

obligations of state and local public entities if and when implementation of a public project results in the displacement of residential occupants or businesses. The Relocation Law requires preparation, consideration, and action on a relocation plan if displacement might occur. The Relocation Law mandates a review period of 30 days prior to adoption of the Relocation Plan by the City Council.

DISCUSSION

The attached Relocation Plan has been prepared pursuant to the Relocation Law. Copies of the draft Relocation Plan have been provided and made available to the affected household. Pursuant to the Relocation Law, the Relocation Plan includes: a description of re-housing needs of the households that may be displaced, evaluation of comparable replacement housing resources, assessment of last resort housing obligations, and related relocation information. The Relocation Plan has been available for more than 30 days prior to consideration and action on the Relocation Plan by the City Council.

The Relocation Plan has been prepared based on a personal onsite interview and survey of the affected household. The Relocation Plan presented for City Council consideration and action meets the requirements of the Relocation Law. Prior to displacement of persons or businesses the following will occur:

1. Fair and reasonable relocation payments will be provided to eligible persons;
2. Eligible persons will be provided the services offered in the City's relocation assistance program;
3. Eligible persons will be adequately informed of the relocation assistance, benefits, policies, practices and procedures, including grievance procedures, available to them;
4. Orderly, timely, and efficient relocation to comparable replacement housing will be made available to eligible persons without regard to race, color, religion, sex, marital status, or national origin with minimum hardship to those affected.

The total cost to relocate the households is estimated to be \$50,000, which includes estimated moving costs, rental assistance payments, and does not account for households that could be eligible for Section 8 rental assistance, which could reduce relocation expenditures.

FINANCIAL IMPACT

Re-appropriation of funds in the amount of \$50,000 from fund 510 to fund 507 to pay for the estimated relocation expenditures.

RECOMMENDATION

Staff recommends that the following actions be taken:

City Council Action

- Adopt the attached City Council Resolution approving the Relocation Plan for 12291 Thackery Drive, Garden Grove.

Housing Authority Action

- Receive and file the Relocation Plan for 12291 Thackery Drive, Garden Grove;
- Authorize the Director and his designees to implement the Relocation Plan;
- Direct the Finance Director to re-appropriate funds from Fund 510 to Fund 507, in the amount of \$50,000, to pay for the relocation expenditures.

GREG BROWN
Sr. Project Manager

By:  Carlos Marquez
Senior Real Property Agent

Attachment 1: City Resolution
Attachment 2: Relocation Plan

Recommended for Approval


Matthew Fertal
City Manager

GARDEN GROVE CITY COUNCIL

RESOLUTION NO. _____

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF GARDEN GROVE
APPROVING THE RELOCATION PLAN FOR 12291 THACKERY DRIVE AND MAKE
CERTAIN OTHER FINDINGS IN CONNECTION THEREWITH**

WHEREAS, the Garden Grove Agency for Community Development, a redevelopment agency (“Agency”) formerly existing under Chapter 2 of the Community Redevelopment Law (California Health and Safety Code Section 33000 *et seq.*), acquired certain real property located at 12291 Thackery Drive in the city of Garden Grove for affordable housing purposes;

WHEREAS, pursuant to ABX1-26 and the State of California Supreme Court decision in *California Redevelopment Association vs. Matosantos*, redevelopment agencies in California, including the Agency, were dissolved as of February 1, 2012;

WHEREAS, the City of Garden Grove, a California municipal corporation (“City”), pursuant to Garden Grove City Council Resolution No. 9089-12, declined the housing assets and functions of the Agency and recommended that the Garden Grove Housing Authority (“Authority”) assume the housing assets and functions previously performed by the Agency pursuant to CA Health and Safety Code 34176, including said real property;

WHEREAS, relocation assistance and benefits for eligible persons and businesses in California are governed by and provided for in the California Relocation Assistance Law, Government Code §7260, *et seq.* (“CRAL”) and the implementing regulations promulgated by the California Department of Housing & Community Development set forth in California Code of Regulations, Title 25, Housing and Community Development, Division 1, Chapter 6, §6000, *et seq.* (“Guidelines”), together the CRAL and Guidelines are referred to as the “Relocation Law”;

WHEREAS, pursuant to the Relocation Law, specifically Section 6038 of the Guidelines, and in planning for implementation of the Project, the Authority has caused to be prepared a draft relocation plan (“Relocation Plan”) relating to potential displacement of a lawful and eligible residential household from said real property acquired by the Agency;

WHEREAS, Section 6038 provides that local legislative body consider and approve relocation plans;

WHEREAS, in accordance with the Relocation Law, the Relocation Plan has been made available for public review and comment for a period not less than 30 days prior to submittal of the Relocation Plan to the City Council for consideration, action, and approval;

WHEREAS, the City Council has reviewed the Relocation Plan and considered public comment (both oral and written), if any, and the City Council finds that the Project and implementation of the Relocation Plan are in the best interests of the City and the health, safety, and welfare of the community and in accord with the public purposes and provisions of applicable state and local law requirements; and

WHEREAS, the City Council desires to approve the Relocation Plan and authorize the City Manager and his designees, to carry out the Relocation Plan when there is displacement that occurs as a direct result of, which authorization includes processing and payment of relocation claims and issuance of warrants necessary thereto.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Garden Grove as follows:

Section 1. The foregoing recitals are a substantive part of this Resolution and fully incorporated herein.

Section 2. The City Council approves the Relocation Plan and authorizes the implementation of such Relocation Plan.

Section 3. The City Manager and his designees are hereby authorized to carry out the Relocation Plan.

Section 4. In furtherance of such approval and authorization, the City Manager is authorized to take all necessary actions and execute all documents necessary or appropriate to carry out the Relocation Plan. The City Manager is further authorized to the extent necessary during the implementation of the Relocation Plan to accept, process, and approve relocation claims, to provide interpretations and waivers, to cause issuance of warrants for payment of relocation claims, to cause issuance of warrants to pay consulting, legal, and other administrative costs incurred in connection therewith, and to administer the City's obligations, responsibilities and duties to be performed under the Relocation Plan pursuant to the Relocation Laws.

Section 5. A copy of the final, approved Relocation Plan shall be placed on file in the City Clerk's official records.

Section 6. The City Clerk shall certify to the adoption of this Resolution.

City of Garden Grove

Relocation Plan for One Residential Household At 12291 Thackery Drive

March 27, 2011

RELOCATION PLAN

INTRODUCTION

On January 15, 2008, the Garden Grove Agency for Community Development ("Agency") acquired the property located at 12291 Thackery Drive in the City of Garden Grove, CA ("Property") for affordable housing purposes. The Property (improved with a single family residence) was acquired from the previous owner in "as is" condition. Although the Agency has taken the lawful steps in maintaining the Property in decent, safe, and sanitary condition, however the house has reached the end of its economic life. The Property is need of substantial repair and further investment of funds towards the rehabilitation of the subject property will exceed the costs of relocating the household in lawful occupancy of the Property and the demolition of the residential structure.

The passage of AB1X26 dissolved the Agency however all housing functions and assets were transferred to the Garden Grove Housing Authority ("Authority") on January 24, 2012 as set forth in Garden Grove City Council Resolution No. 9089-12, pursuant to CA Health and Safety Code 34176(b). The Authority has prepared and will administer this Relocation Plan (the "Plan"), under the direction of or involvement with the City of Garden Grove, successor agency to the Garden Grove Agency for Community Development. The demolition of the single family residence on the subject property will result in the displacement of one residential household. 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").

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

A. ASSESSMENT OF NEEDS

Personal Interview

To obtain information for the preparation of this Plan, a personal interview was conducted with the household living on the Property. The interview inquired into the following:

1. Household's size and composition;
2. Household's total gross income;
3. Monthly housing costs;
4. Monthly rent and length of occupancy;
5. Ethnicity including language preference;
6. Physical disabilities and special needs;
7. Replacement housing preferences.

A sample of the residential interview form used in the interview process is attached and incorporated as **Exhibit A** to this Plan.

Income

According to area median income (AMI) limits promulgated annually by State HCD for the County of Orange adjusted for family size, the displaced household's income qualifies as very low income. Attached are the most current income limits for the "very low-", "low-", and "moderate-" income categories as established by HCD for Orange County, CA (Exhibit B).

Neighborhood Demographics and Characteristics

The 2010 United States Census reported that Garden Grove had a population of 170,883. The population density was 9,515.3 people per square mile (3,673.9/km²). The racial makeup of Garden Grove was 68,149 (39.9%) White, 2,155 (1.3%) African American, 983 (0.6%) Native American, 63,451 (37.1%) Asian, 1,110 (0.6%) Pacific Islander, 28,916 (16.9%) from other races, and 6,119 (3.6%) from two or more races. Hispanic or Latino of any race were 63,079 persons (36.9%).

The average household size was 3.67. There were 37,113 families (80.6% of all households); the average family size was 3.94. The population was spread out with 43,763 people (25.6%) under the age of 18, 17,383 people (10.2%) aged 18 to 24, 49,105 people (28.7%) aged 25 to 44, 42,106 people (24.6%) aged 45 to 64, and 18,526 people (10.8%) who were 65 years of age or older. The median age was 35.6 years.

Regional Location

The Property is located in the City of Garden Grove in the central portion of Orange County, approximately 25 miles south-east of downtown Los Angeles. Garden Grove is easily accessible from Interstate Routes 5 and 405 and State Routes 22 and 57. See Regional Map in the attached List of Maps.

Neighborhood Location

The Property's neighborhood is generally bounded by Lampson Avenue to the north, Garden Grove Boulevard to the south, Harbor Boulevard to the east, and Buaro Street to the west. See Neighborhood Map in the attached List of Maps.

Location Needs and Housing Preferences

The affected households at the Property expressed their preference to remain in, or around, the immediate area in order to maintain access to employment, medical facilities, and family. Alternative locations mentioned or requested include neighboring cities such as Anaheim, Buena Park, Fullerton, Westminster, and Huntington Beach. In addition, the affected household has indicated a preference to buy a home or a condominium with assistance from the City of Garden Grove's First Time Homebuyer Program.

Special Needs

The affected household did not indicate any special needs that need to be addressed in this relocation plan.

B. OCCUPANCY STANDARD

The City of Garden Grove's replacement housing occupancy standards allow for up to three persons in a one-bedroom unit, five persons in a two-bedroom unit, seven persons in a three-bedroom unit and nine or more persons in a four-bedroom unit. This standard was utilized in the most recent public project within the City of Garden Grove that involved displacement of residents and businesses.

C. REPLACEMENT HOUSING RESOURCES

A Housing Resource Survey was made on or about the week of January 22, 2012, to identify available comparable, decent, safe and sanitary units available in close proximity to the Property. Since the affected household composition consists of 6 people, a three bedroom unit will be required to adequately relocate the affected households. The resource survey focused on confirming the availability of the number of comparable, decent, safe, and sanitary units, which contain the required minimum number of bedrooms, are of adequate size for each household, and are comparable with respect to the number of rooms and habitable living space. Attached is a copy of the resource survey showing the number of available comparable, decent, safe, and sanitary units found in the survey which are of adequate size and contain the required number of bedrooms for each household, and their rent or purchase levels and location (Exhibit C).

The survey identified a multitude of comparable replacement housing resources, specifically a total of 15 available two-bedroom comparable replacement housing units. The market rent amounts for these comparable replacement housing units is shown in Table 1, which figures were used to prepare an estimated range of benefit payments for affected household and an overall budget for implementation of the Plan when displacement is triggered. These amounts are subject to change according to the market rates and conditions prevailing at the time of displacement. The replacement units identified in the survey fulfill the displaced household's preference to remain in the immediate area in order to maintain access to employment, medical facilities, and family.

D. CONCURRENT RESIDENTIAL DISPLACEMENT

The Agency recently displaced 42 households from the Travel Country RV Park, ("RV Park") located at 12721 Harbor Boulevard, Garden Grove. The RV Park was within one mile from the Property. Although 12 households from the RV Park needed two-bedroom apartment units as replacement dwellings, the market was not depleted of two bedroom units during the 90-day displacement period. Furthermore, the Property is a single family residence, therefore comparables will be taken from a survey of comparable available single family residences in close proximity. The last household vacated the RV Park on January 25, 2012. Judging by the number of available replacement units outlined by the most recent survey, there should not be any difficulty for the affected household to identify, locate, and secure a

replacement dwelling.

E. TEMPORARY HOUSING

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.

F. 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.

G. RELOCATION ASSISTANCE PROGRAM

Staff is available to assist the displaced household with questions about relocation and/or assistance in relocating; staff can be contacted at 714-741-5135 from 8:00a.m to 5:00 p.m or staff can be reached in person at City of Garden Grove City Hall, 11222 Acacia Parkway, Garden Grove, CA. A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to the household being displaced. Close contact will be maintained with the household. Specific activities will include:

1. Distribution of informational brochures. Sample brochures and notices that will be given to the displaced household are shown in Exhibit D.
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.

H. CITIZEN PARTICIPATION/PLAN REVIEW

This Plan will be provided to the displaced 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 for approval before the City of Garden Grove. A copy of the approved Plan will be forwarded to the California Department of Housing and Community Development (HCD).

I. RELOCATION BENEFIT CATEGORIES

Relocation benefits will be provided in accordance with the 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.

A. 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 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 (Exhibit E).

- 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.

B. Rental Assistance/Down Payment Assistance

Displaced households who are residential tenants and who have established residency at the Property for a minimum of 90 days prior to the "initiation of negotiations" will be eligible for both Rental Assistance and Moving Expense Payments. "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 August 26, 2007.

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)¹ month period. In addition, the households may opt to apply the amount to which they are entitled toward the purchase of a replacement unit.

The computation of rental assistance benefits is based on four factors:

- 1) Old rent including a monthly utility allowance;
- 2) Monthly gross household income;
- 3) Market rent for decent, safe and sanitary comparable replacement housing, including utility allowance;
- 4) Actual new rent including a monthly utility allowance.

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. Utility allowance amounts are based upon the standards of Orange County Housing Authority for a similar type housing unit assuming services include gas, water, and electric utilities. **Table 10** provides an example of how a rental assistance payment is calculated for an eligible displacee:

¹Under certain circumstances relating to the date that the project was initiated, the amount of rental assistance payments must be calculated for a period of 48 months. (See, Gov. Code § 7264, subd. (b) and § 7260, subd. (i)(3).)

TABLE 1: Computation of Rental Assistance Payments		
1. Old Rent	\$650	Old Rent (plus Utility Allowance)
-or-		
2. Ability to Pay	\$600	30% of Monthly Gross Household Income
3. Lesser of lines 1 and 2	\$600	
Subtracted From the lesser of:		
4. Actual New Rent	\$750	Actual New Rent (plus Utility Allowance)
-or-		
5. Comparable Rent	\$775	Set by the Agency (includes Utility Allowance)
6. Lesser of lines 4 and 5	\$750	
7. Yields Monthly Need	\$150	Subtract line 3 from line 6
Rental Assistance	\$6,300	Multiply line 7 (Monthly Need) by 42 months*

Last Resort Housing Payment

Based on the Housing Resource Survey of available comparable replacement dwellings in the general vicinity of the Property, there is a lack of available comparable replacement housing not exceeding 30% of the affected household's average monthly income. 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%² of the household's average monthly income.) In this case, payments may be made beyond the \$5,250 statutory cap up to 42 months³ 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. The Authority has customarily paid all relocation payments in one lump sum. If the 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

Homeowners will not be displaced from the Property therefore no further discussion in the relocation program affecting homeowners is warranted.

²But, see footnote no. 1.

³But, see footnote no. 5.

J. PAYMENT OF RELOCATION BENEFITS

Relocation benefit payments will be made expeditiously. Claims and supporting documentation for relocation benefits must be filed with the Authority 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 set forth in Exhibit F.

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 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.

K. 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.

L. 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. (Exhibit G)

M. PROJECTED DATES OF DISPLACEMENT

The affected household will receive a 90 day notice to vacate before they are required to move. The 90-day notice is expected to be issued on or about March 1, 2012. Relocation is expected to be completed on or about June 1, 2012.

N. ESTIMATED RELOCATION COSTS

The displacing entity anticipates using the following funds for the Project: Housing Authority Funds.
Any and all required financial assistance will be provided. The budget estimate for this Project is: \$40,000

TABLE OF EXHIBITS

- Exhibit A: Residential Interview Form
- Exhibit B: HCD Category Limits for Orange County, CA for 2011
- Exhibit C: Housing Resource Survey
- Exhibit D: Sample Brochures and Notices
- Exhibit E: Fixed Payment Moving Schedule
- Exhibit F: Procedures for Preparing and Filing of Claims and Processing and Delivering of Payments
- Exhibit G: Appeals Process and Procedures
- Exhibit I: Comments submitted regarding the Relocation Plan by the Public or HCD

Exhibit A

Residential Interview Form

TENANT INTERVIEW

Tenant Name: _____ SSN _____
 Phone/Home: _____
 Project Address: _____ Move-in Date: _____
 Work: _____
 Message: _____

Emergency Contact Person: _____ Phone No: _____

Head of Household: Male Female Elderly
 Handicapped/Disabled _____

Household Ethnicity: White Black Latino Asian/Pac. Isl.
 Am. Indian/Alaskan Native Other _____

Names of all household members and all sources of household income:
 (Include all AFDC, work, pension, social security, general relief, child support, daily cash)

Name	SSN	Sex	Age	Relation to HOH	Disability/ Handicap	Monthly Income	Source

HOUSING CHARACTERISTICS INFORMATION

Current Monthly Rent _____ Number of Bedrooms _____
 preference _____
 Avg. Monthly Utility Cost _____ Number of Rooms Occupying _____
 to buy or rent? _____
 Total Monthly Housing Cost _____ Number of Bedrooms Needed _____
 unit would you prefer:
 Do You Have? Kitchen Living Room Dining Room Den
 Apt. 1-4 units Other _____

RELOCATION

Location _____
 Are you looking _____
 What type of _____
 House

HOUSEHOLD INFORMATION

Schools children are currently attending: _____

What is the primary language spoken in your household: _____

Pets: Yes No If so, type & amount: _____

Do you rely on public transportation: Yes No

Car: Yes No If so, how many?: _____

Do you or any household member attend a church or other civic organizations that require regular attendance: Yes No

If so, which, where and when: _____

EMPLOYMENT INFORMATION

Name of employer, type of employment & whether it is full or part time for each working members of the household, and distance traveled to work:

SPECIAL NEEDS

Has any household member with special medical needs: _____

Do you have/use medical equipment (wheelchair, oxygen): Yes No If yes, list type of medical equipment: _____

Do you have medical Insurance: Yes No If yes, state your insurance carrier & your doctor's name: _____

Other needs you want to make us aware of?: _____

SPECIAL CIRCUMSTANCES

Is any household member temporarily on leave (Vacation, Military, School, Jail, Etc.):

Yes No

If Yes, reason for leave & when do you expect them back: _____

Is any household member on probation/parole: Yes No

If so, please explain: _____

TENANT SIGNATURE: _____

DATE: _____

COMMENTS: _____

INTERVIEWER: _____

INTERVIEW DATE: _____

Exhibit B

Official State Income Limits for 2011 for Orange County, CA

	Number of Persons in Household							
Income Category	1	2	3	4	5	6	7	8
Extremely Low	19,400	22,200	24,950	27,700	29,950	32,150	34,350	36,600
Very Low Income	32,350	36,950	41,550	46,150	49,850	53,550	57,250	60,950
Lower Income	51,700	59,100	66,500	73,850	79,800	85,700	91,600	97,500
Median Income	58,950	67,350	75,800	84,200	90,950	97,650	104,400	111,150
Moderate Income	70,750	80,850	90,950	101,050	109,150	117,200	125,300	133,400

*4 Person Area Median Income is \$84,200

Exhibit C

Housing Resource Survey

Housing Resource Survey

Address	Beds	Bath	Cost/Month
12042 Laguna	3	2	\$1,495
11161 Clarissa St	3	2	\$2,250
11191 Loara St, Garden Grove CA	3	2	\$1,999
9431 Shannon Avenue	3	2	\$2,600
13272 Wilson	3	1	\$2,300
13202 Stanrich Place	3	1	\$2,000
12673 George Reyburn Road	3	2	\$2,050
11802 Onyx Street	3	2	\$2,100
12132 Topaz Circle	3	2	\$2,300
8720 Meadow Brook Avenue	3	2	\$2,250
Average Per month			\$2,134

Exhibit D

Sample Brochures and Notices

Date

Name

Address

City, State, Zip

RE: GENERAL INFORMATION NOTICE - RESIDENTIAL OCCUPANT TO BE DISPLACED

Dear Mr. or Mrs.

The Garden Grove Housing Authority ("Authority") acquiring the property you currently occupy at _____ for the affordable housing purposes.

The purpose of this Notice is to inform you that you may be displaced due to the condition of the subject property. This Notice also serves to inform you of your potential rights as a displaced person in accordance with the *California Relocation Act (CRAL)* and the *Relocation Assistance and Real Property Acquisition Guidelines*. You may be eligible for relocation assistance and payments under the "Guidelines" if the proposed project receives funding and if you are displaced as a result of acquisition for the project.

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

If you are determined to be eligible for relocation assistance in the future, you may be eligible for:

1. Relocation advisory services including help to find another place to live;
2. At least 90 days advance written notice of the date you will be required to move;
3. Payment for your moving expenses; and
4. Replacement housing payments to enable you to rent or purchase a comparable replacement home.

You will also have the right to appeal the Authority's determination, if you feel that your application for assistance was not properly considered. The enclosed informational brochure, "*Relocation Assistance To Tenants Displaced From Their Homes*" provides an explanation of this assistance and other helpful information.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

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Again this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be a displaced person and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined to not be a displaced person, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact me at (714) 741-5131.

Sincerely,

Carlos Marquez
Sr. Real Property Agent
City of Garden Grove

Enclosure

Date

Name

Address

City, State, Zip

RE: NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE – TENANTS

Dear Mr. and Mrs. XXXXXX:

This is a Notice of Eligibility for Relocation Assistance. As you know, the Garden Grove Agency for Community Development (“Agency”) acquired the property you occupy located at 12291 Thackery Drive, Garden Grove, CA 92840 for affordable housing purposes. The passage of AB1X26 dissolved the Agency however all housing functions and assets were transferred to the Garden Grove Housing Authority (“Authority”) on January 24, 2012 as set forth in Garden Grove City Council Resolution No. 9089-12, pursuant to CA Health and Safety Code 34176(b). The Authority has prepared and will administer this Relocation Plan (the “Plan”), under the direction of or involvement with the City of Garden Grove, successor agency to the Garden Grove Agency for Community Development. Furthermore, the subject property is need of substantial repair; therefore you will be required to move.

However, you do not need to move now and will not be required to move without at least 90 days advance written notice. When you do move, you will be entitled to relocation payments and other assistance in accordance with the *California Relocation Act* and the *Relocation Assistance and Real Property Acquisition Guidelines*.

As an eligible occupant of this property, you are entitled to receive relocation assistance as outlined below.

1. **RELOCATION ADVISORY ASSISTANCE.** Your relocation agent will assist you by providing referrals for replacement properties, assistance in filing payment claims, and any other assistance that you may need to relocate;
2. **MOVING EXPENSES.** You may select either one of following payments:
 - A. A Fixed Moving Payment based on the number of rooms you occupy. Your entitlement under this option is \$X,XXX00. This amount is based on the room count of your current dwelling, which is 3 rooms plus the garage; or
 - B. Actual Reasonable Moving and Related Expenses based on at least two written estimates from a professional mover. If you plan to take this option please consult with your relocation agent to discuss all the requirements in detail. Your relocation agent is available to discuss and assist you with your moving needs.

3. REPLACEMENT HOUSING PAYMENT. You may be eligible for financial assistance to purchase or rent a comparable replacement housing. To receive such payments, you must rent or purchase your replacement dwelling from the later of these two dates: (1) One year from the date you are issued an entitlement letter or; (2) One year from the date you vacate the subject dwelling. **Failure to act within the one (1) year period could result in the loss of all replacement housing benefits.** All claims for relocation must be filed within eighteen months from the date you receive your entitlement letter or the date you vacate the subject dwelling, whichever is later. This assistance is composed of the following replacement housing benefits:

A RENTAL ASSISTANCE payment is equal to the difference, for 42 months, between your current *base monthly rent*, and the lesser of: the *comparable* monthly rent, plus utility allowance; **OR** the actual replacement monthly rent, plus utility allowance. *Base Monthly Rent*: is defined as the lesser of: the current average monthly rent and utility allowance schedule, or 30% of the monthly household income with some adjustments for elderly, handicapped or more than 3 dependents.

Listed below are three comparable replacement homes that you may wish to consider:

	Address	Rent and utilities Price	Name and Tele. No. of Person to Contact
1			
2			
3			

We believe that the unit at X,XXX is the most representative of your present home. The rent including utility services for that unit is **\$X,XXX.00**.

Based on the information that you provided, you are eligible for a rental assistance payment up to **\$XX,XXX**. Because the 30% of your adjusted monthly household income (\$X,XXX.XX) is higher than your displacement rent (\$XXX), this calculation is based on the difference between the rent you are currently paying and utilities and the comparable rent and utilities. (\$X,XXX - \$XXX = \$XXX x 42 months). If you rent a replacement unit for less than the comparable unit stated in this notice, your payment may be reduced. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than **\$X,XXX.00** your rental assistance payment would be based on the actual cost of such unit.

Should you choose to buy (rather than rent) a decent, safe, and sanitary replacement home, you would be eligible for a down payment of **\$XX,XXX.00**

Contact the relocation agent immediately if you do not agree that these units are comparable to your home. They will explain the basis for our selecting these units and if necessary, will find other units. They will also be glad to provide you with transportation to inspect these properties. Please note that any potential replacement housing payment cannot be based on a home that is not a comparable replacement dwelling.

A brochure entitled *Relocation Assistance to Displaced Tenants* will be provided to you. Please read the brochure carefully. It explains your rights and the steps you must take to obtain relocation benefits. To obtain a replacement housing payment, you must rent or purchase a replacement home that has been inspected and found to be decent, safe and sanitary. Therefore, do not commit yourself to buy or rent a unit before it has been inspected.

In addition to relocation payments, housing referrals, counseling and other services are available to you. If you have any questions, please contact me directly at (714) 741-5131.

Sincerely,

Carlos Marquez
Sr. Real Property Agent

Enclosure

ACKNOWLEDGEMENT RECEIPT:

Signature

Date

Signature

Date

Date

Name

Address

City, State, Zip Code

RE: NINETY-DAY (90) NOTICE TO VACATE

Dear Mr. and Mrs. XXX:

You are presently occupying certain premises owned by the Garden Grove Housing Authority ("Authority") located at _____. The subject property, which you currently reside at, is need of substantial repair; therefore you will be required to move.

You are entitled to certain relocation assistance and benefits provided under the California Relocation Assistance and Real Property Acquisition Policy Act, as outlined in a separate Notice of Eligibility. The Act also requires the Authority to provide you with a written 90-day notice to vacate. In compliance with this requirement, the Authority is terminating your tenancy and is hereby requiring you to vacate the subject property you occupy and quit and deliver up possession of said property on or before _____.

You are hereby required to vacate and deliver up possession of said premises to the Authority on or before _____. Failure to vacate and deliver possession of said premises to the Authority on or before _____ will result in the commencement of legal proceedings to evict you and to recover damages.

Rent payable in advance pursuant to said Rental Agreement shall be due and payable up to and including _____.

This Notice is intended as a Ninety-day (90) Notice terminating said tenancy.

Should you have questions regarding this notice, you may reach me via phone at (714) 741-5131.

Sincerely,

Carlos Marquez
Sr. Real Property Agent
Garden Grove Housing Authority

RECEIPT ACKNOWLEDGEMENT:

Received By: _____

Date: _____

Exhibit E

Fixed Payment Moving Schedule

Federal Highway Administration	
Tenant Furnished Housing Unit	
One room	\$625
Two rooms	\$800
Three rooms	\$1,000
Four rooms	\$1,175
Five rooms	\$1,425
Six rooms	\$1,650
Seven rooms	\$1,900
Eight rooms	\$2,150
each additional room	\$225
Landlord Furnished Housing Unit	
First Room	\$400
Each additional room	\$65

Exhibit F

Procedures for Preparing and Filing of Claims and Processing and Delivering of Payments

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

1. The date the claimant moves from the property acquired by the Authority; or,
2. The date on which final payment for the acquisition of real property is made.

The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows, and shall be subject to submission of necessary, verifiable, and complete information on required claim forms and related documentation in accordance with the Authority's approved procedures:

1. Claimant(s) shall provide all necessary documentation, in legible and complete form, to substantiate eligibility for assistance;
2. Assistance amounts will be determined in accordance with the provisions of the Relocation Law;
3. Required claim form(s) will be prepared by relocation personnel with the cooperation of each claimant. Signed claims and supporting documentation, in legible and complete form, will be submitted by relocation personnel to the Authority;
4. The Authority will review and approve claims for payment, or request additional information;
5. The Authority will issue benefit checks expeditiously and cause delivery in person or through the U.S. Mail;
6. Final payments will be issued after confirmation that the business premises have been completely vacated, and actual reestablishment of the business at a comparable replacement site is verified; and
7. Receipts of payment will be maintained in each relocation case file.

Exhibit G

Appeals Process and Procedures

If a displaced household or business chooses to dispute the amount of relocation assistance that was determined by the Authority, then the displaced household may file a formal appeal addressed to the Assistant City Manager or his/her designee. The facts of the case will be promptly and carefully reviewed. The displaced household or business will be notified of a decision within a few days in writing. If the displaced household or business is still dissatisfied with the first level of appeal, then he/she/they can appeal to the City Council. The City Council will conduct an administrative hearing and review the case. A written response will be mailed to the appellant within one week of the hearing.

Exhibit I

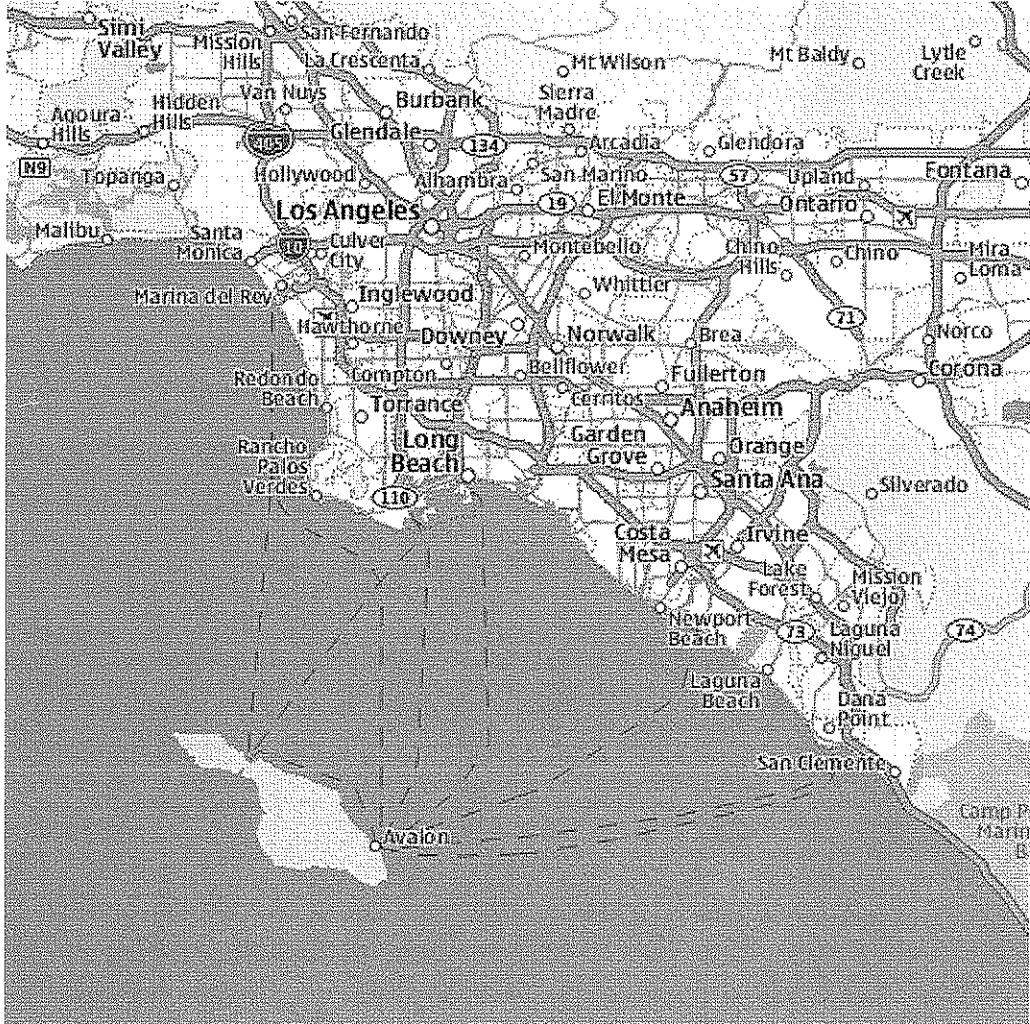
Comments submitted regarding the Relocation Plan by the Public or HCD

LIST OF MAPS

Map 1: Regional Map

Map 2: Neighborhood Map

Map 1
Regional Map



Map 2
Neighborhood Map

