

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 Daniels	21 Marcia Kowlessar
2 Keshanda Lee	22 Ruth Zamudio
3 Linetta Cooper	23 Sharon Byrd
4 Allie Thomas	24 Chanté Smith
5 Jimmie Brown	25 Jennifer Jones
6 Nathaniel Prudgson ^{Auntie} _{Johnson}	26 Kashauba Lewis
7 Joetta Nain	27 Markisha Belcore
8 MARIA MARTINEZ	28 Junit Jones
9 John Smith	29 Claudia Farias
10 LC Beard JR.	30 Frank Wilkins
11 Anna Wells	31 Mercedes Mendietta
12 James Webster	32 Syndolyn Powell 526
13 Malleca Sanders	33 Cheryl Y. Hairston
14 Lennard Lewis	34 Celia Rodriguez
15 Fred Baker	35 Virginia Daulton
16 A Hicks	36 Robert ^{Robert} _{Conner}
17 Donna Scott	37 F F Lewis
18 Albert G. Greal	38 Mark Randall
19 Anderson 263425	39 Charmaine Peters
20 A Reynolds	40



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 P. Hernandez
2 Camille Rossignon
3 Lemine Tetera
4 Raymond Williams
5 Chae Banks
6 Melvin Johnson
7 Maetika Pittman
8 Rogelio Martinez
9 Cotrina Adams
10 Tenette Lewis
11 Brenda Williams
12 Debra Lipp
13 R Knowles
14 R Hampton
15 Carol Robison
16 J. Villafuerte
17 Beatha Nakano
18 Paula Jones
19 Mark Ruelle
20 Khadja Jordan

21 Coriale Arceneaux
22 Amalia Toral
23 Roslyn Knowles
24 Silvia Mendora
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____
31 _____
32 _____
33 _____
34 _____
35 _____
36 _____
37 _____
38 _____
39 _____
40 _____



**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 | |



LAS DELTAS RELOCATION PLAN SUMMARY

Introduction: The Housing 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 expect 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 implementation services, was hired by the 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 has been made available to Las Vegas households and interested parties 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 this date 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 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.

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 moves from the property after receiving the General Information Notice (GIN), or does 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 may utilize 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's vacate date.
3. Provide referrals to at least three comparable replacement housing units with the household's NOE and provide additional referrals as needed and required.
4. Provide the households with relocation counseling services to assist them in making good decisions to 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 household will 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 return 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 return receipt mail.
4. NOE. This notice describes the relocation assistance the household is eligible to receive and the household's 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 return receipt mail.
5. 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. 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 where 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

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.

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 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 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.

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.