

SAMPLE TEMPLATE: SUMMARY RELOCATION PLAN FOR DISPLACEMENT OF FIFTEEN HOUSEHOLDS OR LESS

INTRODUCTION

Click on grayed/bracketed field and insert campus-specific data. To not display or print hidden text, go to Office Button/Word Options/Display and deselect.

Choose and complete one of the following paragraphs, whichever best describes your project. Any of the following paragraphs may be modified, made clearer, or rewritten to better describe your project or situation.

1. [CSU entity (campus/foundation/auxiliary)] has entered or will be entering into an Agreement with [Contractor] to rehabilitate rental housing units within the City/County of [County]. [#] households will have to be permanently displaced for this project to go forward. [#] households will have to be temporarily displaced for the project to go forward. The location of this housing, which is the subject of this relocation plan, is generally described as follows:

[Insert address and other location data.]

See attached project site map: **Attachment 1**. *For a sample project site map, see Attachment 1.*

OR

2. [CSU entity] has entered into an Agreement with [Seller] to purchase and develop property within the City/County of [County]. As a result, some housing will be affected and [#] households will have to be permanently displaced for this project to go forward. The location of this housing, which is the subject of this relocation plan, is generally described as follows:

[Insert address and other location data.]

EXHIBIT A: SUMMARY RELOCATION PLAN

See attached project site map: **Attachment 1**. *For a sample project site map, see Attachment 1.*

OR

3. [CSU entity] has taken action which may result in the purchase and development of property within the City/County of [County]. As a result, some housing will be affected and [#] households will have to be permanently displaced for this project to go forward. The location of this housing, which is the subject of this plan, is generally described as follows:

[Insert address and other location data.]

See attached project site map: **Attachment 1**. *For a sample project site map, see Attachment 1.*

1.

[CSU entity/consultant preparing the Relocation Plan] has prepared and will administer this Relocation Plan (the "Plan") under the direction of, or involvement with, [CSU entity]. This Plan provides the results of a needs assessment survey, a housing resource study and details of the displacing entity's proposed relocation program. This Plan sets forth policies and procedures necessary to conform with statutes and regulations established by the California Relocation Assistance Law, California Government Code section 7260 et seq. (the "CRAL") and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, chapter 6, section 6000 et seq. (the "Guidelines").

Choose one.

1. Federal funds are **not** involved in this project.

OR

2. Federal funds **are** involved in this project. The Plan and benefits conform to the Uniform Relocation Act (46 U.S.C. § 4600 et seq.), it's implementing regulations (49 C.F.R. part 24) and other requirements and regulations of the applicable funding source.

No displacement activities will take place prior to the required reviews and approval of this Plan.

A. ASSESSMENT OF NEEDS

To obtain information for the preparation of this Plan, a personal interview was conducted with [#] of the households living on the Project site. *If a personal interview was not done with any of the household, briefly explain how the relevant information was obtained.*

Attachment 2 is a table showing some of the household characteristics and needs.

Attachment 3 shows the most current income limits for the “very low-”, “low-”, and “moderate” income categories as established by HUD for [County] County. Attachment 2 shows the number of households within these income categories.

Briefly, describe the neighborhood demographics and characteristics: [Describe here.] **Attachment 4** shows the demographic and housing characteristics within a five mile radius of the project site.

Briefly describe any location needs and preferences for housing (such as preference for home ownership or tenancy, preferred area of relocation, proximity to public transportation, employment, schools, medical facilities, public/social services and agencies, recreational services, parks, community centers, and shopping) and any other special needs (such as the need for a unit with disabled access or special services, special language needs, special schools, etc.) of each of the displaced households. *[Describe here.]*

B. REPLACEMENT HOUSING RESOURCES

A resource survey was made on or about [date] to identify available comparable, decent, safe and sanitary units available in close proximity to the Project site. [#] three-bedroom units, [#] two-bedroom units, and [#] one-bedroom units will be required to adequately relocate the Project site households. [If larger units needed, indicate here]. Attached is a copy of the resource survey that shows the number and unit size of available units found that are of adequate size, and contain the required number of bedrooms for each household, their rent or purchase levels, and location. **Attachment 5** is a housing resources survey that conforms to the housing needs and preferences identified in Attachment 2, *Table of Household Characteristics and Needs*.

Briefly describe how the replacement housing resources meet the specific needs identified in section A. [Describe here]

EXHIBIT A: SUMMARY RELOCATION PLAN

C. CONCURRENT RESIDENTIAL DISPLACEMENT

Briefly describe any other current or proposed displacing activities in your jurisdiction which may impact upon the ability to relocate the displaced households. [Describe here]

D. TEMPORARY HOUSING

Please check any of the following numbered paragraphs, whichever is applicable (select checkbox by dragging; double-clicking will not work):

- (1) There is no anticipated need for temporary housing. Should such a need arise, the displacing entity will respond appropriately and in conformance with all applicable laws and requirements. (If you check this paragraph, you may skip to section E.)
- (2) There is a need to provide temporary housing, for not more than 180 days, for those households as indicated in the attached table of housing characteristics and needs (Attachment 2). This project is a “Qualified Affordable Housing Preservation Project” as defined in Government Code Section 7262.5. [#] households are expected to be temporarily displaced and they will be entitled to the following benefits and assurances:
 - (a) The right to a temporary unit inside or, with the written consent of the household, outside the project as long as such unit meets the standards of “comparable replacement housing” as defined in section E below; and
 - (b) The cost of the replacement housing, including rent and average monthly utility costs, will not exceed 30% of the household’s average monthly income or their current rent amount, whichever is less; and
 - (c) The right to return to their original unit; and
 - (d) The rent for the first 12 months upon returning to the original unit, will not exceed the lower of the following: (1) up to 5% higher than the rent at the time of displacement; or (2) up to 30% of the household’s income; and (requested approval to use option 7260.7(Set by project affordability) includes everyone up to median area income.
 - (e) The estimated time for displacement will be reasonable; and
 - (f) The temporary replacement housing will not be unreasonably impacted by the rehabilitation construction, taking into account the age and physical condition of household members; and

(g) Moving expenses. See section H for an explanation of allowable moving expenses.

It is estimated that the temporary displacement for each of the households will occur on or about Date].

It is estimated that the length of time of displacement for each household (not to exceed 180 days) will be [# of days].

(3) As a result of rehabilitation, some households will be temporarily displaced for a period not to exceed 90 days. Attachment 2 identifies households that will be displaced for no more than 90 days. These households are entitled to the following benefits and assurances:

(a) The right to move back into their original unit; and

(b) The right to be temporarily relocated to “comparable” replacement housing as defined in section E below; and

(c) The cost of the replacement housing, including rent and average monthly utility costs, will not exceed 30 of the household’s average monthly income or their current rent amount, whichever is less; and

(d) Moving expenses. See section H for allowable moving expenses.

(4) The displacing entity may need to temporarily move some households until such time that permanent comparable replacement housing is available. The displacing entity may only use this option under the following conditions and written assurances to the displaced households.

The displaced household agrees to such temporary relocation; and

The temporary housing must be adequate; and

Permanent comparable housing must be made available to the displaced household no later than 12 months after the temporary move. The household, however, may agree to extend the 12 month period; and

Permanent comparable replacement housing will be made available on a priority basis to the household and if the project plan anticipates moves back into the project area, the temporarily displaced household will be given priority to obtain such housing; and

EXHIBIT A: SUMMARY RELOCATION PLAN

The temporary move will not affect the household's eligibility for replacement housing benefits or relocation assistance. Also, the temporary move will not deprive the household of the choice of replacement units that would have been available had the temporary move not taken place, and the costs of the temporary move will not be considered as part of the relocation payments to which the household is entitled; and

The displacing entity will pay all costs in connection with the move to temporary housing, including increased housing costs.

E. PROGRAM ASSURANCES AND STANDARDS

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

No one will be displaced without 90 days notice and unless "comparable" replacement housing can be located and is available. "Comparable" housing includes standards such as: decent, safe, and sanitary (as defined in § 6008(d) of the Guidelines); comparable as to the number of bedrooms, living space, and type and quality of construction of the acquired unit but not lesser in rooms or living space than necessary to accommodate the displaced household; in an area that does not have unreasonable environmental conditions; not generally less desirable than the acquired unit with respect to location to schools, employment, health and medical facilities, and other public and commercial facilities and services; and within the financial means of the displaced household as defined in section 6008, subdivision (c)(5) of the Guidelines. The relocation program to be implemented by the displacing entity conforms with the standards and provisions set forth in Government Code section 7260 et seq., the Guidelines, California Health and Safety Code section 33410 et seq., if applicable, and all other applicable regulations and requirements.

F. RELOCATION ASSISTANCE PROGRAM

Staff is available to assist any displaced household with questions about relocation and/or assistance in relocating. Relocation staff can be contacted at [Phone #/E-mail] [Hours]. The Relocation Office is located at **[Location]**. A comprehensive relocation

assistance program will be provided to the households being displaced. Close contact will be maintained with each household. Specific activities will include:

- (1) Distribution of informational brochures. **Attachment 6** *Attach sample brochures and notices to be given to displaced households.*
- (2) Timely referrals to at least three comparable replacement units as defined above and, if necessary, transportation will be provided to inspect potential replacement units.
- (3) Assistance with completion and filing of relocation claims, rental applications, and appeals forms, if necessary.

G. CITIZEN PARTICIPATION/PLAN REVIEW

This Plan will be provided to each household and will be made available to the public for the mandatory thirty (30) day review period. Comments to this Plan will be included as a Plan addendum prior to submission to the Chancellor's Office CPDC Land Development Review Committee. A copy of the approved Plan will be forwarded to the California Department of Housing and Community Development (HCD).

H. RELOCATION BENEFIT CATEGORIES

This section generally explains the benefits available to displaced tenants and homeowner households only. If you have households that are mobilehome/manufactured homeowners, or homeowner households that wish to retain and move their units, you should consult the California Relocation Assistance Laws (CRAL), the Guidelines, and other applicable regulations and requirements for additional information.

Relocation benefits will be provided in accordance with CRAL, the Guidelines, and all other applicable regulations and requirements. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved procedures. The displacing entity will provide appropriate benefits for each displaced household as required by the above laws and requirements.

RESIDENTIAL MOVING EXPENSE PAYMENTS

The subject households will be eligible to receive a payment for moving expenses. Payments will be made based upon either a fixed room count schedule or an invoice for actual reasonable moving expenses from a licensed professional mover. For temporary

EXHIBIT A: SUMMARY RELOCATION PLAN

moves, moving expenses will be paid for both the move to temporary replacement housing and the move back to the rehabilitated unit.

1. Fixed Payment - A fixed payment for moving expenses based on the number of rooms containing furniture or other personal property to be moved. The fixed moving payment will be based upon the most recent Federal Highway Administration schedules maintained by the California Department of Transportation. The most current moving schedule is shown in **Attachment 7**.

OR

2. Actual Reasonable Moving Expense Payments - The displaced households may elect to have a licensed, professional mover perform the move; if so, the displacing entity will pay for the actual cost of the move up to 50 miles and all reasonable charges for packing, unpacking, insurance, and utility connection charges. The payment will be made directly to the mover or as reimbursement to the displaced household.

RENTAL ASSISTANCE/DOWN PAYMENT ASSISTANCE

Displaced households who are residential tenants and who have established residency within the Project site for a minimum of 90 days prior to the “initiation of negotiations” will be eligible for both Rental Assistance and Moving Expense Payments. Check one of the following statements, whichever is applicable:

- (1) [Public Agency Acquisition] “Initiation of Negotiations” is defined as the first written offer to buy the property from which the households will be displaced. In this case, the estimated or actual date of the first written offer to purchase the properties of the tenant households is (if known at this time) [Date].
- (2) [Private Entity Acquisition] “Initiation of Negotiations” is defined as the later of the actual date of acquisition or the date of the Agreement between the private entity and the public agency for purposes of acquiring and developing or rehabilitating the subject property. In this case, the estimated or actual date of “initiation of negotiations” is (if known at this time)

Except in the case of Last Resort situations, Rental Assistance Payments will be limited to a maximum of \$5,250 based upon the monthly housing need over a forty-two (42) month period. In addition, the households may opt to apply the amount to which they are entitled toward the purchase of a replacement unit.

LAST RESORT HOUSING PAYMENT

Check one of the following statements, whichever is applicable:

- (1) There is adequate “comparable replacement housing” according to the attached housing survey (Attachment 4). Therefore, there is no need to provide Last Resort Housing Payments. (If you checked this paragraph, you may skip to Assistance to Homeowners below.)
- (2) There is a lack of “comparable replacement housing” according to the attached housing survey (Attachment 4). Therefore, there is a need to provide Last Resort Housing Payments.

“Last Resort Housing” payments are authorized by statute if affordable “comparable replacement housing” cannot be found for the displaced tenant household (i.e., housing not more than 30% of the household’s average monthly income). In this case, payments may be made beyond the \$5,250 statutory cap up to 42 months worth of rental assistance. The supplemental increment beyond \$5,250 may be paid in installments or in a lump sum at the discretion of the displacing entity. Briefly specify your policy concerning allowing lump sum or installment payments. [Describe here.]

If a household chooses to purchase a replacement home rather than rent, the household will have the right to request a lump sum payment of the entire balance to which they are entitled.

ASSISTANCE TO HOMEOWNERS

Check one of the following statements, whichever is applicable:

- (1) No homeowners will be displaced by this Project. (If you check this paragraph, you may skip the rest of this section.)
- (2) It is anticipated that [#]homeowners will be displaced by this Project.

Homeowners displaced by this Project will be eligible for relocation replacement housing payments if the following conditions are met:

- (a) The household has owned and occupied their unit for not less than 180 days prior to the “Initiation of Negotiations.” (See, Rental Assistance/Down Payment Assistance above); and
- (b) The household purchases and occupies a replacement unit within one year from:
 - (i) the date that the household receives the final payment from the displacing entity for all the costs of the acquired unit, or
 - (ii) the date that the household vacates the acquired unit, whichever is later.

EXHIBIT A: SUMMARY RELOCATION PLAN

Displaced homeowner households will receive assistance in locating a “comparable replacement” unit and will be eligible for the following benefits, not to exceed \$22,500:

(1) **Purchase Price Differential:**

The displaced households will be entitled to receive an amount equal to the difference between what the displacing entity paid for the acquired unit and the amount required to purchase a “comparable replacement” unit. The displacing entity is allowed the following options in paying any price differential as explained in Section 6102 of the Guidelines: (Check which option is being used.)

Comparative Method: On a case-by-case basis, the displacing entity will determine the price of a “comparable replacement” unit that is most representative of the acquired unit, by selecting and considering the listing price of at least three (whenever possible) “comparable replacement” units. (6102 (c)(1)(A)(1))

Schedule Method: If the Comparative Method is not feasible, the displacing entity may establish a schedule of reasonable acquisition costs of “comparable replacement” units based on a current analysis of the housing market. (6102 (c)(1)(A)(2))

Alternative Method: When neither the Comparative nor Schedule Methods are feasible, the displacing entity may use another reasonable method. (6102 (c)(1)(A)(3)). See **Attachment 8**. *Attach a more detailed explanation of the method used and, if appropriate, why other methods were not used. Include an estimate of price differentials for each displaced homeowner, a schedule of acquisition costs, and, to the extent that such information is not included in Attachment 4, a survey of any “comparable replacement” units used in your method.*

(2) **Other Payments:**

Moreover, displaced homeowners will receive the following assistance:

- (a) Payments to cover the cost between the difference of the household’s current debt or mortgage service and any increase in debt or mortgage costs necessary to acquire a “comparable replacement” housing unit; and
- (b) Incidental and reasonable one-time costs for acquiring a replacement unit, such as escrow costs, and recording and credit reporting fees.

(3) **Rental Assistance Option:**

If a displaced homeowner household, which has purchased and occupied its current unit at least 180 days prior to the “initiation of negotiations,” desires to rent instead of purchase a replacement unit, the household is eligible for all the benefits and assistance that is available to tenant households. However, such replacement housing payments may not exceed the payments the household would have been entitled to if it had elected to purchase a replacement unit.

(4) **Last Resort Housing Payments:**

Check one of the following statements, whichever is applicable:

- (1) There is sufficient “comparable replacement housing” for homeowner households. (If you check this paragraph, you may skip the rest of this section.)
- (2) There is a lack of “comparable replacement housing” for homeowner households.

If there is not enough “comparable replacement housing” available, the displacing entity shall pay whatever costs are necessary beyond the statutory cap of \$22,500 to acquire a “comparable replacement” unit, including reasonable incidental expenses.

A displaced homeowner household which has purchased and occupied its current unit for less than 180 days but at least 90 days prior to the “initiation of negotiations” is eligible for all the assistance and benefits that are available to a tenant household.

I. PAYMENT OF RELOCATION BENEFITS

Relocation benefit payments will be made expeditiously. Claims and supporting documentation for relocation benefits must be filed with the displacing entity within eighteen (18) months from: (i) the date the claimant moves from the acquired property; -or- (ii) the date on which final payment for the acquisition of real property is made, whichever is later. Procedures for preparing and filing of claims and processing and delivering of payments are attached. See **Attachment 9**.

No household will be displaced until “comparable” housing is located as defined above and in Section 6008, subdivisions (c) and (d) of the Guidelines. Relocation staff will

EXHIBIT A: SUMMARY RELOCATION PLAN

inspect any replacement units to which referrals are made to verify that they meet all the standards of decent, safe, and sanitary as defined in section 6008, subdivision (d) of the Guidelines. However, no household will be denied benefits if it chooses to move to a replacement unit which does not meet the standards of decent, safe, and sanitary housing.

J. EVICTION POLICY

The displacing entity recognizes 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 will only take place in cases of nonpayment of rent, serious violation of the rental agreement, a dangerous or illegal act in the unit, or if the household refuses all reasonable offers to move. Eviction will not affect the eligibility of a person legally entitled to relocation benefits.

K. APPEALS POLICY

The appeals policy will follow the standards described in section 6150 et seq. of the Guidelines. Briefly stated, the displaced household will have the right to ask for review when there is a complaint regarding any of its rights to relocation and relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral. A copy of the established appeals policy and procedures is attached. See **Attachment 10**.

L. PROJECTED DATES OF DISPLACEMENT

Households will receive a 90-day notice to vacate before they are required to move. These notices are expected to be issued on or about (give best estimate) [Date].

Relocation is expected to be completed for all households on or about (give best estimate) [Date].

M. ESTIMATED RELOCATION COSTS

The displacing entity anticipates using the following funds for the Project. [List funds]

Any and all required financial assistance will be provided. The budget estimate for this Project is [Budget estimate].

TABLE OF ATTACHMENTS

- Attachment 1:** Sample Project Site Map.
- Attachment 2:** Table of Household Characteristics and Needs.
(Complete and attach HCD’s model Table)
- Attachment 3:** Most current HUD Income Category Limits for your County
(Information may be obtained from HCD)
- Attachment 4:** Demographic and Housing Characteristics
- Attachment 5:** Housing Resource Survey.
- Attachment 6:** Sample Notices and/or Brochures to be given to Displaced Households.
- Attachment 7:** Most current Fixed Payment Moving Schedule.
(A schedule of payments may be obtained from HCD.)
- Attachment 8:** *Attach if applicable.* Alternative Method of Determining Purchase Price Differential
- Attachment 9:** Relocation Payment Policy regarding Procedures for Relocation Payments and Assistance.
- Attachment 10:** Copy of Established Appeals Policy and Procedures. *Attach Chapter 8 of Relocation Assistance Program Handbook.*
- Attachment 11:** Plan Addendum. *Comments submitted regarding the Plan by the Public or HCD.*

Any other information that is important or helpful.

EXHIBIT A: SUMMARY RELOCATION PLAN

ATTACHMENT 1: SAMPLE PROJECT SITE MAP

The planned Project site is located at the northwest corner of Dobbs Street and Mariondale Avenue in the City of Los Angeles. The site is approximately 0.3 miles west of the I-710 Long Beach Freeway and approximately one mile north of the I-10 San Bernardino Freeway. The general boundaries are Valley Boulevard on the north, Mariondale Avenue on the east, Warwick Avenue on the west and Dobbs Street on the south. (See **Figures 1 and 2** for Project boundaries and aerial presentation.)

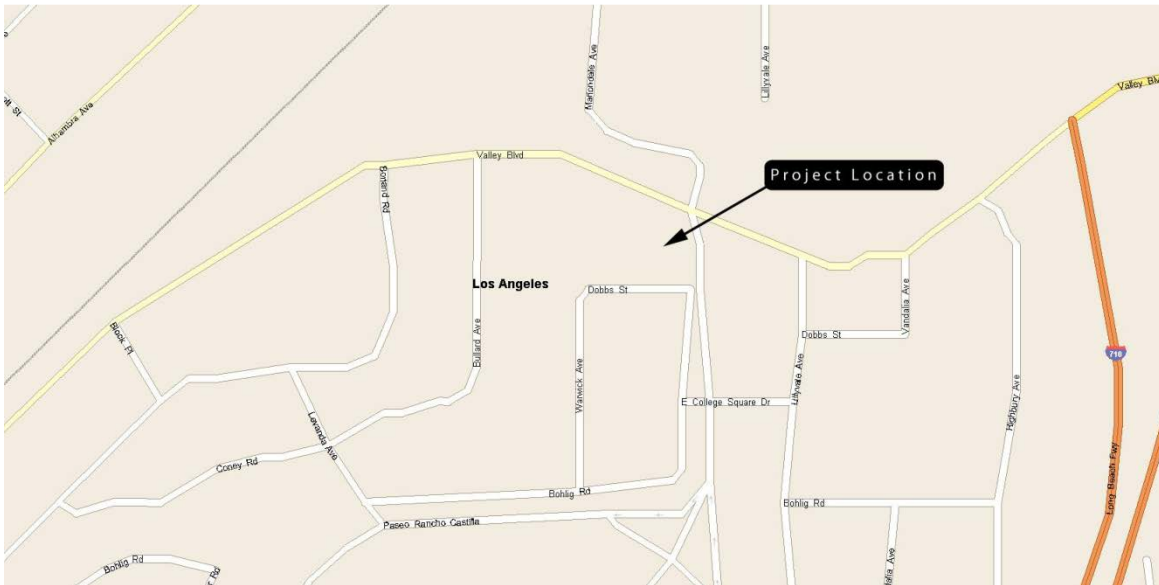


Figure 1: Project Site Boundaries

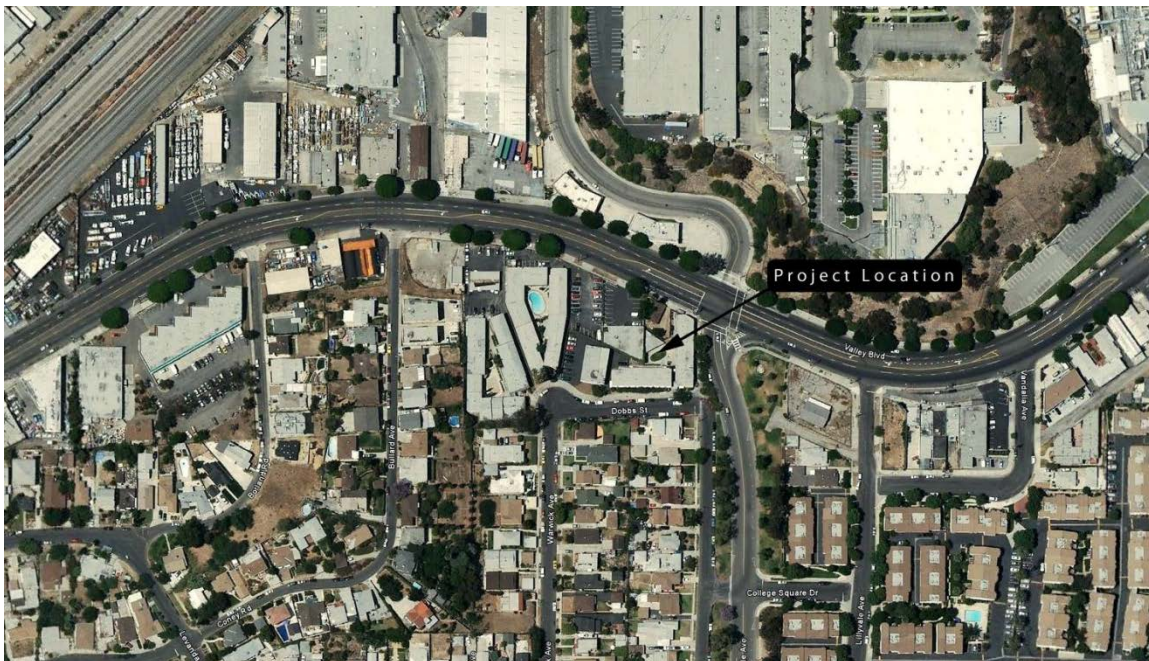


Figure 2: Aerial Project Site

**ATTACHMENT 2
TABLE OF HOUSEHOLD CHARACTERISTICS AND NEEDS**

| Housing – Dwelling Bedroom Sizes (# Households) | | | |
|--|--------|-----|-----|
| # of Bedrooms | Studio | One | Two |
| # of MF Units | | | |
| # of SF Units | | | |

| Current Household Size Occupancies (# Respondents) | | |
|---|--------------|-----------------|
| # of People in Household | # Households | Total Occupants |
| One | | |
| Two | | |
| Three | | |
| Four | | |
| Five | | |
| Six | | |

| Replacement Housing Needs (# Households) | | | | |
|---|--------|-----|-----|-------|
| Bedroom Size | Studio | One | Two | Three |
| # Needed – Tenants | | | | |

| Ethnicity of Project Households (# Respondents) | |
|--|---------------------------|
| Ethnicity | # Households (% of Total) |
| White | |
| Black or African American | |
| Asian | |
| Hispanic | |

EXHIBIT A: SUMMARY RELOCATION PLAN

**ATTACHMENT 3
MOST CURRENT HUD INCOME CATEGORY LIMITS FOR (YOUR COUNTY)**

The following figures are approved by the U. S. Department of Housing and Urban Development (H.U.D.) for use in the County of *(insert county name)* to define and determine housing eligibility by income level.

| Area Median: \$##,### | | | | | |
|------------------------------|----------------------|-----------------|--------------|---------------|-----------------|
| Family Size | Extremely Low | Very Low | Lower | Median | Moderate |
| 1 Person | | | | | |
| 2 Person | | | | | |
| 3 Person | | | | | |
| 4 Person | | | | | |
| 5 Person | | | | | |
| 6 Person | | | | | |
| 7 Person | | | | | |
| 8 Person | | | | | |

Figures are per the Department of Housing and Community Development (California), Division of Housing Policy Development, *(Insert Date)*.

ATTACHMENT 4
 DEMOGRAPHIC AND HOUSING CHARACTERISTICS

| Demographic and Housing Characteristics | | | |
|---|------------------------|--------------------------|-------------------------|
| Population | One Mile Radius | Three Mile Radius | Five Mile Radius |
| <i>(Current/Most Recent Year)</i> | | | |
| <i>(Current/Most Recent Year) Population by Race (% of Total Population)</i> | | | |
| White | | | |
| Black or African American | | | |
| American Indian and Alaska Native | | | |
| Asian | | | |
| Native Hawaiian and Pacific Islander | | | |
| Other Race | | | |
| Two or More Races | | | |
| Hispanic or Latino (of Any Race) | | | |
| <i>(Current/Most Recent Year) Population by Education</i> | | | |
| Less than 9 th Grade | | | |
| Some High School to Associate | | | |
| Bachelor's Degree and Higher | | | |
| <i>(Current/Most Recent Year) Income Figures</i> | | | |
| Average Household Income | | | |
| Median Household Income | | | |
| Per Capita Income | | | |
| <i>(Current/Most Recent Year) Housing</i> | | | |
| Owner/Renter Occupied (%) | | | |
| Average Household Size | | | |
| Median Year Built | | | |
| Median Housing Value (owner-occupant) | | | |

EXHIBIT A: SUMMARY RELOCATION PLAN

**ATTACHMENT 5
AVAILABILITY AND COST OF REPLACEMENT RENTAL HOUSING**

| Availability and Cost of Replacement Housing | | | | |
|---|---------------|------------|------------|--------------|
| Bedroom Size | Studio | One | Two | Three |
| # Found (# Needed) | | | | |
| Rent Range | | | | |
| Median Rent | | | | |

**ATTACHMENT 6
SAMPLE NOTICES AND/OR BROCHURES TO BE GIVEN TO DISPLACED HOUSEHOLDS**

See RAP Handbook for samples.

EXHIBIT A: SUMMARY RELOCATION PLAN

**ATTACHMENT 7
SCHEDULE OF FIXED PAYMENT MOVING SCHEDULE**

| Schedule of Fixed Moving Payments | | | | | | | | | |
|--|-------|-------|---------|---------|---------|---------|---------|---------|-----------------|
| Unfurnished Dwelling (Tenant Owned Furniture) | | | | | | | | | |
| Room Count | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Each Additional |
| Amount | \$625 | \$800 | \$1,000 | \$1,175 | \$1,425 | \$1,650 | \$1,900 | \$2,150 | \$225 |
| Furnished Dwelling (Landlord Owned Furniture) | | | | | | | | | |
| Room Count | 1 | | | | | | | | Each Additional |
| Amount | \$400 | | | | | | | | \$65 |

Source: The Federal Highway Administration (effective 8/22/08)

For most current schedule see: <http://www.fhwa.dot.gov/realestate/fixsch96.htm>

**ATTACHMENT 8
RELOCATION PAYMENT POLICY**

Claims and supporting documentation for relocation benefits must be filed with the University within 18 months from:

- The date the claimant moves from the acquired property; or,
- The date, on which final payment for the acquisition of real property is made, whichever is later.

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

- 1) Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance;
- 2) Payment amounts will be determined in accordance with the provisions of the State relocation law and guidelines;
- 3) Required claim forms will be prepared by relocation personnel and reviewed with claimants. Signed claims and supporting documentation will be submitted by relocation personnel to the University;
- 4) The University will review all claims for payment and determine whether to approve, deny, or seek additional information;
- 5) The University will issue benefit checks for distribution to claimants by relocation staff;
- 6) Final payments will be issued only after confirmation that the Project premises have been completely vacated and occupancy of the replacement unit is verified;
- 7) All correspondence, back-up documentation, claims, receipts of payment and notices will be maintained in the relocation case file.

**ATTACHMENT 8
ESTABLISHED APPEALS POLICY AND PROCEDURES**

(Insert Chapter 8 of CSU Relocation Assistance Program Handbook)

ATTACHMENT 10
PLAN ADDENDUM

(Insert public comments regarding the Plan)