

**RELOCATION PLAN
FOR
THE DOBBS STREET STUDENT HOUSING PROJECT**

Prepared for:

California State University, Los Angeles, Housing Services

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INTRODUCTION

The California State University, Los Angeles, Housing Services (“University”) has revised its Campus Master Plan and has acquired a 0.66 acre parcel of land at 5425 Dobbs Street, located adjacent to the north entrance to the campus, between Valley Boulevard and Mariondale Avenue (“Project”). The property includes 27 apartment units in three two-story wood frame buildings and one single family dwelling. The property also includes a laundry and recreation room building, and 13 covered and 14 open parking spaces.

The campus was in need of expansion space in order to meet its master plan goals for student housing, particularly graduate student housing. The acquired property was consistent with the master planned location for student housing at the northern end of campus adjacent to the neighboring single and multi-family residential neighborhood. The University intends to offer the apartment units to current upper division and graduate students who find it challenging to secure accommodations close to campus. The on-site parking will serve the residents of the student housing units. Additional parking is also available on university owned property nearby. The Project will be financed through the California State University Systemwide Revenue Bond Program. The bonds will be repaid from student housing revenue.

There are 28 occupied residential dwellings and no vacant units located within the planned Project site boundaries, which are subject to displacement should the Project proceed as planned. Prior to undertaking any displacement activity the University is required by law (California Government Code Section 7260 et seq.) and regulation (California Code of Regulations, Title 25 Chapter 6) to prepare a relocation plan subject to public review and approval by the Board of Trustees of California State University.

The general purposes of a relocation plan are to describe the circumstances of potential displacees, the availability of replacement housing, and the University’s program to provide required advisory and financial assistance. It is important to be aware that the preparation and approval of a relocation plan fulfills an administrative requirement but does not, by itself, constitute a commitment to proceed with the planned Project.

This Relocation Plan (“Plan”) was prepared by Overland, Pacific & Cutler, Inc. (OPC) a professional consulting firm specializing in public agency acquisition and relocation projects. The Plan is presented in five sections:

1. A description of the planned Project’s regional location and specific site settings (**SECTION I**);
2. A description of survey methodology and an assessment of the aggregate relocation needs of residents to be displaced as a result of the planned Project, with explanation of how these needs are to be met (**SECTION II**);

3. An assessment of availability of comparable replacement housing sites in proximity to the planned Project (**SECTION III**);
4. A description of the University's relocation assistance program (**SECTION IV**); and
5. Necessary administrative provisions, plus a relocation cost estimate. (**SECTION V**).

I – PROJECT AREA DESCRIPTION

A. The Regional Location

The planned Dobbs Street Student Housing Project is located to the west of the I-710 Long Beach Freeway and north of the I-10 San Bernardino Freeway within the City of Los Angeles and adjacent to the north of the current California State University, Los Angeles campus. The Project site is approximately seven miles east of downtown Los Angeles and 20 miles northeast from the Los Angeles International Airport. (See **Figure 1: Regional Project Location**)

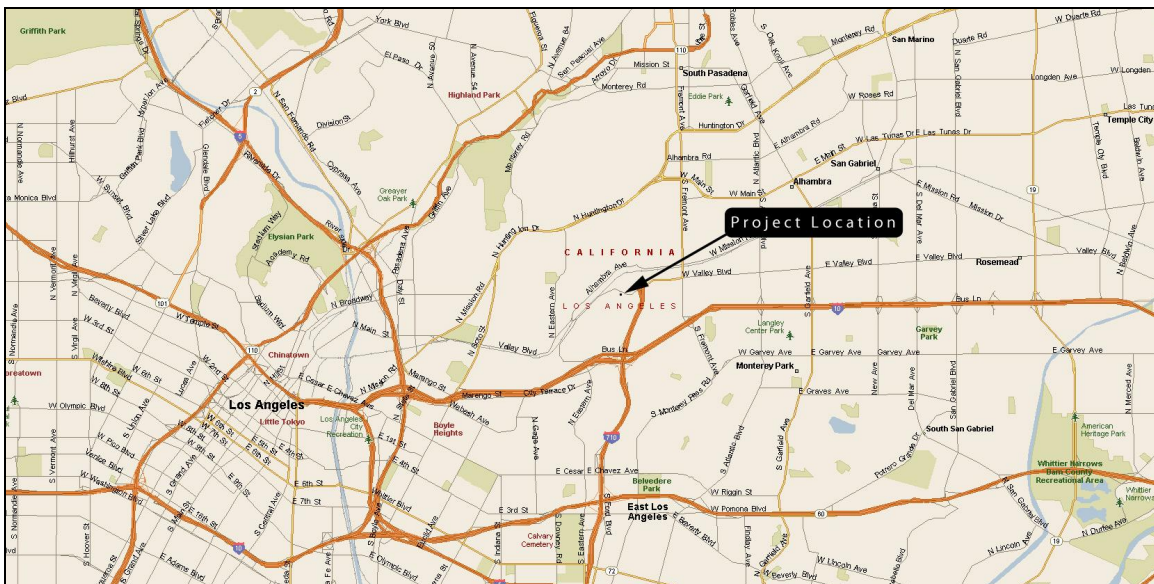


Figure 1: Project Regional Location

B. Project Site Location

The planned Project site is located at the northwest corner of Dobbs Street and Mariondale Avenue in the City of Los Angeles. The planned Project 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 of the planned Project site are Valley Boulevard on the north, Mariondale Avenue on the east, Warwick Avenue on the west and Dobbs Street on the south. (See **Figures 2 and 3** for Project boundaries and aerial presentation)

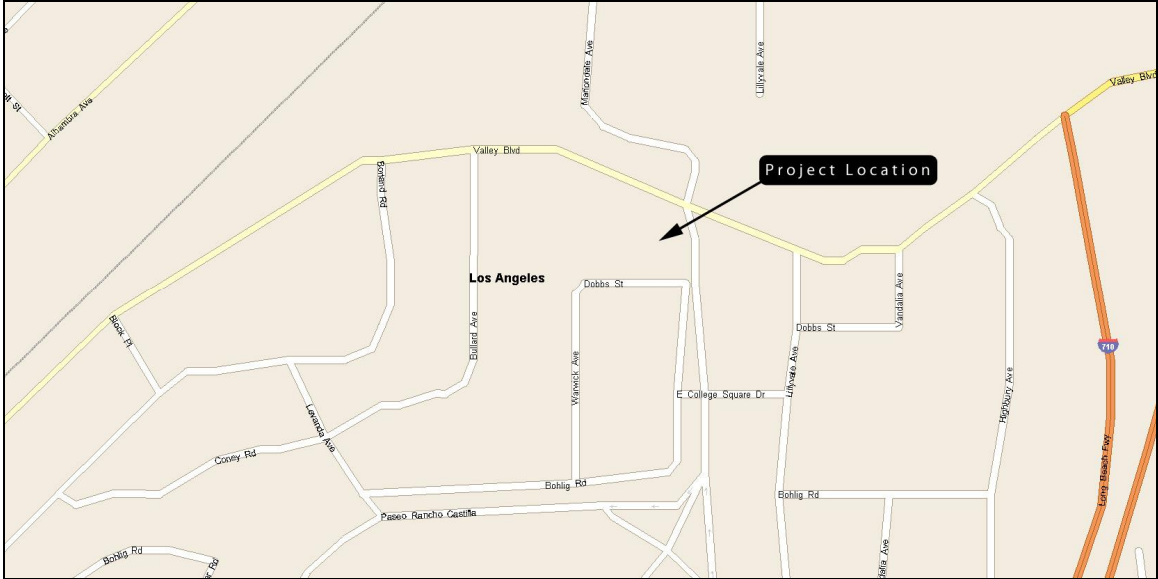


Figure 2: Project Site Boundaries

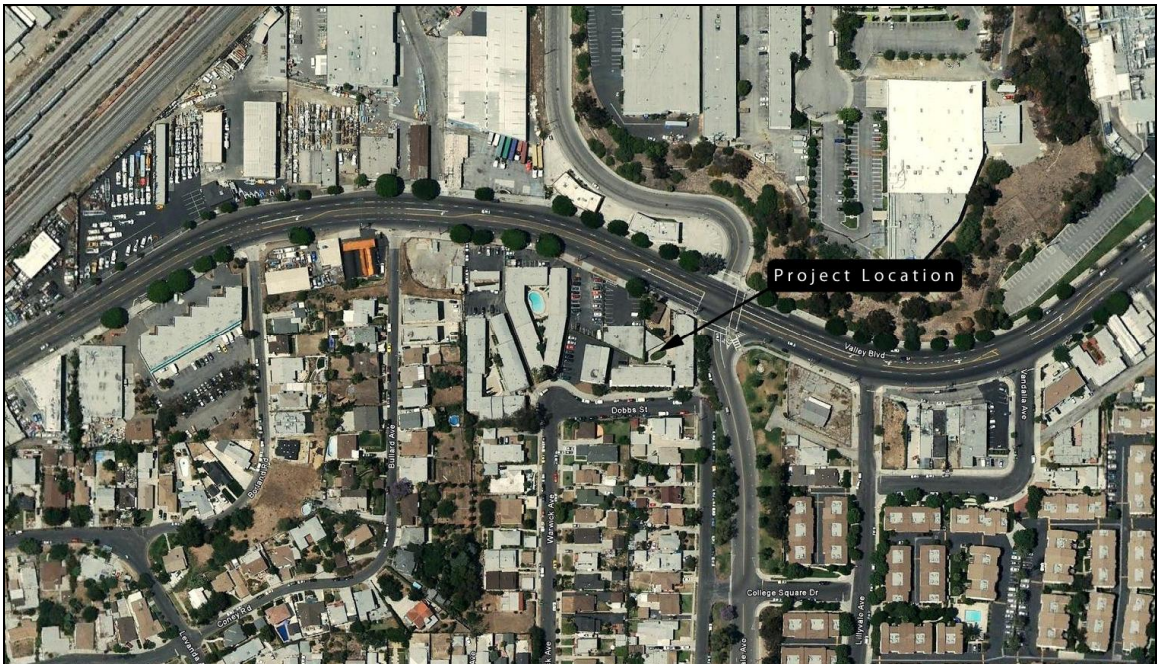


Figure 3: Aerial Project Site

C. General Demographic & Housing Characteristics

Table 1 represents general demographic and housing characteristics within one mile, three miles and five miles from the planned Project.

TABLE 1: Demographic and Housing Characteristics

Population	One Mile Radius	Three Mile Radius	Five Mile Radius
2014 Projection	31,051	336,078	845,046
2009 Estimate	30,265	326,535	820,866
2000 Census	28,955	310,089	776,748
Growth 2009-2014	2.60%	2.90%	2.90%
Growth 2000-2009	4.50%	5.30%	5.70%
2009 Population by Race (% of Total Population)			
White	10,675 (35.27%)	101,603 (31.12%)	279,663 (34.07%)
Black or African American	519 (1.71%)	4,311 (1.32%)	16,518 (2.01%)
American Indian and Alaska Native	299 (0.99%)	2,737 (0.84%)	6,460 (0.79%)
Asian	5,648 (18.66%)	88,658 (27.15%)	196,460 (23.93%)
Native Hawaiian and Pacific Islander	17 (0.06%)	228 (0.07%)	676 (0.08%)
Other Race	11,431 (37.77%)	114,142 (34.96%)	282,822 (34.45%)
Two or More Races	1,675 (5.53%)	14,856 (4.55%)	38,268 (4.66%)
Hispanic or Latino (of Any Race)	22,325 (73.77%)	209,585 (64.18%)	528,353 (64.37%)
2009 Population by Education			
Less than 9 th Grade	3,648 (20.10%)	44,852 (22.45%)	117,428 (23.22%)
Some High School to Associate	11,213 (61.78%)	110,120 (55.13%)	276,924 (54.77%)
Bachelor's Degree and Higher	3,288 (18.12%)	44,771 (22.41%)	111,280 (22.01%)
2009 Income Figures			
Average Household Income	\$62,006	\$58,249	\$61,913
Median Household Income	\$50,535	\$44,579	\$45,394
Per Capita Income	\$17,960	\$17,386	\$18,622
2009 Housing			
Owner/Renter Occupied (%)	54.00%/46.00%	40.21%/59.79%	40.83%/59.17%
Average Household Size	3.48	3.35	3.33
Median Year Built	1952	1958	1957
Median Housing Value (owner-occupant)	\$294,727	\$321,395	\$339,234

II – ASSESMENT OF RELOCATION NEEDS

A. Survey Method

Information necessary for the preparation of this Plan was obtained through personal interviews with Project residents during the month of January 2010. Interviewers were successful in obtaining survey responses from 27 of 28 residential households (96.4%). Interviews were conducted on-site, in English or Spanish, as appropriate or by telephone if the household was unavailable at the time of personal visits.

Inquiries made of residential occupants concerned household size and composition, income, monthly rent obligation, length and type of occupancy, ethnicity, home language, disabilities/health problems, and replacement housing preferences.

The descriptive data in this Plan concerning residents are based solely on anecdotal responses. No attempt was made to qualify information obtained.

B. Field Survey Data

The interviewed households included 26 tenant-occupied apartment units and one tenant occupied single-family dwelling. One household refused to provide any information other than express displeasure with the relocation prospects. There are no vacant units.

1. Housing Mix

The housing mix includes three small apartment complexes, and one single-family home. Additionally, one apartment unit was converted into two rooms with shared kitchen and bathroom, each with its own address. For the purpose of this Plan these two units will be considered studio units. **Table 2** outlines the breakdown of units based on responses from 27 households and unit information as provided by the property manager for the non-responsive household.

TABLE 2: Housing – Dwelling Bedroom Sizes (28 Households)

# of Bedrooms	Studio	One	Two
# of MF Units	2	2	23
# of SF Units	0	0	1

2. Project Rents

Table 3, below, represents the monthly rent payments of the tenant households residing at the proposed Project site. One household might be receiving Section 8 Housing Assistance although the person surveyed was unable to confirm and are not included in this Table. The average monthly rents at the time of the surveys were as follows: studios - \$262; one-bedrooms - \$750; and two-bedrooms - \$943.

TABLE 3: Actual Project Rents (27 Respondents)		
Studio Avg. - \$262	One Bdr Avg. - \$750	Two Bdr Avg. - \$943
\$258.00 (1)	\$750.00 (2)	\$698.00 (1)
\$265.00 (1)		\$757.00 (1)
		\$760.00 (1)
		\$858.00 (1)
		\$925.00 (8)
		\$940.00 (1)
		\$950.00 (2)
		\$976.00 (1)
		\$977.00 (1)
		\$979.00 (1)
		\$990.00 (2)
		\$1,000.00 (1)
		\$1,003.00 (1)
		\$1,456.00 (1)

** All rents are shown as reported and have not been verified

3. Occupancy/Overcrowding

The planned Project site consists of 81 individuals among 27 respondent households, 67 of which are adults and 14 are children. Most of the households in this Project are comprised of the roommates who are also students at the California State University, Los Angeles. The average household size is three persons per unit.

The distribution of household sizes is provided in **Table 4**, following.



TABLE 4: Current Household Size Occupancies (27 Respondents)

# of People in Household	# Households	Total Occupants
One	3	3
Two	9	18
Three	6	18
Four	4	16
Five	4	20
Six	1	6

4. Replacement Housing Needs

Replacement housing needs, as expressed in this Plan, are defined by the total number of required replacement units and the distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing survey data relative to household size with the University’s replacement housing occupancy standards. These standards, generally, allow for up to three persons in a one-bedroom unit, five persons in a two-bedroom unit, and seven persons in a three-bedroom unit. Any households consisting of eight or more members will require a four-bedroom replacement unit.

TABLE 5: Replacement Housing Needs (28 Households)

Bedroom Size	Studio	One	Two	Three
# Needed – Tenants	2	2	23	1

The planned Project’s replacement housing requirements are to provide comparable units to replace the tenants’ displaced dwelling. Comparable housing referrals will be provided and every reasonable attempt will be made to take into consideration individual preferences. The assumption is made that the non-surveyed tenant will require a replacement unit with the same number of bedrooms as displacement.

5. Income

Income information was provided by all 27 interviewed tenant households. Several incomes, however, are an estimate at best since students receive support

from parents or receive student loans and the monthly amounts vary. According to income standards for the County of Los Angeles (**Exhibit A**) adjusted for family size as published by the California Department of Housing and Community Development (HCD), in April 2009, eight Project households qualify as extremely low income (30% or less of area median), 14 households qualify as very low income (31%-50% of area median), three qualify as low income (51%-80% of area median), and two households reported income above moderate or high (over 120% of area median).

Income survey results are presented in **Table 6**, following.

TABLE 6: Income Levels of Tenant Households (27 Respondents)					
Income Level	Extremely Low	Very Low	Low	Moderate	High
# Households	8	14	3	0	2

6. Ethnicity/Language

Ethnicity among households within the planned Project school site is shown in **Table 7**.

TABLE 7: Ethnicity of Project Households (27 Respondents)	
Ethnicity	# Households (%)
White	2 (7.4%)
Black or African American	1 (3.7%)
Asian	7 (25.9%)
Hispanic	17 (63.0%)

Fourteen respondent households (51.9%) identified English and 12 households (44.4%) identified Spanish as their primary household language. One household (3.7%) reported a Mandarin dialect as their primary household language.

7. Senior/Handicapped Households

There are five senior households among respondent occupants (head of household or spouse 62 years or older) and one household reported physical and/or psychological disabilities.



8. Preferred Relocation Areas

Most of the planned Project households expressed a preference to remain in or around the local community in order to maintain current school enrollment, access to employment, recreational resources and public transportation. Alternative locations mentioned by some households are Alhambra, Montebello, Monterey Park, Echo Park, Silver Lake, Eagle Rock, Highland Park, Los Angeles, Pasadena, West Los Angeles, Hollywood, and Glendale.

III – RELOCATION RESOURCES

A. Methodology

An extensive resource survey was conducted in December 2009 and January 2010 to determine the availability of replacement housing units utilizing the following sources:

- Classified rental listings from *The Los Angeles Times*, *PennySaver*, and *For Rent* publications
- Internet sources (local multiple listing services)

B. Replacement Housing Availability

1. Residential Rental Housing

Replacement housing survey data concerning available units are summarized in **Table 8**. The survey identified a total of 213 available studio, one-, two-, and three-bedroom rental units (including single-family dwellings) in near vicinity to the Project site (no more than five miles from Project). There are more than sufficient amount of available units currently on the market to not require the University to plan for any last resort housing to be built. The University will provide adequate funds to compensate for increased rents under the Last Resort Housing provisions.

The individual figures for number of units found by bedroom size are presented in the table below alongside the number of units needed (shown in parentheses) to meet re-housing obligations. Survey data suggested a more than sufficient supply of replacement housing resources relative to the number of potential displacees.

TABLE 8: Availability and Cost of Rental Housing				
Bedroom Size	Studio	One	Two	Three
# Found (# Needed)	33 (2)	95 (2)	75 (23)	10 (1)
Rent Range	\$500-\$995	\$695-\$1,700	\$900-\$1,795	\$1,200-\$1,800
Median Rent	\$750	\$985	\$1,275	\$1,500

The comparable market rent amounts shown in the table above are among the figures used to make benefit and budget projections for the Plan. These amounts



are subject to change according to the market rates prevailing at the time of displacement. Average Project rents are currently 24 to 65 percent less than respective median market rates for surveyed replacement units.

C. Related Issues

1. Concurrent Residential Displacement

There are several future potential projects throughout the Los Angeles area based on the tax credit and affordable housing applications filed with the State of California and the Los Angeles Housing Department. The timing of these projects is not certain at this time and it could take as long as two years before the finances are approved and in place for the developers to begin relocation and construction. One of the requirements to obtain these public funds is that the developers keep the number of residential displacements necessary to a minimum. Additionally, the Los Angeles Unified School District is planning a project in Maywood that will displace as many as 105 residential households.

The University has no other projects requiring residential displacements planned for the near future. No residential household will be required to move without a referral to an available decent, safe and sanitary unit.

2. Temporary Housing

No need for temporary housing is anticipated. However, the University will provide temporary housing should the need arise.

IV – THE RELOCATION PROGRAM

The University will provide displacees the assistance, rights and benefits required under State relocation law and the relocation guidelines. The relocation program will provide both advisory and financial assistance. Every effort will be made to facilitate relocation arrangements and minimize hardships for displacees.

A. Advisory Assistance

Advisory assistance services are intended to inform displacees about the University's relocation program, help in the process of finding appropriate replacement accommodations, facilitate claims processing, maintain a communication link with the University and coordinate the involvement of outside service providers.

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

- Distribute written information concerning the University's relocation program in both English and Spanish (and other languages, if required) to each displacee (see **Exhibit B**);
- Individually inform all displacees of the nature of and procedures for obtaining available relocation assistance and benefits;
- Determine the eligibility, needs and relocation preferences of each displacee;
- Provide residential displacees with at least three referrals to comparable, decent, safe and sanitary replacement housing within a reasonable time prior to displacement;
- Maintain a database of available housing resources and distribute replacement site referrals for the duration of the Project;
- Provide transportation to displacees, if requested, to inspect replacement sites within the local area. Offer special assistance to help elderly and handicapped residents find housing near friends, relatives, medical facilities and services and convenient transportation;
- Make referrals to governmental and non-governmental service providers such as:

- (a) Social Security Administration
 - (b) The Housing Authority of the City of Los Angeles
 - (c) Housing Rights Center
 - (d) Utility Companies in appropriate areas
 - (e) El Centro de Ayuda
- Assist each eligible displacee with the preparation and submission of relocation assistance claims;
 - Assist residential displacees with arrangements necessary to rent or purchase comparable decent, safe and sanitary replacement housing;
 - Make benefit determinations and payments in accordance with applicable law and University policy;
 - Assure that no displacee is required to move without a minimum of 90 days written notice to vacate;
 - Inform all persons subject to displacement of the University's policies with regard to University purchase and subsequent management of property;
 - Establish and maintain a formal grievance procedure for use by the displaced persons seeking administrative review of the University's decisions with respect to relocation assistance; and
 - Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, marital status or other arbitrary circumstances.

The University retained services of professional relocation consultants to assist all persons to be displaced as a consequence of the planned Project. Personal contact will be maintained with all individuals until the relocation process has been completed.

Given the number of displacements within the proposed Project, it will not be necessary to setup a fully staffed site office. Should such a need present itself during the implementation phases of the Project, the University will make provisions for a site office and all residents will be informed of the location and operating hours of that relocation office.

B. Relocation Benefits

Relocation benefits will be provided in accordance with the applicable provisions of the State relocation law and guidelines. Benefits will be paid to eligible displaced

persons upon submission of required claim forms and documentation regarding the rental or purchase of decent, safe and sanitary replacement housing.

Eligibility requirements and calculations will be detailed on an individual basis with all displacee households. In the course of personal interviews and follow-up visits, each displacee household will receive counseling regarding available benefit options and the requirements to claim compensation for moving payments and replacement housing assistance.

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

1. Residential Moving Expense Payments

All residential displacees will be eligible to receive a payment for moving expenses. Moving expense payments will be based either on the actual cost of a professional move or a fixed payment amount determined by room count.

- Actual Cost (Professional Move)

Displacees may elect to retain the service of a professional mover. The cost of professional moving services will be based on the lower of at least two acceptable bids obtained from licensed, professional movers. The University may also obtain bids, at its own discretion, in order to determine the most qualified low-bidder for the move. The University will make direct payment to the selected mover, if requested, or provide reimbursement upon presentation of appropriate documentation substantiating the move.

Compensable moving elements include packing, transportation, un-packing and insurance. Transportation costs beyond 50 miles are not eligible, unless the University determines that relocation beyond 50 miles is justified. In addition to payment for the actual move, one-time re-connection fees related to gas, water, electricity, telephone, internet and television service, are eligible for reimbursement. Deposits required by utility and other residential service providers are not eligible for reimbursement.

- Fixed Payment (Room Count Schedule Method)

As an alternative to a professional move, a residential displacee may elect to receive a fixed payment for moving expenses based on the number of furnished or unfurnished rooms in the displacement dwelling (bathrooms are not considered as part of the eligible room count). Residential displacees who

elect to receive a fixed payment assume full responsibility for the move including the expense of utility re-connections described in (a), above. The current schedule for Fixed Moving Payments is set forth in **Table 9**:

TABLE 9: 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)

2. Rental Assistance to Tenants Who Choose to Rent

A tenant displaced from a Project dwelling may be entitled to a Replacement Housing Payment in the form of rental assistance not-to-exceed \$5,250 for tenants (prior to consideration of eligibility for Last Resort Housing benefits - see Last Resort Housing this Section, Paragraph 6), if the displacee:

- Generally, has actually and lawfully (i.e. have a lease and have been paying rent) occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and
- Has rented, or purchased (as a result of the relocation process), and occupied a decent, safe, and sanitary replacement dwelling within one year (unless the University extends this period for good cause) after the date he or she moves from the displacement dwelling.

Table 10, following, provides an example of a typical rental assistance eligibility computation.



TABLE 10: Computation of Rental Assistance Payments		
1. Old Rent	\$600	Old Rent (plus Utility Allowance)
- or -		
2. Ability to Pay	\$550	30% of Monthly Gross Household Income*
3. Lesser of lines 1 and 2	\$550	
Subtracted from the lesser of:		
4. Actual New Rent	\$650	Actual New Rent (plus Utility Allowance)
- or -		
5. Comparable Rent	\$675	Set by the University (plus Utility Allowance)
6. Lesser of lines 4 and 5	\$650	
7. Monthly Need Amount	\$100	Subtract line 3 from line 6
Rental Assistance	\$4,200	Multiply line 7 (Monthly Need) by 42 months

* Gross household income means the total annual income of an individual less the following: (1) a deduction of \$500 for each dependent in excess of three; (2) a deduction of 10% of total income for the elderly or disabled head of household; (3) a deduction for recurring extraordinary medical expenses defined for this purpose to mean medical expenses in excess of 3% of total income, where not compensated for, or covered by insurance or other sources; (4) a deduction of reasonable amounts paid for the care of children or sick or incapacitated family members when determined to be necessary to employment of the head of household or spouse, except that the amount deducted shall not exceed the amount of income received by the person who would not otherwise be able to seek employment in the absence of such care.

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

- (i) The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
- (ii) The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person; or
- (i) The total of the amount designated for shelter and utilities if receiving government subsidized assistance from a program that designated the amounts for shelter and utilities.

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

- (i) The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by the University. For owner-occupants or households which paid little or no rent, fair market rent will be used as a substitute for actual rent; or,



- (ii) Thirty percent (30%) of the displacee's monthly gross household income. If a displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rental shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling.

3. Downpayment Assistance to Tenants Who Choose to Purchase

Residential displacees eligible to receive a rental assistance payment, may choose to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a replacement dwelling, provided that the entire eligibility amount is used toward the down payment and eligible incidental closing costs. In the case of Downpayment Assistance claims, the University will arrange for the deposit of the total rental assistance eligibility amount in an open escrow account. Provisions will be included in the escrow instructions to assure the prompt return of all University-provided funds in the event escrow is cancelled by either party or should fail to close within a reasonable period of time.

4. Assistance to Recipients of Section 8 Housing Assistance

Households currently receiving assistance through the Section 8 Housing program will be provided referrals to available rental units whose owners have indicated a willingness to participate in the Section 8 program. As long as there are available replacement units with monthly rents at or below current fair market rent rates, Section 8 recipients will not receive cash rental assistance payments. However, some assistance will be provided, as appropriate, with one time security deposits and credit check fees. Section 8 recipients are also entitled to a payment for physical moving expenses on the same basis as market-rate tenants.

5. Payments to Non-Tenured Residential Tenants

Median-income and higher income residential tenants with less than 90 days of continuous occupancy prior to the University's acquisition of the property, will only be eligible to receive a moving expense payment in accordance with Section 1 above.

6. Last Resort Housing

Depending on current market conditions, the University anticipates that it might be necessary to make rental assistance payments in excess of the statutory cap of \$5,250, (CCR Title 25, Chapter 6, Section 6104) to assure the availability of

comparable replacement rental housing. Rental assistance payments to low-income non-90-day tenants and rental assistance and replacement housing payment amounts in excess of the statutory caps are considered (CCR Title 25, Chapter 6, Section 6139) to be Last Resort Housing (LRH) payments.

The University, at its discretion, may opt to pay LRH rental assistance payments on a periodic basis. Recipients of LRH rental assistance who intend to purchase rather than re-rent replacement housing have the right to request a lump sum payment of all benefits for the purpose of making a down payment and paying standard, non-recurring closing costs. Households receiving periodic payments may elect, at any time, to request a lump sum payment of all remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

C. General Information on Payment of Relocation Benefits

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.

V – ADMINISTRATIVE PROVISIONS

A. Relocation Tax Consequences

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1968, or the Personal Income Tax Law, Part 10 of the Revenue and Taxation Code. The above statement on tax consequences is not intended to be a provision of tax advice by the University. The University cannot give specific advice related to tax law and, displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

B. Grievance Procedures

The University's Relocation Appeals Process is consistent with the Provisions of Article 5 of the State relocation guidelines (Appendix A). The right to appeal shall be described in all relocation explanatory material distributed to displacees.

As required under the State relocation guidelines, displacees will have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, payment amounts, and the failure to provide comparable replacement housing referrals or the University's property management practices.

Requests for administrative review and informal hearings will be directed to senior administrative staff of the University. All requests for review will receive written responses from the University within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

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

C. Eviction Policy

Under the State relocation guidelines, eviction is permissible only as a last resort and may not be used as a means to avoid relocation payment obligations. With the exception of persons considered to be in unlawful occupancy, a displaced person's eviction does not affect eligibility for relocation assistance and benefits.

Eviction may be undertaken only for one or more of the following reasons:

- Failure to pay rent, except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of a dangerous, illegal act in the unit;
- Material breach of the rental agreement and failure to correct breach within 30 days of notice;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings;
- A requirement under State or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the public entity.

D. Citizen Participation

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

- Provide affected tenants with full and timely access to documents relevant to the relocation program;
- Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials;
- Issuance of a general notice in English and/or the primary household language, as needed, concerning the availability of the Relocation Plan for public review, as required, 30 days prior to its proposed adoption. Distribution of the Plan, upon request, to all affected and interested parties;
- The inclusion of written or oral comments concerning the Plan and the University's response as an attachment to the Plan (**Exhibit C**) when it is forwarded to the Board of Trustees of the California State University for adoption.

E. Projected Dates of Displacement

The University contemplates that the relocation process will begin in May 2010 and be completed no later than December 2010. The University will update the Plan in the event of delay of more than one year in the implementation of the relocation program.

F. Estimated Relocation Costs

The total budget estimate for relocation-related payments for this planned Project is as follows:

Relocation:	\$716,300
Contingency @ 10%:	<u>\$71,630</u>
TOTAL:	\$787,930

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

EXHIBIT A: HUD Income Limits – County of Los Angeles

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

Area Median: \$62,100					
Family Size	Extremely Low	Very Low	Lower	Median	Moderate
1 Person	16,650	27,750	44,400	43,450	52,150
2 Person	19,050	31,700	50,750	49,700	59,600
3 Person	21,400	35,700	57,100	55,900	67,050
4 Person	23,800	39,650	63,450	62,100	74,500
5 Person	25,700	42,800	68,550	67,050	80,450
6 Person	27,600	46,000	73,600	72,050	86,400
7 Person	29,500	49,150	78,700	77,000	92,400
8 Person	31,400	52,350	83,750	81,950	98,350

Figures are per the Department of Housing and Community Development (California), Division of Housing Policy Development, **April 2, 2009**.

EXHIBIT B: Residential Informational Brochure

**Relocation Assistance
Informational Statement
for Families and Individuals**

(CA State)

Displacing Agency:

**THE STATE OF CALIFORNIA, ACTING BY AND THROUGH THE
TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY ON
BEHALF OF CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Project Name:

DOBBS ST. PROJECT

Displacing Agency Representative:



**Overland, Pacific & Cutler, Inc.
3750 Schauffele Ave. Ste. 150
Long Beach, CA 90808
Phone: 562-304-2000**

Informational Statement Content:

1. General Information
2. Assistance In Locating A Replacement Dwelling
3. Moving Benefits
4. Replacement Housing Payment - Tenants And Certain Others
5. Section 8 Tenants
6. Replacement Housing Payment – Homeowners
7. Qualification For And Filing Of Relocation Claims
8. Last Resort Housing Assistance
9. Rental Agreement
10. Evictions
11. Appeal Procedures – Grievance
12. Tax Status of Relocation Benefits
13. Non-Discrimination and Fair Housing
14. Additional Information And Assistance Available

Spanish speaking representatives are available. Si necesita esta información en español, por favor llame a su representante.



Informational Statement for Families and Individuals

(CA State)

1. GENERAL INFORMATION

The dwelling in which you now live has been purchased by the Displacing Agency using state and/or local funds. If and when the project proceeds, and it is necessary for you to move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must move. Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the state law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits or it may take longer to pay you. We suggest you save this informational statement for reference.

The Displacing Agency has retained the professional firm of **Overland, Pacific & Cutler, Inc. (OPC)** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is listed on the cover.

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING. However, if you desire to move sooner than required, you must contact your representative with Overland, Pacific & Cutler, Inc., so you will not jeopardize any benefits. This is a general informational brochure only, and is not intended to give a detailed description of either the law or regulations pertaining to the Displacing Agency's relocation assistance program.

Please continue to pay your rent, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. The Displacing Agency has acquired the property; therefore, you are required to pay rent to the Displacing Agency.

2. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

The Displacing Agency, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself.

When a suitable replacement dwelling unit has been found, your relocation consultant will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

3. MOVING BENEFITS

If you must move as a result of displacement by the Displacing Agency, you will receive a payment to assist in moving your personal property. The actual, reasonable and necessary expenses for moving your household belongings may be determined based on the following methods:

- A Fixed Moving Payment based on the number of rooms you occupy (see below); **or**
- A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
- A combination of both (in some cases).

For example, you may choose a Self Move, receiving a payment based on the Fixed Residential Moving Cost Schedule shown below, plus contract with a professional mover to transport your grand piano and /or other items that require special handling. In this case, there may be an adjustment in the number of rooms which qualify under the Fixed Residential Moving Cost Schedule.

A. Fixed Moving Payment

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by the Displacing Agency, and ranges, for example, from \$400.00 for one furnished room to \$2,150.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation representative will inform you of the amount you are eligible to receive, if you choose this type of payment.

Fixed Moving Schedule CALIFORNIA (Effective 2008)	
Occupant Owns Furniture:	
1 room	\$625
2 rooms	\$800
3 rooms	\$1,000
4 rooms	\$1,175
5 rooms	\$1,425
6 rooms	\$1,650
7 rooms	\$1,900
8 rooms	\$2,150
Each additional room	\$225
Occupant does NOT Own Furniture:	
1 room	\$400
Each additional room	\$65

If you select a fixed payment, you will be responsible for arranging for your own move, and the Displacing Agency will assume no liability for any loss or damage of your personal property. A fixed payment also includes utility hook-up, credit check and other related moving fees.

B. Actual Moving Expense (Professional Move)

If you wish to engage the services of a licensed commercial mover and have the Displacing Agency pay the bill, you may claim the ACTUAL cost of moving your personal property up to 50 miles. Your relocation representative will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a “mover” scope of services for Displacing Agency approval.



4. REPLACEMENT HOUSING PAYMENT - TENANTS AND CERTAIN OTHERS

You may be eligible for a payment of up to \$5,250.00 to assist you in renting or purchasing a comparable replacement dwelling. In order to qualify, you must either be a tenant who has occupied the present dwelling for at least 90 days prior to the initiation of negotiations or an owner who has occupied the present dwelling between 90 and 180 days prior to the initiation of negotiations.

- A. **Rental Assistance.** If you qualify, and **wish to rent** your replacement dwelling, your maximum rental assistance benefits will be based upon the difference over a forty-two (42) month period between the rent you must pay for a comparable replacement dwelling and the lesser of your current rent and estimated utilities or thirty percent (30%) of your gross monthly household income. You will be required to provide your relocation representative with monthly rent and household income verification prior to the determination of your eligibility for this payment.

- OR -

- B. **Down-payment Assistance.** If you qualify, and **wish to purchase** a home as a replacement dwelling, you can apply up to the total amount of your rental assistance payment towards the down-payment and non-recurring incidental expenses. Your relocation representative will clarify procedures necessary to apply for this payment.

Where a tenant is sharing a dwelling with an owner-occupant and paying the owner-occupant rent for the privilege, the tenant shall not be entitled to more than one-half of the rental assistance otherwise payable.

5. SECTION 8 TENANTS

When you do move, you may be eligible to transfer your Section 8 eligibility to a replacement site. In such cases, a comparable replacement dwelling will be determined based on your family composition at the time of displacement and the current housing program criteria. This may not be the size of the unit you currently occupy. Your relocation representative will provide counseling and other advisory services along with moving benefits.

6. REPLACEMENT HOUSING PAYMENT - HOMEOWNERS

- A. If you own and occupy a dwelling to be purchased by the Displacing Agency for **at least 180 days** prior to the initiation of negotiations, you may be eligible to receive a payment of up to \$22,500.00 to assist you in purchasing a comparable replacement unit. This payment is intended to cover the following items:

1. **Purchase Price Differential** - An amount which, when added to the amount for which the Displacing Agency purchased your property, equals the lesser of the actual cost of your replacement dwelling; **or** the amount determined by the Displacing Agency as necessary to purchase a comparable replacement dwelling. Your relocation representative will explain both methods to you.
 2. **Mortgage Interest Differential** - The amount which covers the increased interest costs, if any, required to finance a replacement dwelling. Your relocation representative will explain limiting conditions.
 3. **Incidental Expenses** - Those one time incidental costs related to purchasing a replacement unit, such as escrow fees, recording fees, and credit report fees. Recurring expenses such as prepaid taxes and insurance premiums are not compensable.
- B. Rental Assistance Option** - If you are an owner-occupant and choose to rent rather than purchase a replacement dwelling, you may be eligible for a rental assistance payment of up to the amount that you could have received under the Purchase Price Differential, explained above. The payment will be based on the difference between an economic rent of the dwelling you occupy and the rent you must pay for a comparable replacement dwelling.

If you receive a rental assistance payment, as described above, and later decide to purchase a replacement dwelling, you may apply for a payment equal to the amount you would have received if you had initially purchased a comparable replacement dwelling, less the amount you have already received as a rental assistance payment.

7. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS

To qualify for a Replacement Housing Payment, you must rent or purchase and occupy a comparable replacement unit **within one year from the following**:

- For a tenant, the date you move from the displacement dwelling.
- For an owner-occupant, the latter of:
 - a. The date you receive final payment for the displacement dwelling, or, in the case of condemnation, the date the full amount of estimated just compensation is deposited in court.; **or**
 - b. The date you move from the displacement dwelling.

All claims for relocation benefits must be filed with the Displacing Agency **within eighteen (18) months** from the date on which you receive final payment for your property, or the date on which you move, whichever is later.

8. LAST RESORT HOUSING ASSISTANCE

If comparable replacement dwellings are not available when you are required to move, or if replacement housing is not available within the monetary limits described above, the Displacing Agency will provide Last Resort Housing assistance to enable you to rent or purchase a replacement dwelling on a timely basis. Last Resort Housing assistance is based on the individual circumstances of the displaced person. Your relocation representative will explain the process for determining whether or not you qualify for Last Resort assistance.

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and Last Resort eligibility must be applied toward the down-payment and eligible incidental expenses of the home you intend to purchase.

9. RENTAL AGREEMENT

As a result of the Displacing Agency's action to purchase the property where you live, you may become a tenant of the Displacing Agency. If this occurs, you will be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

10. EVICTIONS

Any person, who occupies the real property and is not in unlawful occupancy, is presumed to be entitled to relocation benefits. Except for the causes of eviction set forth below, no person lawfully occupying property to be purchased by the Agency will be required to move without having been provided with at least 90 days written notice from the Agency. Eviction will be undertaken only in the event of one or more of the following reasons:

- Failure to pay rent; except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of dangerous illegal act in the unit;
- Material breach of the rental agreement and failure to correct breach within the legally prescribed notice period;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings; or
- The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the public entity.

11. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for a relocation payment, or the amount of a payment, may have the claim reviewed or reconsidered in accordance with the Displacing Agency's appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

12. TAX STATUS OF RELOCATION BENEFITS

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

(IRS Circular 230 disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting marketing or recommending to another party any matters addressed herein)

13. NON-DISCRIMINATION AND FAIR HOUSING

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Displacing Agency's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact the Displacing Agency.

14. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in relocating to a new home. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation representative at Overland, Pacific & Cutler.

EXHIBIT C: Public Comments and Response