<ROOM COUNT>>** rooms is **$<<FIXED MOVING AMOUNT>>**; **or**
   B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
   C. A combination of both (in some cases).

3. **SECURITY DEPOSIT AND CREDIT CHECKS:** The Displacing Agency may pay the cost of any security deposit required to rent a Section 8 approved replacement dwelling unit, and the Displacing Agency may also cover any required credit checks fees.

4. **REPLACEMENT HOUSING ASSISTANCE:** Based on information you have provided us, you have been receiving rental assistance through the **<<HOUSING AUTHORITY NAME>>** Housing Authority's Section 8 Housing Assistance Payments program. You may continue using your Section 8 Voucher to apply as a tenant for other comparable replacement dwellings.

   If comparable rentals are not available within the Housing Authority's payment standard for your replacement housing needs, and there is a difference between your current rent and your new rent at a replacement dwelling, you will be eligible to receive a gap differential paid to you over a 42 month period.

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.**

As part of our advisory services, we have also enclosed referrals to available replacement units on the market in your area, which accept Section 8 tenants. Please notify us, if you identify a unit that you would be interested in securing as a replacement dwelling.

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

If you remain in occupancy of your present dwelling after the Displacing Agency has completed the purchase, you must continue to pay your rent to the Displacing Agency for the period of your tenancy, as well as meet all other conditions stated in your lease or rental agreement.

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

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

<<AGENT NAME>>
<<AGENT TITLE>>
Overland, Pacific & Cutler, Inc.
<<OFFICE ADDRESS>>

Phone <<OFFICE PHONE>>

Sincerely,

<<MANAGER NAME>>
<<MANAGER TITLE>>
Overland, Pacific & Cutler, Inc.

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

Attachment (referrals)

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

SAMPLE RELOCATION EXPENSE PAYMENT/REIMBURSEMENT CLAIM FORM

Relocation Information

Project Name:
Claimant Name:
Project Address:
Temporary/Permanent Replacement Address:
Purpose/Type of Payment:
Backup Documentation Used in Calculation of Payment:
Total Payment Amount:
Issue Check Payable To:

Certification by Claimant: I certify that I have not submitted any other claim for the relocation payment listed and I have not been paid by any other source. Furthermore, I certify that by accepting the "Total Payment Amount" described above represents the entire claim for the relocation expense described above.

Claimant Signature/Date: _____

Claim Approval

Payment Action (Initial Payment)	Initial Payment Amount	Signature	Date
Recommended			
Approved			

F. RELOCATION APPEAL / GRIEVANCE PROCEDURES

Purpose

The purpose of this procedure is to set forth the Housing Authority of the County of Contra Costa's ("Authority") guidelines for processing appeals to determinations as to relocation eligibility, the amount of a relocation payment, or the failure to provide comparable replacement housing referrals.

Right of Review

(a) Any appellant, that is any person who believes him/herself aggrieved by a determination by the Authority as to eligibility, the amount of a relocation payment or failure to provide comparable replacement housing referrals, may, at his or her election, have his/her claim reviewed and reconsidered by the Authority, other than by the person who made the determination in question, in accordance with the procedures set forth herein, as supplemented by the procedures the Authority may establish for the conduct of hearings.

(b) A person or organization directly affected by the relocation project may petition the California Housing and Community Development Department ("HCD") to review the Authority's final relocation plan to determine if the plan is in compliance with state laws and guidelines, or to review the implementation of the relocation plan to determine if the Authority is acting in compliance with its relocation plan. Failure to petition HCD shall not limit a complainant's right to seek judicial review.

Notification to Appellant

If the Authority denies or refuses to consider a claim, the Authority's notification to the appellant of its determination shall inform the appellant of its reasons, and the applicable procedures for obtaining review of the decision. If necessary, such notification shall be printed in a language other than English.

Stages of Review by the Authority

(a) **Request for Further Written Information**. An appellant may request the Authority to provide him or her with a full written explanation of its determination and the basis therefore, if he/she feels that the explanation of the Authority's determination accompanying the payment of the claim or notice was incorrect or inadequate. The

Authority shall provide such an explanation to the appellant within three weeks of its receipt of his or her request.

(b) **Informal Oral Presentation**. An appellant may request an informal oral presentation before seeking formal review and reconsideration. A request for an informal oral presentation shall be filed with the Authority within the period described in subsection (d) of this section. The Authority shall afford the appellant the opportunity to make such presentation before a management-level Housing Authority staff person, designated by the Executive Director, who has not previously participated in the relocation decision, within 15 days of the request. The appellant may be represented by an attorney or other person of his/her choosing at his/her expense.

This oral presentation shall enable the appellant to discuss the claim with the designated Housing Authority staff person. The designated Housing Authority staff person shall make a summary of the matters discussed in the oral presentation to be included as part of the Authority's file on the appellants relocation. The right to formal review and reconsideration shall not be conditioned upon requesting an oral presentation.

(c) **Written Request for Review and Reconsideration**. At any time within the period described in subsection (d) below, an appellant may file a written request with the Authority for formal review and reconsideration. The appellant may include in the request for review any statement of fact within the appellant's knowledge or belief or other material that may have a bearing on the appeal. If the appellant requests more time to gather and prepare additional material for consideration or review and demonstrates a reasonable basis therefore, the Authority may grant the appellants request by granting the appellant a definite period of time to gather and prepare materials.

(d) **Time Limit for Requesting Review**. An appellant desiring either an informal oral presentation or seeking formal review and reconsideration, shall make a request to the Authority within eighteen (18) months following the date he/she moves from the property or the date that he/she receives final compensation for the property, whichever is later.

Formal Review and Reconsideration by HACCC

(a) **General**. The Authority shall consider the request for formal review and shall decide whether a modification of its initial determination is necessary. The arbitrator shall have the authority to revise the initial determination or the determination of a previous oral presentation. This formal review shall be conducted by an independent arbitrator (the "Arbitrator"). The Arbitrator shall consider the appeal regardless of form, and the Authority staff shall, if necessary, provide assistance to the claimant in preparing the written claim. When a claimant seeks review, Authority staff shall inform him/her that he/she has the right to be represented by an attorney at the claimant's expense, to present his/her case by oral or documentary evidence, to submit rebuttal evidence, to conduct such cross-examination as may be required for a full and true disclosure of facts, and to seek judicial review once he/she has exhausted the administrative appeal.

(b) **Scope of Review**. The Arbitrator shall review and reconsider the initial determination of the claimant's case in light of: (1) all material upon which the Authority based its original determination, including all applicable rules and regulations, except that no evidence shall be relied upon where a claimant has been improperly denied an opportunity to controvert the evidence or cross-examine the witness(es); (2) the reasons given by the claimant for requesting review and reconsideration of the claim; (3) any additional written or relevant documentary material submitted by the claimant; (4) any further information which the Arbitrator, in its discretion, obtains by request, investigation, or research, to ensure fair and full review of the claim.

(c) **Determination on Review**. The determination on review by the Arbitrator shall include, but is not limited to: (1) the Arbitrator's decision on reconsideration of the claim; (2) the factual and legal basis upon which the decision rests, including any pertinent explanation or rationale; and (3) a statement to the claimant that administrative remedies have been exhausted and judicial review may be sought. The determination shall be in writing with a copy provided to the claimant. The Arbitrator's decision shall be binding on the Authority.

(d) **Time Limits**. The Authority and/or arbitrator shall issue its determination on review as soon as possible but no later than six weeks from receipt of the last material submitted for consideration by the claimant or the date of the hearing, whichever is later. In the case of appeals dismissed for un-timeliness or for any other reason not based on the merits of the claim, the Authority shall furnish a written statement to the

claimant stating the reason for the dismissal of the claim as soon as possible but not later than two weeks from receipt of the last material submitted by the claimant, or the date of the hearing, whichever is later.

Refusals to Waive Time Limitation

Whenever the Authority rejects a request by a claimant for a waiver of the time limits, the claimant may file a written request for reconsideration of this decision in accordance with the review procedure set forth herein, except that such written request for reconsideration shall be filed within 90 calendar days of the claimant's receipt of the Authority's determination.

Extension of Time Limits

The time limits specified in the stages of review may be extended for good cause by the Authority.

Recommendations by Third Party

Upon agreement between the claimant and the Authority, a mutually acceptable third party or parties may review the claim and make advisory recommendations thereon to the Authority for its final determination. In reviewing the claim and making recommendations to the Authority, the third party or parties shall be guided by the provisions of this Appeals/Grievance Procedure.

Review of Files by Claimant

Except to the extent the confidentiality of material is protected by law or its disclosure is prohibited by law, the Authority shall permit the claimant to inspect all files and records bearing upon his or her claim or the prosecution of the appellant's grievance.
If an appellant is improperly denied access to any relevant material bearing on his or her claim, such material may not be relied upon in reviewing the initial determination.

Effect of Determination on Other Persons

The principles established in all determinations by the Authority shall be considered as precedent for all eligible persons in similar situations regardless of whether or not a

person has filed a written request for review. All written determinations shall be kept on file and available for public review.

Right to Counsel

Any aggrieved party has a right to representation by legal or other counsel at his or her expense at any and all stages of the proceedings set forth in this procedure.

Stay of Displacement Pending Review

If an appellant seeks to prevent displacement, the Authority shall not require the appellant to move until at least twenty (20) calendar days after the Authority has made a determination and the appellant has had an opportunity to seek judicial review. In all cases the Authority shall notify the appellant in writing, twenty (20) calendar days prior to the proposed new date of displacement.

Joint Appellants

Where more than one person is aggrieved by the failure of the Authority to refer them to comparable permanent or adequate temporary replacement housing, the appellants may join in filing a single written request for review. A determination shall be made by the Authority for each of the appellants.

Judicial Review

Nothing in this Appeals/Grievance Procedure shall in any way preclude, or limit a claimant or the Authority from seeking judicial review of a claim upon exhaustion of such administrative remedies as are available herein.

RELOCATION ASSISTANCE APPEAL FORM

INSTRUCTIONS: This is an appeal of a determination made by the Displacing Agency under the California Relocation Assistance Law (Government Code, Section 7260 et seq.) or Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC §§4601 et. seq.). Complete this document, explaining the nature of your complaint and reasons for this appeal below. Attach extra pages if needed. You will be notified of the date when your complaint will be considered.

Claimant:		**Agency:**
Site Address:		**Project:**
Mailing Address:		**Consultant:**
Phone number:		**OPC case ID:**

Claimant Type: Residential Tenant	**This appeal is based on:** [ ] Eligibility only [ ] Amount of Payment only [ ] Eligibility amount
Appeal Type: [ ] Request for Further Written Information [ ] Informal Oral Presentation [ ] Formal Review and reconsideration	
Will you be present at the hearing?: [ ] Yes [ ] No	**Will you be represented by counsel?:** [ ] Yes [ ] No

. . . . continued next page.

Claimant's Statement:

I certify that the information provided on this form is accurate and complete.

Claimant Signature **Date**

G. WRITTEN COMMENTS AND RESPONSES TO MASTER RELOCATION PLAN

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING DISCUSSION & COMMENTS FOR BOTH RESIDENT MEETINGS

MEETING DATES:

December 12, 2013 ** 12:00 pm. - 2:00 pm.

December 16, 2013 ** 3:00 pm. - 5:00 pm.

RAD Program Presentation to Residents of the following AMPs:

AMP 6 - Comprised of Projects CA009a, Las Deltas Annex A, and CA009b. Las Deltas Annex B.

AMP 7 - Comprised of Project CA006, Las Deltas Development

Housing Authority Attendees December 12:

Rudy Tamayo, Deputy Executive Director
Colleen Morillo, Secretary, Development Department
Mitchel Ledesma, Temporary Housing Manager
Rona Cremer, Resident Services Coordinator, YAEC
Alanna Capps, Housing Assistant
Leticia Morales, Office Assistant

Housing Authority Attendees December 16:

Joseph Villarreal, Executive Director
Rudy Tamayo, Deputy Executive Director
Robert Moore, Director of Development
Mitchel Ledesma, Temporary Housing Manager
Rona Cremer, Resident Services Coordinator, YAEC

Resident and Resident Representative Attendees are as indicated on the attached sign in sheets for each meeting date.

On December 12, 2013 the first RAD meeting for residents was conducted at the Las Deltas development by Housing Authority staff. The Deputy Executive Director, Mr. Tamayo, began the meeting by announcing the purpose of the meeting which was to give some insight to a new HUD program called the Resident Assistance Demonstration Program called RAD and solicit resident comments. Residents were provided one week notice of the meeting date and time. The meeting was attended by eighteen public housing residents. A power point handout and presentation was provided each resident in attendance. They were encouraged to talk to their neighbors and flyers were distributed to them announcing the second RAD meeting for residents on December 16 starting at 3:00 p.m. and ending at 5:00 p.m.

On December 16, 2013 the second RAD meeting was conducted for residents and resident representatives. The Executive Director, Mr. Villarreal, opened the meeting and

gave a brief overview of the RAD program and the Housing Authority's goal in submitting the RAD application. Mr. Villarreal also explained the other application that would be submitted for the Demolition / Disposition of the Las Deltas developments which would be in addition to the RAD application. The same RAD power point handout was again distributed to the residents in attendance. There were twenty three residents in attendance; most were repeat attendees although there were a few new resident and resident representative attendees.

The power point handout that was provided to all the attendees at both meetings provided brief explanatory information related to the following:

1. RAD Overview
2. How RAD Conversion Works
3. The HUD RAD Process
4. How RAD Will Affect Me (Residents)
5. How Residents Can Be Involved In The RAD Process
6. Choice Mobility through PBV or PBRA and Temporary Relocation (if necessary)
7. Resident Rights (summary of key resident rights as provided by HUD website)
8. Public Housing Before and After RAD (Inserted table provided by HUD)

After each presentation a questions and answer period was provided to the attendees. At that time they were given the opportunity to comment on the RAD program and the application process.

In addition to the above, staff provided the attendees with explanations related to:

- Phase II of the RAD application process and only 60,000 units nationwide will be selected for the program so this is a very competitive grant program.

- having at least one additional meeting before the HUD's final approval of the application and subsequent meetings will be provided as appropriate during all phases of the process through completion.

- the Section 8 PBV program and their switch from the Public Housing Program to the more mobile Section 8 PBV program. Although they will be part of a different HUD program their portion for payment of the rent will still remain at 30% of adjusted gross income, therefore their payment toward the rent should remain the same if their gross income has not changed.

- moving into the rehabilitated RAD units, signing a one-year lease, when their Section 8 PBV will be take effect and Section 8 staff handling their case file and their annual recertification. All affected residents will no longer be participants of the public housing program but participants of the Section 8 HCV program

- The RAD application rehabilitating only the gutted or most severely vandalized units in the Las Deltas developments

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING DISCUSSION & COMMENTS FOR BOTH RESIDENT MEETINGS

Many of the questions and comments centered on the Section 8 PBV program, when will HUD let HACCC know if the application is approved, and, questions about the other units that are in the development that are not covered in the RAD application.

Staff, the Executive Director and / or the Deputy Executive Director provided extensive explanation of the Section 8 PBV program as stated above. Attendees provided favorable comments related to mobility and portability feature of the PBV and HCV. Many residents were comfortable in hearing that they did not have to be on the Section 8 Wait List and did not have to go through a rescreening process to receive a PBV. Some residents inquired about reasonable accommodation for their mental or physical disability of family members. If they were not currently subject to reasonable accommodation in the public housing program they would have to go through the medical documentation process necessary to approve the reasonable accommodation request.

Some residents inquired about the permanency of the PBV and HCV. The Executive Director assured them that the residents were not receiving temporary vouchers. They would have the voucher as long as they qualified for the program and complied with the program regulations and requirements. Many resident comments were positive about obtaining a PBV and converting to HCV at the completion of their one year lease if they chose to relocate. The follow up discussion to the foregoing related to the completion of the HUD process and when residents can anticipate getting their PBV or HCV.

The HUD RAD application process was explained to the attendees at both meetings. Staff stated that the HA was hoping to get the final determination of our application from HUD by January 2015. Comments centered on the long process for the application process. Staff did state that as we go through the application process the residents will be informed if HUD makes determination of our application before that date.

Staff explained that since the most severely damaged units and buildings would be impacted by an approved RAD application and it may not affect residents in the other sections of the developments. Attendees commented that their units, if not affected by the RAD application still needed rehabilitation because of the age and maintenance issues of their units. Staff explained at both meetings that in addition to the RAD application other applications will be provided to HUD for the disposition of all the Las Deltas development units. These applications will be submitted in the spring of 2014 and, if approved, residents will be participants of the HCV program and no longer public housing residents.

In summary those attendees at both meetings were hopeful that the HA was taking action to address the conditions at the Las Deltas developments, AMP 6 and AMP 7, and that the RAD application will be approved by HUD as quickly as possible. All attendees will be looking forward to future meetings and updates on the RAD application or any other HA application provided to HUD for AMP 6 and AMP 7. Although it may not be in the near future, they are all looking forward to the participating in the Section 8 PBV and HCV programs.

Resident Comments and Questions - September 24, 2015
First Resident Meeting - RAD

Q: Do I have to live in Richmond for one year with a Section 8 voucher?
A: No you are already a Contra Costa County resident and you will be able to immediately move to any jurisdiction across the United States. This is known as Portability. You will need to let the Section 8 staff know that you wish to Port your voucher to another city.

Q: How many days for anything to start with the relocation?
A: We are in the process of selecting a relocation specialist. Once that is done, we will be finalizing our Relocation plan and also submitting an application for the remaining un-awarded units at Las Deltas. That is basically all the occupied units. If the application is approved, then we can begin relocation. We don't have a set time, but it could be 12 - 24 months before anything happens.

Q: What happens to a resident if they want to come back after relocation?
A: You will not be coming back. There is no plan to replace the housing on the Las Deltas Public Housing property. All replacement housing will be off-site throughout the County of Contra Costa. If a housing developer were to surface who was interested in creating or refurbishing the units on the site in partnership with HACCC after we dispose of it, you will have priority to rent those units. However, if a private developer buys the land and decides to build on the property, they will market the units on the private market and you could rent the units privately using a Section 8 voucher.

Q: What type of units will be developed after the disposition?
A: On this site, it will be up to the buyer. However, for the replacement housing, we expect the units to be a mix of apartments, townhomes, condominiums and maybe even single family units. The Housing Authority will be issuing a Request For Proposals to see if developers are interested in RAD replacement-unit subsidies through the Project Based Voucher Program.

Q: What happens if you do not take a voucher?
A: Eventually all residents will have to be out. The HACCC will give you a voucher or you will transfer to another public housing unit in another location.

Q: If I get a voucher are there any restrictions such as location?
A: You can take your voucher and go anywhere in the United States. You will be given priority to come back to North Richmond because you were displaced should any housing be replaced here in North Richmond.

Q: What about relocation expenses?
A: Relocation will follow the guidelines of the Uniform Relocation Act and the California Relocation Assistance and Real Property Acquisition Guidelines. Displaced residents will be compensated for moving costs, utility transfer fees, credit check fees, rental assistance payments, and security deposits. The exact amounts and how the process will work will be

explained at a later date once we have a relocation consultant on board and our relocation plan is finalized.

Q: What if I sign a lease and want to come back?
A: You would be breaking a lease agreement and you will have to work with your landlord to negotiate out of your lease.

Q: What about the City of Richmond? Are there going to be any new developments by them in North Richmond?
A: The City of Richmond does not control North Richmond developments. We do not know what the future holds for this area. North Richmond is not in the City of Richmond's jurisdiction. Any housing built here would be in HACCC's jurisdiction. If you wanted to live in that housing, if any is built, you would do so with a Housing Choice Voucher.

Q: What does the Planning Commission have for this area for the future?
A: The plans on the table are still on the table because of funding, the area will not go back to Public Housing. A private developer will be able to accept your voucher to go back into the community and any new developments in the area. You will be informed and be provided with resources as they come available and as they become known to us.

Q: What about timing such as transferring my children's school?
A: HACCC will work with you and inform you on the best solution to move with school age children. We will communicate and work with you on your preferred neighborhood. The relocation staff will work with each of you to make sure you move when you are ready. This will be a number of months away, so it's too early to speculate about timing.

Q: I would like more notice regarding these meeting?
A: We will make every effort to make sure you have at least two week's notice for upcoming meetings. Sometimes we need to get everyone together quicker because of impending deadlines but we hope to anticipate these things better in the future.

Q: Are you too optimistic regarding developers coming into the area?
A: We are optimistic about bringing in a developer and new opportunities. We have had some preliminary discussions with some developers, but nothing concrete has materialized to date. We are open to communicating with all developers for the area. What we do know is that we cannot continue to effectively manage public housing on this property.

Q: How do we stay in the community?
A: Development will eventually happen. In the mean time, you will be able to use your Housing Choice Voucher in a unit in North Richmond at any of the existing units in the private market.

Q: What about bedroom size for a voucher?
A: The household size will determine your bedroom size for your voucher. If you qualify for 3BR voucher you will get it. When you start working with a specialist they will tell you

what you qualify for based on each family. We will talk about how the voucher works with occupancy standards at a future meeting.

Q: What about my children and grandchildren on the lease? How does the voucher work in that case?

A: You will be able to move together as a family. The entire household that is on your lease is included in determining the bedroom size of the voucher. Only one voucher will be issued per household. There is no splitting of the household into more than one voucher. If you have household members who want to move on their own, they will have to do so without assistance.

Resident Comments and Questions - October 21, 2015
Second Resident Meeting - RAD

Q: Are there any offers from casinos for the properties in North Richmond?
A: No. We have had no discussions with Casinos regarding the sale of the property to them for development?

Q: Are you going to build a housing tower (complex) that uses the land here in North Richmond since we have the space here?
A: We do not have any plans for doing any development at Las Deltas. We simply do not have the funding nor is there any development partner interested in building on the site who has the funding needed. We are trying to find a solution that doesn't end with a whole bunch of boarded up units in the community.

Q: What about Chevron? Will they develop units in North Richmond?
A: We have not had any contact with them nor have they reached out to us about buying the development. There is nothing we are not willing to consider however and if they were to be interested, we would certainly have a discussion with them.

Q: Are you stating that you have not received any money to fix the units in North Richmond?
A: We do get money. We get money known as the Capital Fund each year to fix all the Public Housing Authority properties in Contra Costa County. We get approximately $1.7M for the entire portfolio. Capital Funds are used for replacing boilers or fixing walkways, replacing windows and those type of improvements. You can see how we allocate the funding in our PHA Plan. Each year we lay out a plan on how we will spend the money. They can also be for relocation expenses. We are going to use most of a year's worth of capital fund right here at Las Deltas to help pay for relocation costs. At this time, given our interests in pursuing a RAD conversion, spending the money to fix the damaged units is not wise. Many of the vacant units have been vandalized and people have stolen the copper wiring. The units are destroyed inside.

Q: What about the abandoned units?
A: The 90 units that have been approved for RAD conversion so far are all vacant units. They are going to be replaced by off-site Project Based Voucher units as the units. These units are located from Pittsburg, Antioch, Concord, Pleasant Hill, El Cerrito, San Pablo and Walnut Creek. If we are approved for our next RAD application, we will be able to begin pursuing relocation options for you in these units. Once available, you will have priority to move into the units. The residents of Las Deltas have first priority for all RAD replacement units.

Q: How do you choose who will move?
A: We have hired a relocation specialist and once authorized from HUD and our application is approved the specialists will have more meetings with you about our relocation plan. The specialist will explain your options about transferring to another location within Public Housing or using a Housing Choice Voucher to find housing anywhere in the United States. We will continue to have meetings regarding the RAD process. We will also be discussing how much money you will be getting for relocation expenses. It will generally be based on household bedroom size to cover moving expenses, rental assistance payments, utility transfer fees, security deposits and other related fees. As mentioned, we are about to submit

the RAD application for occupied units at Las Deltas. If we are approved, then we will elevate the relocation discussions to a higher level. For now, we just want you to have an idea of what may happen. If we do not get approved we will file another application based on Section 18 Demo/Dispo. If this process, the residents would also get a voucher to move and relocation assistance while we work to dispose of the property.

Q: What about the list for Section 8 or Public Housing? Do we have to apply to be on the list? Are we on the list?

A: There is no list. If the application is approved, if all the residents of Las Deltas want a voucher you will all be given a voucher. If you all want public housing, we will work with you to identify alternative public housing units. It is not a wait list. you will all receive an alternative assisted housing option.

Q: What about the people that have already moved out?

A: No one has been relocated to date. If someone moved out, it was a voluntary move or an eviction and they will not be eligible for relocation benefits. No one has moved out due to the RAD conversion. If the RAD application is approved, you will meet with a relocation specialist to discuss what your individual needs are regarding your next housing option.

Q: I have a household of 7, when will I be able to move? I need to move now.

A: Once you transfer out of North Richmond, you will be placed in an appropriately sized unit. If you leave now before the disposition process, you will not get anything. However, you are able to approach you property manager, David Solis to inquire about a unit transfer. If you transfer to another Public Housing property before the RAD application is approved, you will not be eligible for relocation benefits.

Q: When will the process start?

A: If the application is approved, you will receive at least 90 days notice about any actions that will take place regarding relocation. You will then have a relocation specialist speak to you and your family about housing options. No one will lose their housing. We will take all the time we need to make sure that you all are given the appropriate relocation options.

Q: You stated that you were filing the application tomorrow, when will you receive an answer?

A: There is about a 2000 unit backlog. We are hoping for an answer in 3 to 6 months, we hope!

Q: When are you going to start to demolish the vacant units?

A: The disposition process does not mean demolition. Until there is money and permission from HUD to demolish the units, it will not happen. There is a chance in the future that the buyer of the property will fix up the units and wish to rent them out on the private rental market. So demolishing them may not be the most desirable option yet. What we can say with a high degree of certainty is that the units will not be Public Housing.

Q: What can the residents do to help the Housing Authority with the disposition process?

A: The most constructive thing you can do is to continue to bring your comments and ideas to these meetings and be a voice for the community. That and continue to come to all the meetings and communicate with us.

Resident Comments and Questions - October 21, 2015
Second Resident Meeting - RAD

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A: No. We have had no discussions with Casinos regarding the sale of the property to them for development?

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Q: What can the residents do to help the Housing Authority with the disposition process?
A: The most constructive thing you can do is to continue to bring your comments and ideas to these meetings and be a voice for the community. That and continue to come to all the meetings and communicate with us.

Resident Assistance Demonstration (RAD) Program
Las Deltas Relocation
July 21, 2016
Resident Comments
Presenters: David Solis, Tony Ucciferri, Chad Wakefield,

Tenant: So you are saying that after you vacate the property and move us all to other areas, you plan to sell the properties and you don't have a say in what they do with these units?

Tony: That is correct. There will be some development partner likely, the Housing Authority will not likely be a part of it, however, who may be interested in the contiguous units who may develop new units there.

Tenant: Will we need a voucher to live at those units?

Tony: It's too early to say. What is developed there and the funding restrictions they have on the funding they secure to build that new housing will determine whether you will be able to use a voucher in those units or not. For example, if the developer utilizes Low Income Housing Tax Credits to build the property, you can use a Voucher at a Tax Credit property so you could live there with a voucher. However, if they are using HUD 202 or 811 funding for elderly or disabled, you would not be allowed to use a voucher there.

Tenant: What have you heard from the people who chose a HCV voucher for relocation rather than another public housing unit? Was it approved or not?

Tony: Once the relocation process begins, we have the vouchers to assist any of you who wish to relocate with a voucher. There is no other approval pending for that.

Tenant: We signed up for a voucher already. What's the hold up?

Tony: We are waiting for HUD approval of our 3rd and 4th RAD applications which cover the units you all live in. The first two applications were for 90 vacant units only. Once those applications are approved, we have already requested authorization from HUD to begin relocation early so that you can move from the units you are currently in. Once they approve us to start relocation, then we can begin to legally issue the vouchers.

Tenant: So what are we gonna get? Is there some kind of money we get or what?

Tony: We are going to hear from Chad Wakefield of Overland, Pacific and Cutler who will spell out exactly what your relocation benefits will be. But, yes., there will be some financial assistance with movers, deposits, transferring utilities and things like that.

Tenant: You said the moving cost will be based on the lowest bid?

Chad: The self-move is based on the number of rooms you are moving. For the option where we use a mover to move you, we will contract with a number of moving companies and the lowest responsible bidder will be selected to work with us and you to move your belonging because we want someone who will also do a good job, not just cheap.

Tenant: Can I move to Los Angeles?

Chad: We have a Southern CA presence so we could facilitate something like that, but if you want to move to an area where we do not have contacts or can easily assist you, then you will have to rely on your resources to learn about where you can move to. Your moving expenses are generally calculated to get you moved up to about 50 miles away. So if you want to move to Atlanta, for example, that cost would not be fully reimbursed.

Tenant: What if I don't want Section 8 and want to move to an affordable apartment?

Chad: We can help you with that too, but let me tell you, you don't want to give up that Section 8 voucher. It is pretty flexible and there are a lot of developers building new housing that will take that Section 8 voucher.

Tenant: I had Section 8 and it had a deadline and they only gave me 90 days and then what happens?

Chad: I understand where you are going with this. While there is a limit on the relocation, we go beyond that and we actually work to help you find a unit.

Tenant: To our preference? Where we want to live?
Chad: That's up to you. You tell us where you want to live and our job is to try to find you a place there. We're not looking to generate one list that will serve everyone. Our goal is to taylor our search to you individually to the best that we can.

Tenant: I want to clarify this up for everyone. I heard that Section 8 Vouchers are only good for 90 days. Is that correct?

Tony: Typically, your voucher is issued for 90 days and you can get a 30 day extension. Currently, the market is pretty tight and we will issue you a voucher for 120 days and so long as you can show that you are working to find a unit, we will work with you to keep extending the voucher in 30 day periods. We're committed to helping you find a unit to move to. We're not looking to strand you or make you homeless.

Tenant: Once you find a place, is there a certain amount of time that your voucher is good for?

Tony: Your assistance will continue for as long as you need us and your rent portion does not exceed the rent for the unit. And even then, we keep you on the program for up to 6 months at zero subsidy in case something happens.

Tenant: Does everyone have to move?

Chad: Yes. Everyone has to move.

Tenant: When do we have to move?

Chad: We don't know that answer yet. You'll have a minimum of 90 days notice to move. With relocation efforts, there is a lot of noticing involved. You will get plenty of notice from us. Like I said, it is a minimum of 90 days or longer. If you want to move earlier, you can do that too. You all will have different needs and we are there to help you through that process.

Tenant: So we heard the plan, but it is all predicated on the 3rd and 4th RAD applications being approved?

Chad: Yes. And HUD approving our ability to start relocation earlier than we normally would be allowed to start.

Tenant: We've been hearing about all this for a long time and w never know what's really happening or when. So to clarify, will we have to sign another one-year lease? What should we do?

Tony: It's true, we don't really know when this is all happening, but a couple of things. One, sign all leases you are asked to sign. That is a requirement of your current living situation. Secondly, yes it may take a year or more to get to a move. However, let's say you signed a one-lease today. If things suddenly take off and you are cleared for moving in two months, we will not be concerned about your lease. As the owner, we will work with you to make sure you are held harmless and cleared to move.

Tenant: What if we are offered a transfer to another Public Housing development. Will that be our permanent housing?

Chad: First, if you transfer prior to the Notice of Eligibility being issued, you will not receive relocation assistance. If you transfer to another Public Housing unit during the relocation period, then, yes, that is your permanent housing selection. Your moving costs will be paid for, your transfer of utilities will be paid for, etc.

Tenant: What if I move now?

Chad: You will not receive any relocation benefits. You lose the benefit. Read the relocation Plan. You have your own copy of the key points. Understand it and refer to it regularly.

Tony: Don't move without the relocation assistance.

Tenant: Do they still have houses that rent to Section 8?

Chad: Yes. You can rent a house or an apartment. It's a tough rental market right now so it won't be easy but a house is definitely a possibility. Inventory is lower, but it is possible. You may have to compromise where you want to live if you are set on finding a house since the pool of available houses is smaller.

Tenant: If we go after an apartment, that means that there will be more units?

Chad: Generally there are more apartments than houses available in the rental market

Tenant: So we will all get vouchers?

Tony: Yes. If that's what you want. Again, take the time to review the relocation plan and make comments if you see anything you don't like or have an issue with. In the materials you will find Chad's contact information. Send him an email, or call him to give him your comments about what you like or don't like so the plan best represents YOUR needs.

Chad: And again, any comments, we have to respond to. So it's not like you will make a comment and you won't hear back. If you just want to make a statement, you can do that too.

Tenant: Can we get a copy of the plan?

Chad: Yes. We have some extras here and the full plan is also on our website.

Tenant: Is Petaluma in that 50 mile radius you were talking about?

Chad: Yes. Now let me tell you what that 50 mile radius we were talking about means. You can move where ever you want, but the relocation assistance for moving costs covers only up to 50 miles. We can transfer your utilities and such but the moving costs only cover moving your belongings up to 50 miles. You would have to make up the remaining cost.

Contra Costa County Housing Authority – Las Deltas Resident Meeting July 21, 2016

Below is a summary of the questions received and the responses given at the July 21, 2016 resident meeting. At this meeting HACCC and OPC staff presented updates on the conversion process and presented the proposed relocation program. Duplicate questions have been omitted.

Resident Questions:

1. If I am on a waitlist for another public housing unit and I am offered a unit before I am notified of my relocation eligibility, what should I do? Residents are advised not to move prior to receiving their notice of eligibility (NOE). If they do so they will forfeit potential relocation assistance they may have a right to.

2.What if my voucher expires? Extensions will be considered on a case by case basis.

3. Who will help me locate a new place? OPC has been hired to work with the residents to locate and secure new housing.

4. When will we have to move? The timeline has not been determined. HACCC is awiting final approvals from HUD. Once those are received the relocation process can begin.

5. How much time will we have to move? HACCC expects to give at least a 120-day notice to vacate. Households will move within that period of time.

6. Who will pay for my moving costs?HACCC will provide two options to pay for moving costs. One is a fixed move payment based on the number of moveable rooms in the unit. This payment will be according to the current federal payment schedule. The second option is HACCC will hire a moving company to move you within 50-miles of the property.

7. What if I can't find a place? OPC will assist you locate new housing. HACCC will support them in these efforts. Extensions may be granted if the household is actively working with OPC to locate new housing.

8. Will you move me some place safe? You will choose the location you move to.

9. Can I move to another public housing unit? If there are units available you would be able to choose that as your new home.

10. Do I have to move to where you tell me to go? Through the relocation process OPC will work with you to locate housing in locations you prefer. You will choose where to move. Keep in mind that the unit would need to be within your financial means and limits of the voucher.

11. Why can't we move now? If you were to move before you receive an NOE you would forfeit your rights to relocation assistance. We encourage you not to move before receiving your NOE.

12. How long would I have to stay at a new place before I could move? Section 8 leases are for one year. After that year you would be able to move to another location of your choice, within your voucher limits

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December 1, 2016

Re: Las Deltas RAD Conversion Relocation Plan in Contra Costa County, subject to approval at Board of Commissioners meeting December 6, 2016

To: Joseph Villarreal, Executive Director, Housing Authority of the County of Contra Costa
Tony Ucciferri, Special Assistant to the Executive Director, Housing Authority of the County of Contra Costa
Board of Commissioners, Housing Authority of the County of Contra Costa

Bay Area Legal Aid (BayLegal) and the National Housing Law Project (NHLP) wish to express our concerns with the design and implementation of the Rental Assistance Demonstration (RAD) conversion at the Las Deltas property in Contra Costa County in response to the solicitation for comments on HACCC website. Meaningful tenant involvement and education are fundamental to all affordable housing decisions, especially RAD, and the following comments draw upon our extensive experience working for decades with advocates, tenants, and public housing authorities. Though we believe that HACCC intentions are to protect the interests of the Las Deltas residents, we are concerned that the conversion and relocation plans that are being pursued by HACCC will have a detrimental impact on low-income residents in practice.

BayLegal is largest provider of free civil legal services to the poor in the Bay Area, with a regional office in Contra Costa County located in Richmond, CA. BayLegal prioritizes the preservation of affordable housing for low-income communities, representing and advocating on behalf of low-income tenants in public and subsidized housing along with advocacy for the enforcement of fair housing rules and regulations.

NHLP is a legal advocacy center focused on increasing, preserving, and improving affordable housing; expanding and enforcing the rights of low-income tenants and homeowners; and increasing housing opportunities for protected classes. Our organization provides technical assistance and policy support on a range of housing issues, including RAD, to legal services attorneys and other advocates nationwide. We are committed to protecting affordable housing and housing rights for low-income

families and individuals nationwide whose homes are converting to the RAD program and have gained national expertise with RAD program.

Background on the Rental Assistance Demonstration (RAD)

RAD was enacted by Congress in 2012 to preserve and improve affordable housing for low-income families. RAD allows public housing authorities (PHAs) to permanently convert public housing properties to the project-based Section 8 housing program. This conversion to project-based Section 8 allows PHAs to leverage public and private debt and equity, as well as use low-income housing tax credits, to maintain and improve existing affordable housing. This funding flexibility and stability is not available under the public housing program, which relies solely on Congressional appropriations. Maintaining and improving existing affordable housing is an incredibly important purpose given the $40 billion backlog of capital needs that exist today in public housing properties nationwide, much of which is the result of decades of inadequate federal appropriations. However, the implementation of the RAD program in local communities makes a significant difference on the long-term success and effect of the RAD program on low-income tenants.

As a recipient of federal funds, HACCC has an obligation to ensure compliance with all federal laws, including laws related to the relocation of tenants. As a RAD program participant, HACCC is also subject to various federal statutes, notices, and guidance. Although HACCC may utilize outside consultants and support to assist it in complying with applicable laws and requirements, HACCC *cannot* defer responsibility under these laws and requirements to any other entity. As an affordable housing provider in Contra Costa County, HACCC also has a moral and policy obligation to ensure that precious affordable housing and low-income families are protected from displacement.

We, like HACCC, want what is best for the residents of Las Deltas to assure that the RAD process is in compliance with federal regulations and assures a long future of decent, safe, and sanitary rental housing for eligible families, the elderly, and disabled, per their mission. For these reasons, we are submitting the concerns stated below about the proposed Relocation Plan for the RAD Conversion of the Las Deltas Public Housing Site and other HACCC RAD conversion plans for Las Deltas. Our concerns pertain to the following: potential disinvestment in North Richmond; HACCC's relocation strategy and subsequent risks created therein; potential due process issues surrounding the notices provided to tenants; and the lack of sufficient communication with tenants and tenant education. These concerns are detailed below with the sole purpose of facilitating a conversation around these concerns so requisite steps can be taken to remedy any potential or existing issues.

Potential disinvestment in North Richmond

We are concerned that the RAD conversion and lack of commitment regarding the property of Las Deltas will result in a significant reduction of affordable housing in North Richmond and west Contra Cost County generally. On page 4 of the proposed relocation plan, HACCC states that "[w]hile HACCC may commit PBVs to future projects in North Richmond, it does not expect to do so as part of the RAD conversion process. Under RAD, HACCC intends to sell most, or all, of the vacant units and land at Las Deltas and use the proceeds to upgrade its remaining public housing stock. . . The proposed permanent relocation of all remaining occupants, disposition of the property, and conversion to RAD is hereinafter referred to as the Project." After HACCC demolishes and sells the Las Deltas site, tenants' housing assistance will be effectively and permanently transferred to 14 properties in communities far beyond tenants' current schools, doctors, and vital services in North Richmond, including: Antioch,

Pleasant Hill, Concord, Pittsburg, San Pablo, Walnut Creek, and El Cerrito. Given the rising unaffordability of the entire Bay Area and the displacement of North Richmond residents, we are concerned that this RAD conversion will result in a significant disinvestment of the North Richmond community.

Proposed relocation of tenants an unreasonable distance from current services, employment, etc.

We are concerned that that the proposed Relocation Plan may require tenants to move an unreasonable distance from their employment, schooling, and other services, which is prohibited by HUD. Under HUD PIH Notice 2016-17, tenants have a right to live in an assisted unit within a reasonable distance of the site of the RAD-converting project. If HUD determines that the distance from Las Deltas to the 14 properties where the assistance will be transferred is significant and the residents could not reasonably be required to move to the new site, then HUD will require HACCC to adjust project plans to accommodate the residents in an assisted unit within a reasonable distance of the Las Deltas property. HUD will evaluate whether this requirement applies on a case-by-case basis, considering whether the distance would impose a significant burden on residents' access to existing employment, transportation options, schooling, or other critical services. Depending on residents' individual circumstances, HACCC's RAD conversion plans will likely trigger this provision, given the distance of the 14 properties where the assistance will be transferred. We are concerned that HACCC has not fully assessed how it will adjust project plans to accommodate these residents if HUD makes this determination.

Relying on Housing Choice Vouchers as a relocation strategy creates serious risks for tenants

We are concerned about HACCC's reliance on vouchers to relocate tenants during the 1-3 year waiting period before the RAD converting properties are available. On page 6 of the proposed relocation plan, HACCC states that "Following HUD approval of the RAD Application amendment request, HACCC will proceed with the relocation of the remaining households at Las Deltas. These households will be made eligible for permanent relocation assistance including a Housing Choice Voucher (HCV) and either a fixed moving payment or payment of their actual and reasonable moving expenses by HACCC." We are extremely concerned with HACCC's reliance on vouchers to relocate tenants, especially because HACCC anticipates that tenants will be relocated for 1-3 years before they are able to move into the 14 new or rehabilitated RAD-converting properties throughout Contra Costa County. It has been increasingly difficult to find rental housing that will accept vouchers. Further, many tenants will face challenges with private landlords who may terminate their Housing Choice Voucher in this 1-3 year period. Most of the Las Deltas residents have resided there for a significant period of time, if not their entire lives, and depending on the new lease and house rules of the voucher-accepting landlords, tenants will likely experience challenges in learning and adhering to a private landlord's policies and procedures that will likely be significantly different from HACCC's public housing lease and house rules.

Also, as identified on page 15 of the proposed relocation plan, there are an estimated 57 (out of ~100 total units) households with one or more members who have some degree of a physical or mental disability. It may be particularly challenging for these households to obtain and retain a housing unit that meets their needs on the private market with a Housing Choice Voucher. Although the proposed relocation plan states that HACCC is prepared to provide all necessary and required accommodations, it will be extremely challenging to identify private landlords whose units and policies will accommodate so many of these households' needs. Additionally, HACCC should identify a system to track families

after they move from Las Deltas to ensure that tenants are not lost during the 1-3 year relocation period and retain their right to move to one of the newly constructed/ rehabilitated RAD properties. These concerns are exacerbated by the fact that HACCC is not relying on the proceeds of the sale of Las Deltas for the RAD conversion, so there is no need, financial or otherwise, to remove tenants from Las Deltas until the 14 new and rehabilitated properties are completed.

The proposed relocation plan also states that comparable replacement housing cannot be "generally less desirable than the Las Deltas unit with respect to proximity to schools, employment, health and medical facilities and other public and commercial facilities and services." Yet, the replacement housing survey results that appear on page 21 of the proposed relocation plan include locations such as Marin, Vallejo, Napa County, and Solano County, which are likely to be far from residents' schools, employment, health and medical facilities, and other services. We are concerned that the analysis of where tenants will be able to use Housing Choice Vouchers has not adequately assessed the number of tenants who will need to remain in the North Richmond community in order to access their schools, jobs, and other services, and how those needs will be met.

Vague, misleading, and potentially inadequate relocation services

We are concerned that the Relocation Plan puts the responsibility for finding housing on the tenants rather than on the Housing Authority per the Uniform Relocation Act. On page 27 and other places throughout the draft relocation plan consistently imply that the *resident household* is responsible for finding a comparable replacement home at a monthly rent that is at or below HACCC's payment standard. The federal Uniform Relocation Act is clear on this point: tenants cannot be displaced until the *housing authority* has identified and secured comparable housing that meets the tenant's needs. Under the Uniform Relocation Act, HACCC cannot just provide Housing Choice Vouchers to tenants as a relocation plan. Instead, HACCC must identify *specific properties and landlords* that will accept the vouchers within the appropriate payment standard. As stated in 49 CFR 24.205 and 49 CFR 24.204(a), HACCC cannot require any tenant to move from their unit unless at least one comparable replacement dwelling has been made available to the person. When possible, three or more comparable replacement dwellings must be identified. The current language in the proposed relocation plan does not make these requirements clear, and instead seem to imply that these requirements are tenant obligations.

Further, we are concerned about the stated four (4) month deadline for tenants to move. On page 18, HACCC also states that "Residents will have 4 months from the point at which their HCV and/or Notice of Eligibility are issued to them, to move from their unit." The stated four month period is arbitrary, and at a minimum, any such deadline would only be valid if HACCC is meeting its obligation to work with the tenant to identify comparable housing.

Additionally, we are concerned that HACCC has not taken responsibility for all costs related to relocation. On page 25, HACCC states that households transferring to other public housing units will not receive any further housing assistance. These transfers are the result of the HACCC-initiated RAD transaction and HACCC must bear the reasonable costs of the residents' transfer to their new unit. The reasonable cost of the transfer includes not just the cost of packing, moving, and unloading, but also the cost of disconnecting and reconnecting any existing resident-paid services such as telephone and cable television. If HACCC wishes to use public housing units as a temporary relocation resource, HACCC must consult with HUD's Office of Public and Indian Housing (PIH) for HUD approval. It is unlikely that HUD would approve a request to use public housing units for temporary relocation for a period

exceeding one year after the effective date of the HAP contract. As such, we are concerned that the current language in the draft relocation plan does not adequately capture tenants' rights if they choose to temporarily or permanently move to public housing units as a result of the RAD conversion.

We are concerned that the language regarding evictions is vague, complex, and does not incorporate issues of habitability and other tenant rights. On page 31, HACCC discusses its eviction policy before the RAD conversion occurs. Additionally, on page 6, HACCC states that "All eligible households in *good standing* (current on their rent and in compliance with their lease) will be offered a Voucher." All tenants residing at Las Deltas have the right to receive relocation services; any restriction on tenants' ability to receive relocation services violates federal law. Although HACCC has the ability to evict tenants who are in non-compliance with their lease or in arrears on their rent (in accordance with state law), HACCC should make a policy decision to *not* evict tenants in the months preceding the RAD conversion, especially for nonpayment of rent, given the complicated logistical and physical moving that will be required of tenants. Also, the relocation plan should state that tenants who are pursuing a warranty of habitability claim as the reason for their withholding of all or a portion of their rent will still be offered relocation services and assistance. HACCC has the obligation to maintain the property in a decent, safe, and sanitary condition, and failing to do so should not penalize the tenants who exercise their rights to enforce that obligation. Additionally, even if tenants are evicted in such cases, they remain eligible for relocation assistance. HACCC should incorporate these rights into the draft relocation plan and advise tenants of these rights.

Concerns with tenant notices

We are very concerned that the written materials that HACCC has relied upon to meet its federal obligations to educate tenants are not recent enough or substantive enough for tenants to truly understand the changing subsidy structure and the permanent impact that RAD will have on their household. Most of the meetings with, and written notices provided to, residents occurred in 2013 or 2015, and the RAD conversion plans and logistics have undoubtedly changed since then. The lack of adequate tenant education is also indicated by the number and types of questions by tenants at the July 2016 HACCC relocation meeting with tenants.

We are also concerned that the tenant notices provided in the Relocation Plan fail to include required provisions and/or are inconsistent with other language in the Relocation Plan. Namely:

The *General Information Notice* form provided in Appendix E does not contain required provisions, such as:

- A clear statement that the resident may be displaced;
- Description of the relocation payments for which the resident may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payment(s); and
- A clear statement that the resident cannot be required to move permanently unless at least one comparable replacement dwelling has been made available.

The *Information Statement for Families and Individuals* form in Appendix E, contrasts significantly with the language of page 29 regarding professional movers, specifically:

- "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."

The sample *RAD Relocation Notice* in Appendix E does not contain certain required provisions, such as:

- The anticipated duration of the resident's relocation;
- Which entity (HACCC or the new property owners) are primarily responsible for the management of the resident's relocation and for compliance with the relocation obligations during different periods of time (i.e. before v. after closing);
- The fact that tenants have the choice to be temporarily relocated, thereby preserving the resident's right to return, or the choice to be voluntarily permanently relocated pursuant, together with guidance that the resident has at least thirty (30) days to consider this choice;
- The fact that the relocation will be completed consistent with fair housing and civil rights requirements; and
- Contact information to process reasonable accommodation requests for residents with disabilities *during* the relocation.

Communication with tenants throughout relocation period

We are concerned that the draft relocation plan does not describe how HACCC plans to keep in touch with and update relocated residents during the relocation period. Although it is important that HACCC has updated its Administrative Plan to include a preference for relocated Las Deltas residents at the 14 new properties, HACCC is obligated to continuously and periodically update residents as the new and rehabilitated units proceed with construction. Throughout the relocation planning process, HACCC should be in regular communication with the residents regarding the evolving plans for relocation. We strongly believe that HACCC should include in its relocation plan how and how often it plans to communicate with tenants, and who and how residents can contact HACCC during the relocation period, in order to ensure that tenants do not get lost during the relocation period and are able to exercise their rights to move to the new RAD properties. Additionally, after three years of being relocated, tenants may not be fully aware of their right to be at the top of the waiting lists for these 14 RAD properties. HACCC should be sure to continuously discuss this with tenants, in both written materials and in-person meetings, before and during the relocation period. HACCC should also provide tenants with a written document that they can refer to at the end of their relocation period that describes their right to move into a new RAD unit at one of the 14 RAD properties.

Tenant relocation services after temporary relocation

We are also concerned about the lack of clarity regarding the relocation assistance that tenants will receive at the end of their temporary relocation period to move back into the recently converted RAD units. Tenants who wish to move to the 14 RAD-converting properties after they are rehabilitated/ constructed have the right to receive relocation services and assistance at the end of their temporary relocation to move to the recently converted RAD properties. The draft relocation plan does not mention these rights or how this assistance will be provided in the future.

Thank you for your consideration of our comments and concerns. Please contact Jessica Cassella, National Housing Law Project, jcassella@nhlp.org or Genevieve Richardson, Bay Area Legal Aid, grichardson@baylegal.org if you have any questions or would like to further discuss our concerns.

Genevieve Richardson
Bay Area Legal Aid

Jessica Cassella
National Housing Law Project

Contra Costa County Housing Authority – Las Deltas Resident Meeting April 6, 2017

Below is a summary of the questions received and the responses given at the April 6, 2017 resident meeting. At this meeting HACCC and OPC staff presented updates on the conversion process and presented the proposed, revised relocation plan. Duplicate questions have been omitted. An overview of the Relocation Plan was given and a hard copy provided to all households.

Resident Questions:

Q. Where can I move? Can I go to Colorado?

A. You can move anywhere you want. If you want to move to Colorado, that is fine.

Q. Is this for real? Are we ever gonna (sic) get Section 8 this time? Because you keep telling us that but we never get Section 8.

A. Yes, this is real and we are working to get things started. Let us get through the presentation and we will hopefully answer your questions.

Q. When will Section 8 be available?

A. Soon after we get Board approval of the Relocation Plan on June 13th.

Q. What if we don't have enough time on our voucher to find housing?

A. There are no real deadlines at this time. We will give you all the time you need to find a place. Your voucher may have a time limit on it because we're required to put an expiration date on there, but rest assured that we will provide you with as much time as you need.

Q. Are you guys telling us that Kaufman and Broad did not buy our property and is not in the middle of trying to get our property?

A. I have three lovely children. I swear on their lives that Kaufman and Broad is not buying our property.

Q. And you're not in a contract to turn over our land to them?

A. Again, we are not under contract, not selling, HUD is not under any deal or anyone one else to sell the property. We keep hearing how this is going on and we are here to tell you that it is all untrue. No one is rushing you out of here. We would like to rush you out o here because we cannot take care of the units and it is not appropriate for you to be living in these conditions.

Q. When can I start moving?

A. Depending on what you choose, whether Public Housing or Section 8, we go to the Board on June 13th. We cannot start issuing Vouchers for relocation until after that Board meeting. For Public Housing, if we have units available, we can start moving families as soon as we identify your interested location and get movers. As long as you are good to go and completed your interview process with OPC, you will be issued a voucher and helped to find a unit. We know it has been over 10 years in the making, but we are finally there.

Q. The Board is that HUD?

A. The Board of Supervisors

Q. It's really hard for people with a voucher to find a house. Will you be assisting us with finding a house?

A. Yes. We don't want to sugarcoat it, the Section 8 market is tough, but that is our job. We meet with you and you give us an idea of areas you want to live in and we will try to make that happen for you. If you want to stay in Richmond fine. If you want to go somewhere else, that's fine. If you want us to call the landlord, we will. If you want to call them, that's fine too. We'll do as much or as little as you want us to do. You want us to take a back seat and help you work out the details, that's what we will do.

Q. What other programs do you have besides Section 8?

A. Public housing units, and one of the things we will take on is to find out what housing developments is going on in the county and how we can access those units. We'll find out if there are interest lists, or they are already taking applications, etc. We'll even take you r suggestions. If you hear about something, tell us. We'll do the research on it and see if it is a viable option.

Q. Can we move out of the County?

A. Yes, you can. With Section 8 you can port to another county or state. Moving costs will only cover up to 50 miles, but we will review each case on its own merits to see what we can do.

Q. What if I want to move more than 50 miles away?

A. We will try to work with you to the extent we can.

Q. What are the units you said we can move to?

A. There is a list of properties in the relocation plan that are the replacement units we are assisting with Project-Based Vouchers. These units you have the first right of refusal to live there. You have priority. So with the new construction, you would be offered the units first or for the rehabilitation units, they are occupied so when they turn over, you have the first right to go to a vacancy. In addition, we also have 12 other developments under the PBV program that

you could look at and be considered for but the 13 listed in the plan, you have priority. So every time a project comes on line, we will real out to you to see if you are interested in the project, if not, then we will remove you form that list. If you want to live there, then they have to take you. There is no pre-screening or application or re-consideration. Or you can take your VOucher and do nothing.

Q. What happens if we pick a place and we don't like it there? Are we stuck there?

A. We will pay to move you somewhere. If you decide afterwards that you don't like it and you want to move somewhere else, you are able to do that but we are not necessarily on the hook to pay for that. However, if it is for a reason out of your control, we would consider paying for the second move as well. For example the landlord turns out to be shady and trying to force you to pay side money or not complying with the terms of the contract.

Q. On page 55 it mentions Beth Campbell. When we get our voucher is there any way to get out from under Beth Campbell because we all don't want to be under Beth Campbell?

A. We're not really here to talk about Beth Campbell. No, Beth Campbell does not operate the Section 8 program but I already told you that?

Q. When do we find out what we get?

A. After you meet with OPC, you will probably get some information from them at that meeting as to what the next steps will be. After you meet with OPC, then you will meet with the Eligibility unit. Once OPC tells us you want a voucher, we will schedule an appointment for you to meet with the eligibility unit to complete your paperwork to issue the voucher and conduct a briefing to inform you of all the good things to do with your voucher. You will be issued a Request For Tenancy Approval, and much more. If you really want information about the Payment Standard, you can go to our website under the Housing Choice Voucher tab and get it there or if you are not internet savvy, just ask your OPC representative and they'll provide it. The payment standards are about $2300 for a 2 BR and $3318 for a 3BR so it is competitive for our market.

Q. If I move with relocation and find an apartment under the Section 8 program and it turns out to be the worst experience of my life and the owner is bad, will you pay for me to move again.

A. It all depends. There is no automatic yes. We'll have to look at the circumstances of the situation to make a decision. We could say we will move you one more time, but then that would be your return move to a permanent place and we would no longer pay to move you to a replacement unit should you want one in the future. We know there are bad things that happen and there are bad people out there, so we are willing to look at these situations and make a decision then.

Q. Let's say you find a place and they want an additional deposit?

A. Section 8 regulations are clear that the owner cannot require that you make additional payments. They cannot do things outside the law. Legally the owner could request up to two months' rent as a deposit, but if he wanted an additional $1500 because your credit is not great, that is an illegal side payment and if you agree to do something like that, you could put your own subsidy in jeopardy. When you get approached that way, you need to refer them to the HA or OPC because your starting to put yourself in that situation that could go bad quickly. We're not attorneys, but we've seen enough situations to recognize when something doesn't look right. In those cases, we may advise you to move on to something else.

Q. What counts as a moveable room?

A. Bedrooms, living room, kitchen, not the linen closet, dining room is a room, outdoor storage areas we can consider as well. A two bedroom apartment it's the bedroom the living room, kitchen and dining room and depending on how much stuff you have it may be reasonable to increase that where appropriate.

Q. The majority of the units here are 2 BRs or bigger. We want to be able to have that. So we'll get something a little bigger right? If I'm in a duplex now, will I be able to get a duplex?

A. No. You will choose a unit but lets say live in a 3 BR and it is one you in the unit, we will right-size your voucher so you only will get a 1 BR subsidy. Your unit size, if correct, will be your subsidy. So if you want to go find a house or duplex or apartment with that BR size, that's fine. If you want a bigger unit, you can use your 2 BR subsidy to find a 3 BR unit in the 2 BR price and that will be fine too. It's your choice as to how many square feet it is, or whether it faces South or West or has a red door or white door. It's your choice. But if you are in a large unit now and you are just one person or a couple you will be down-sized.

Q. So if I'm a son a daughter and a mother it is only a 2 BR?

A. Yes. In Section 8, its two people per bedroom regardless of age or sex. The head of household gets their own bedroom and the rest is 2 people per bedroom.

Q. If you have a child that has special needs they can get their own bedroom?

A. There are scenarios out there that require separate bedrooms. We can accommodate all that. There are reasonable accommodations we can make to eligible families. If you're disabled and need a live-in attendant, we can accommodate that. What I've explained to you is our standard occupancy policy. These other issues fall outside of the standard occupancy policy and we can accommodate that. There are lots and lots of families on the Section 8 program that request and have reasonable accommodations for their disabled children or adults. All households will not all be the same. It will vary on their needs. We may deny a request. It all depends on the situation.

Q. So we can look forward to this on June 13th?

A. The Relocation Plan goes to the Board on June 13th but the OPC folks are hoping to take sign ups tonight for one on one interviews starting next week. We can start the discussion next week but the issuance will have to wait until June 13th. The public Housing process can start sooner because there are vacant and available units we can refer families to if they are interested in that property.

Q. After the 13th of June, what's the waiting time?

A. It will come down to how ever long it takes you to complete the paperwork for the intake. After the 13th we will reach out to you and say you indicated that you want a voucher, we need to schedule an appointment to complete your intake to the Section 8 program. When you come to that appointment , if you don't bring anything with you, it will delay things. We will need birth certificates, social security cards, ID Cards, all of it. How long it takes to complete the process is really up to you.

Q. Can you give us a list of what we will need?

A. Yes, we will provide that to you. You won't get an appointment to come that day at 2 o'clock. It will be scheduled far enough in advance to allow you time to prepare your documents. We have a handout with a list of all the docments.

Q. How are we going to get these notices?

A. We will either give them to you when we meet with you or mail them to you. Do you all get your mail? No!!! Mail is a problem. OK then we will likely hand deliver many of the letters needed to get to you. We will communicate in whatever manner you tell is best. If email or text is best way to go, please tell us in our meeting and we will use email or text. we'll leave it to you.

Q. Do you have Spanish speakers?

A. Yes, we actually do. Victor here speaks Spanish and will be available. If you sign up, make sure you say you want Spanish. We will start calling you tomorrow to set up appointments for Monday. It will be about 45 minutes to an hour. If you have questions, write them down and we will try to answer them at your appointment. If we don't know the answers, we will write them down and try to get back to you.

Q. Is that where you will have the list of things we will need?

A. Not at that appointment but when it is time to meet with the Eligibility unit, that's when you will get the list.

Q. We already have all this paperwork. Will we necessarily need to get it all again?

A. If we have it in your public housing file, and we can use it, we will. If the document is missing or your ID is expired, we'll need to you get new ones.

Q. If we take a Section 8 and then can't find a unit, can we get a public housing unit?

A. Yes. If you can't find a suitable unit in the private rental market, you can change your mind and request a PH unit.

Q. What if you can't find a place after 90 days?

A. Normally you get 120 days on your voucher, but don't worry about that. We're going to work with you. The idea is to give you as much time as you need to find a unit. The beauty of relocation is you get benefits that many others don't get. We don't want you to stay in your unit if you are not happy. We don't actually have to move you right now. But the longer you stay there the longer you live in terrible conditions and we don't have the money to fix the units.

Q. When are you changing my unit?

A. We will not be right-sizing you at Las Deltas. You can stay in your current unit. Once we move you, then you will be right-sized. If you find a larger unit for the lower bedroom subsidy, then that's fine. These days, though, that's a little harder to do.

Before we go, we have Debra and Jessica here from the National Housing Law Project and Nikki Beasley as well as Bay Area Legal Aid, Charles is here who would like to say a few words. Just a little bit of history on them, their mission is to protect the rights of residents in situations exactly like this. It's good that they are here to make sure your rights are protected, we've included them in the discussion to revise the relocation plan. We hope to continue to have them in the process as we maneuver through it. It's good that they are here to hear your comments, and it is good that they are looking out for you.

On April 18 there will be another meeting with the attorneys to clarify terms and answer questions and be informed about what your rights are as far as your community.

Q. Will the movers pack our stuff?

A. You can or we will also have movers packing your stuff. The will have replacement cost insurance so if they pack you and something breaks they will have to replace it. If you pack it, they may have less liability in the event something breaks. Some things they won't move, like gas tanks, propane tanks, so you would have to move that.

Q. Will we be responsible for damages in our units?

A. Depends on what the situation is. If you damaged the unit or cause the damage then you may be responsible but if it is due to leaky roofs or pipes, etc, that would not be on you. If there was damage because of a repair and we didn't fix it, you will not be charged for that. If there are damages in your unit needing repairs, please contact Mario.