
Purpose: To approve relocation plans (the “Plans”) for four properties located at 6531 S Sepulveda Blvd (“6531 Sepulveda”), 18602 S Vermont Avenue (“18602 Vermont”), 19325 Londelius Street (“19325 Londelius”), and 20205 Ventura Boulevard (“20205 Ventura”) (each a “Property”) to be acquired by the Housing Authority of the City of Los Angeles (“HACLA”) on behalf of the City of Los Angeles (“City”) in response to the Notice of Funding Availability, Round 2 (“NOFA”) of the State of California Department of Housing and Community Development’s (“HCD”) Homekey program (“Homekey”), to address the permanent displacement of up to one hundred eighty-six (186) tenant households in accordance with the requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (URA), as amended, and corresponding relocation requirements at 49 Code of Federal Regulations (CFR) part 24, 24 CFR, part 42, Handbook 1378 of the Department of Housing and Urban Development (HUD), California Government Code section 7260 at seq. (the Act”) and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the California Department of Housing and Community Development, Title 25 of the California Code of Regulations, Section 6000 et. seq. (the “Guidelines”).

Regarding: On January 27, 2022, the Board of Commissioners (“Board” or “BOC”) adopted Resolution Nos. 9797, 9798, 9799, and 9800 (the “Acquisition Resolutions”), that authorized HACLA to acquire 6531 Sepulveda, 18602 Vermont, 20205 Ventura, and 19325 Londelius, respectively, on behalf of the City, in response to the Homekey NOFA. The intent of the purchase is to provide affordable housing targeted for households who are experiencing homelessness or who are at risk of homelessness.
Each Acquisition Resolution also determined that the acquisition of the respective Property was categorically exempt from environmental review under the California Environmental Quality Act ("CEQA").

On March 31, 2022, the BOC adopted Resolution No. 9822, which authorized the dedication of 495 Section 8 Project-Based Vouchers ("PBVs") to one permanent supportive housing proposal submitted pursuant to Notice of Funding Availability No. HA-2022-20 ("PBV NOFA"). The authorization provided for the dedication of 44 PBVs to 6531 Sepulveda, 46 PBVs to 18602 Vermont, 48 PBVs to 20205 Ventura, and 38 PBVs to 19325 Londelius.

On July 28, 2022, the BOC adopted Resolution No. 9861, which authorized HACLA to enter into up to four contracts with Overland, Pacific, & Cutler, LLC ("OPC") to provide relocation services associated with the Properties for a total contract amount not to exceed $1,000,000. The contracts may be assigned by HACLA to the owner/operator selected for each Property by the City. The resolution required that OPC shall not deliver any notice to vacate or take subsequent actions prior to the Board’s approval of the Plans.

**Issues**

**Background:**

On January 28, 2022, HACLA entered into a Purchase and Sale Agreement ("PSA") to purchase the Properties for a total consideration of one hundred eighty-four million dollars ($184,000,000). The PSA was subsequently amended five times (see below). The close of escrow on the purchase will take place on or before September 29, 2022. The purpose of entering into the PSA was to secure the Properties on behalf of the City to provide housing units for persons experiencing or at risk of homelessness. All funding for the purchase will be provided from a combination of Homekey program funds and local match funds from the City. The City included the Properties in a request for proposals to competitively select an owner/operator for each Property, and is currently in the process of finalizing its selections. The PSA provides HACLA with the ability to assign the PSA to the owner/operator(s) that will be selected by the City.

The Properties consist of four extended stay hotels located within the City of Los Angeles. Each hotel room contains its own bathroom and kitchenette, and each or the Properties includes laundry and parking facilities. A summary of the Properties is presented below.

<table>
<thead>
<tr>
<th>Property</th>
<th>Units</th>
<th>Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>6531 Sepulveda</td>
<td>133</td>
<td>$50,689,000</td>
</tr>
<tr>
<td>18602 Vermont</td>
<td>136</td>
<td>$41,500,000</td>
</tr>
<tr>
<td>20205 Ventura</td>
<td>146</td>
<td>$45,020,000</td>
</tr>
<tr>
<td>19325 Londelius</td>
<td>117</td>
<td>$46,791,000</td>
</tr>
<tr>
<td>Total</td>
<td>532</td>
<td>$184,000,000</td>
</tr>
</tbody>
</table>

On January 31, 2022, HACLA submitted applications for Homekey funding to HCD pursuant to the NOFA. At the time of the applications, HACLA did not have access to information pertaining to the number of units occupied by long-term residents who
would be entitled to relocation benefits, or to the incomes of the occupants of any such units. Based on internal and external discussions, HACLA provided an estimate of the number of units that would be eligible for relocation benefits and an estimated cost for such benefits. Under the NOFA, HCD allowed for requests to fund up to 50% of the costs of relocation. The applications for the Properties requested a total of $3,610,000 from HCD to cover the estimated costs of relocation.

Through the due diligence process, HACLA was provided with data indicating that a greater number of existing occupants of the Property may be eligible for relocation benefits than had been estimated upon the execution of the PSA and the submission of the applications to HCD. As a result, HACLA and the seller agreed, through the fifth amendment to the PSA executed on June 20, 2022, among other items, that the difference between the then estimated costs of relocation and the amount of the relocation funding that had been requested from HCD (defined in the contract as the “Seller’s Contribution Cap”) will be contributed by the seller through the establishment of relocation assistance escrow accounts. A portion of seller proceeds will be held back and deposited into the escrow accounts upon the closing, which will be paid out to cover actual relocation costs and reconciled over a period not to exceed 22 months from the close of escrow. The Seller’s Contribution Cap was established as $1,672,857 for 6531 Sepulveda, $1,030,495 for 18602 Vermont, $3,879,131 for 20205 Ventura, and $1,878,922 for Londelius, for a total amount of $8,461,405. The total costs of relocation will be paid with the HCD relocation funds and the Seller’s Contribution Cap. Any costs exceeding that amount will be paid by the City. HACLA will not be responsible for any of these relocation funds.

The Homekey NOFA requires that for any unit in a Property to receive Homekey funding, the occupants of the unit must be persons experiencing homelessness or at risk of homelessness (the “Target Population”), or must have a household income at or below 30% of the median income for Los Angeles County (“ELI”), provided that the unit must be occupied by members of the Target Population upon turnover. Residents who are not members of the Target Population and whose incomes are below the ELI threshold will be offered the opportunity to enter into leases and remain in their units.

OPC, the relocation consultant for all four properties, will work with each individual household to provide current tenants with their full and complete relocation rights and benefits. OPC has been contracted to provide counseling to help current residents during the entire relocation process from initial briefings to their scheduled relocations.

A General Information Notice (“GIN”) was sent to all long-term tenants of the Property in March 2022, and to additional residents identified as long-term tenants in June 2022, which notice described the proposed relocation services that would be offered and the rights and responsibilities of residents and HACLA.

In May 2022, OPC conducted a replacement housing survey of available residential housing units for rent in proximity to the Properties, as well as the relocation needs of the households that are subject to displacement. In June 2022, OPC drafted the Plans.
On July 11, 2022, OPC issued an advisory notice to obtain residents’ comments on the proposed relocation plans. The plans were made available at each property and notices were posted at the properties and provided directly to potentially impacted households. As of the completion of the 30-day comment period on August 11, 2022, no comments had been received.

The current residents of the Properties will not be required to move out without both adequate (90-day) vacate notice and access to available, decent and safe housing. The 90-day vacate notice will be issued to eligible households no earlier than the middle of September 2022.

**Relocation Plan:**

The Plans are each organized into five sections. The first section is the project description with project site location and characteristics of the property.

The second section assesses the relocation needs of households who will be subject to displacement. In this section, occupants are interviewed, and tenant data is obtained based on expressed needs, income, ethnicity and language, disability requirements and preferred area to relocate. Based on the assessment of records it was determined that up to 186 households comprised of up to 281 individuals may qualify for relocation assistance and benefits.

The number of units with long-term residents who may be subject to relocation is provided in the table below. This number is based on initial examination of records provided by the seller and limited conversations with certain households. The table also indicates the estimated maximum cost of relocation, which is not included in the Plans but is provided here for reference. Both figures are subject to change as additional information is gathered. The numbers of tenants indicated in the Potential Relocation Units column below reflects the actual number of long-term tenants and is not reduced by the number of tenants who may be ELI and therefore qualify to remain at the Properties.

<table>
<thead>
<tr>
<th>Property</th>
<th>Potential Relocation Units</th>
<th>HCD Relocation Award</th>
<th>Seller Contribution Cap</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6531 Sepulveda</td>
<td>35</td>
<td>$818,750</td>
<td>$1,672,857</td>
<td>$2,491,607</td>
</tr>
<tr>
<td>18602 Vermont</td>
<td>56</td>
<td>1,172,500</td>
<td>1,030,495</td>
<td>2,202,995</td>
</tr>
<tr>
<td>20205 Ventura</td>
<td>60</td>
<td>900,000</td>
<td>3,879,131</td>
<td>4,779,131</td>
</tr>
<tr>
<td>19325 Londelius</td>
<td>35</td>
<td>718,750</td>
<td>1,878,922</td>
<td>2,597,672</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>186 (35%)</strong></td>
<td><strong>$3,610,000</strong></td>
<td><strong>$8,461,405</strong></td>
<td><strong>$12,071,405</strong></td>
</tr>
</tbody>
</table>

The third section addresses relocation resources. It discusses the methodology that was used to identify the availability and price of comparable rental units proximate to each Property. These sections conclude that there is an adequate number of replacement
housing units for the residents who will be relocated.

The fourth section is a description of the relocation program. The program consists of two primary components: advisory assistance and financial assistance. Advisory assistance includes informing residents about the relocation program, helping them to find appropriate replacement accommodations, facilitating claims processing, maintaining communication with HACLA, and coordinating the involvement of outside service providers. OPC will provide translation in multiple languages, as needed.

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displaced households. Each occupant will be counseled on available options and the consequences of any choice with regard to financial assistance. The qualified tenants will be eligible for residential moving expense payments and rental assistance for occupants who choose to rent or purchase a decent, safe, and sanitary replacement dwelling within one year from their move-out date. The rental assistance payment will be based on the difference between the lesser of the actual new rent or comparable rent and the lesser of the old rent or the ability to pay based on 30% of income, multiplied by 42 months. The rental assistance payment is limited to $7,200, unless the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly costs exceed 30% of the person’s average monthly income. In those cases, the tenant will be provided with last resort rental assistance which may exceed the $7,200 cap.

The fifth section provides the four relocation notices that were provided to current tenants, including the General Information Notice (“GIN”), an informational statement with a general description of HACLA’s relocation program, the Notice of Relocation Eligibility (“NOE”), which contains a determination of potential relocation assistance, and the vacate notice to be provided 90 days prior to any resident’s required move-out date.

OPC staff will be the primary contacts for the residents. The OPC staff will be responsible for preparing and distributing all required relocation notices, maintaining a recordkeeping system, and coordinating the relocation of households within required timelines.

**Vision Plan: PLACE Strategy #4: Steward efforts to reduce and alleviate homelessness.**

This action supports HACLA’s efforts to acquire, on behalf of and in partnership with the City of Los Angeles, hundreds of new units to provide Permanent Supportive Housing for individuals and families in Los Angeles who are homeless or at-risk of homelessness.
PLACE Strategy #5: Expand HACLA’s role in the broader communities it serves to improve neighborhood-wide health and well-being.

Acquiring vacant properties to provide decent, safe, and sanitary housing for individuals and families experiencing homelessness or at risk of homelessness will reduce the number of people exposed to adverse health outcomes in neighborhoods throughout the City of Los Angeles.

**Funding:** The Chief Administrative Officer confirms the following:

*Source of Funds:* The implementation of the Plan will be equally funded through Homekey grant funds and the Seller’s Contribution Cap, and if necessary, the City, upon the close of escrow for each of the Properties.

*Budget and Program Impact:* The projected relocation budget including the cost of advisory services, move expenses, rent subsidy and other eligible benefits for 186 current households is estimated to be up to $12,071,405. There will be no budgetary impact on HACLA’s programs.

**Environmental Review:**

*NEPA:* The City of Los Angeles has issued an Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5 (“CEST”) for each of the Properties, executed by the Director of Finance and Development of LAHD (the “Responsible Entity Agency Official”), with the exception of 6531 Sepulveda, which the staff believes will be issued on August 17, 2022, based on discussions with the City. The dates of each executed CEST are provided in the table below:

<table>
<thead>
<tr>
<th>Property</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6531 S Sepulveda</td>
<td>August 17, 2022 (projected)</td>
</tr>
<tr>
<td>18602 S Vermont</td>
<td>February 23, 2022</td>
</tr>
<tr>
<td>19325 Londelius</td>
<td>February 24, 2022</td>
</tr>
<tr>
<td>20205 Ventura</td>
<td>February 24, 2022</td>
</tr>
</tbody>
</table>

The CEST Statements found that the Properties were categorically excluded from NEPA pursuant to 24 CFR 58.35(a) and subject to laws and authorities at Section 58.5. The proposed approval the Relocation Plan for each Property does not trigger the need for additional NEPA review.

*CEQA:* The BOC previously found on January 27, 2022 that the acquisition of each Property was categorically exempt from environmental review under the California Environmental Quality Act (“CEQA”), Public Resources Code section 21000 et seq. – specifically under Title 14 of the California Code of Regulations, sections 15301 (Class 1, Existing Facilities),
15326 (Class 26, Acquisitions of Housing for Housing Assistance Programs), and 15332 (Class 32, Infill Development Project).

Additionally, the acquisitions qualified for the statutory exemptions from the requirements of CEQA under Public Resources Code section 21080(b)(4) and Title 14 of the California Code of Regulations, section 15269(c), as they were to be acquired to mitigate the publicly declared emergency created by the COVID-19 pandemic. The acquisitions were also found to be exempt from CEQA review under Health and Safety Code section 50675.1.4 (acquisition of existing buildings to provide housing for individuals and families who are experiencing homelessness).

Following the Board’s determination, Notices of Exemption ("NOE") for each Project were executed by the Chief Administrative Officer and filed with the Los Angeles County Registrar-Recorder/County Clerk ("LA RR/CC") and the Office of Planning and Research on February 15, 2022, pursuant to Public Resources Code section 21152(b).

Section 3: Not Applicable for this action.

Attachments:

1. Resolution for 6531 S Sepulveda
2. Resolution for 18602 S Vermont
3. Resolution for 20205 Ventura
4. Resolution for 19325 Londelius
5. Draft Relocation Plan for 6531 S Sepulveda
6. Draft Relocation Plan for 18602 S Vermont
7. Draft Relocation Plan for 20205 Ventura
8. Draft Relocation Plan for 19325 Londelius
ATTACHMENT 1
RESOLUTION FOR 6531 SEPULVEDA
RESOLUTION NO. __________


WHEREAS, on January 27, 2022, the Board of Commissioners (“Board”) adopted Resolution No. 9797, that authorized the Housing Authority of the City of Los Angeles (“HACLA”) to acquire, on behalf of the City of Los Angeles, the property located at 6531 S. Sepulveda Boulevard, Los Angeles, CA 90045 (“6531 Sepulveda” or the “Property”) in response to California Department of Housing and Community Development (“HCD”) notice of funding availability, round 2 for the Homekey program (“Homekey”);

WHEREAS, the intent of the acquisition is to provide housing that is restricted at affordable rent levels for a period of fifty-five (55) years to households who are experiencing homelessness or who are at risk of homelessness (the permanent supportive housing program or “PSH Program”);

WHEREAS, on December 15, 2021, HACLA executed a contract with Overland Pacific and Cutler (“OPC”) to provide relocation consulting services, including the preparation of relocation plans to address existing residents’ displacements and provide for compliance with all applicable laws, for multiple properties including the Property (the “Plan”);

WHEREAS, in order to facilitate the PSH Program at the site, and to receive the HCD Homekey funding on all units at the Property, up to 35 current households may be relocated;

WHEREAS, a General Information Notice (“GIN”) was sent to all long-term tenants of the Property in March 2022, and to additional residents identified as long-term in June 2022, which notice described the proposed relocation services that would be offered and the rights and responsibilities of residents and HACLA;

WHEREAS, in May 2022, OPC conducted a replacement housing survey of available residential housing units for rent in proximity to the project site, as well as the relocation needs of the households that are subject to displacement, and in June 2022, OPC drafted the Plan;

WHEREAS, on July 11, 2022, OPC issued an advisory notice to obtain residents’ comments with regard to a proposed Plan and to include any such comments in the final version of the Plan;

WHEREAS, on August 11, 2022, the residents’ 30-day comment period for the Plan concluded and no comments were received;
WHEREAS, the current project residents will not be required to move out without both 90-day vacate notice and access to available, decent and safe housing;

WHEREAS, not earlier than September 15, 2022, the 90-day vacate notice will be sent to all eligible residents at the Property; and

WHEREAS, OPC will be the primary contact person for current residents and will provide all necessary assistance throughout the relocation process.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Los Angeles does hereby authorize and approve as follows:

Section 1. The recitals hereinabove set forth are true and correct, and this Board so finds. This resolution is being adopted pursuant to the powers granted to the Authority by Chapter 1 of Part 2 of Division 24 of the California Health and Safety Code.

Section 2. Housing Authority of the City of Los Angeles hereby approves the Plan for 6531 Sepulveda, prepared in accordance with requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, and corresponding relocation requirements at 49 CFR part 24, HUS handbook 1378, California Government Code of Regulations Section 7260 and Title 25 of the California Code of Regulations.

Section 3. The President and CEO, or any of the Designated Officers in the table below, is authorized to take such actions and execute related documents, certificates and agreements as the President and CEO or any such Designated Officer may deem necessary to effectuate the actions described above or as contemplated in this Resolution, subject to review and approval by legal counsel.

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<td>Jenny Scanlin</td>
<td>Chief Strategic Development Officer</td>
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<tr>
<td>Margarita Lares</td>
<td>Chief Programs Officer</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES

By: ______________________________
   Chairperson Cielo Castro

By: ______________________________
   General Counsel James Johnson

DATE ADOPTED: ____________________
ATTACHMENT 2
RESOLUTION FOR 18602 VERMONT
RESOLUTION NO. __________


WHEREAS, on January 27, 2022, the Board of Commissioners (“Board”) adopted Resolution No. 9798, that authorized the Housing Authority of the City of Los Angeles (“HACLA”) to acquire, on behalf of the City of Los Angeles, the property located at 18602 S. Vermont Avenue, Los Angeles, CA 90248 (“18602 Vermont” or the “Property”) in response to California Department of Housing and Community Development (“HCD”) notice of funding availability, round 2 for the Homekey program (“Homekey”);

WHEREAS, the intent of the acquisition is to provide housing that is restricted at affordable rent levels for a period of fifty-five (55) years to households who are experiencing homelessness or who are at risk of homelessness (the permanent supportive housing program or “PSH Program”);

WHEREAS, on December 15, 2021, HACLA executed a contract with Overland Pacific and Cutler (“OPC”) to provide relocation consulting services, including the preparation of relocation plans to address existing residents’ displacements and provide for compliance with all applicable laws, for multiple properties including the Property (the “Plan”);

WHEREAS, in order to facilitate the PSH Program at the site, and to receive the HCD Homekey funding on all units at the Property, up to 56 current households may be relocated;

WHEREAS, a General Information Notice (“GIN”) was sent to all long-term tenants of the Property in March 2022, and to additional residents identified as long-term in June 2022, which notice described the proposed relocation services that would be offered and the rights and responsibilities of residents and HACLA;

WHEREAS, in May 2022, OPC conducted a replacement housing survey of available residential housing units for rent in proximity to the project site, as well as the relocation needs of the households that are subject to displacement, and in June 2022, OPC drafted the Plan;

WHEREAS, on July 11, 2022, OPC issued an advisory notice to obtain residents’ comments with regard to a proposed Plan and to include any such comments in the final version of the Plan;

WHEREAS, on August 11, 2022, the residents’ 30-day comment period for the Plan concluded and no comments were received;
WHEREAS, the current project residents will not be required to move out without both 90-day vacate notice and access to available, decent and safe housing;

WHEREAS, not earlier than September 15, 2022, the 90-day vacate notice will be sent to all eligible residents at the Property; and

WHEREAS, OPC will be primary contact person for current residents and will provide all necessary assistance throughout the relocation process.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Los Angeles does hereby authorize and approve as follows:

Section 1. The recitals hereinabove set forth are true and correct, and this Board so finds. This resolution is being adopted pursuant to the powers granted to the Authority by Chapter 1 of Part 2 of Division 24 of the California Health and Safety Code.

Section 2. Housing Authority of the City of Los Angeles hereby approves the Plan for 18602 Vermont, prepared in accordance with requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, and corresponding relocation requirements at 49 CFR part 24, HUS handbook 1378, California Government Code of Regulations Section 7260 and Title 25 of the California Code of Regulations.

Section 3. The President and CEO, or any of the Designated Officers in the table below, is authorized to take such actions and execute related documents, certificates and agreements as the President and CEO or any such Designated Officer may deem necessary to effectuate the actions described above or as contemplated in this Resolution, subject to review and approval by legal counsel.

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<td>Margarita Lares</td>
<td>Chief Programs Officer</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.
APPROVED AS TO FORM:

By: __________________________________________
    General Counsel James Johnson

DATE ADOPTED: _____________________________

HOUSING AUTHORITY OF THE CITY OF LOS ANGELES

By: __________________________________________
    Chairperson Cielo Castro
ATTACHMENT 3
RESOLUTION FOR 20205 VENTURA
RESOLUTION NO. __________


WHEREAS, on January 27, 2022, the Board of Commissioners (“Board”) adopted Resolution No. 9800, that authorized the Housing Authority of the City of Los Angeles (“HACLA”) to acquire, on behalf of the City of Los Angeles, the property located at 20205 Ventura Boulevard, Los Angeles, CA 90045 (“20205 Ventura” or the “Property”) in response to California Department of Housing and Community Development (“HCD”) notice of funding availability, round 2 for the Homekey program (“Homekey”);

WHEREAS, the intent of the acquisition is to provide housing that is restricted at affordable rent levels for a period of fifty-five (55) years to households who are experiencing homelessness or who are at risk of homelessness (the permanent supportive housing program or “PSH Program”);

WHEREAS, on December 15, 2021, HACLA executed a contract with Overland Pacific and Cutler (“OPC”) to provide relocation consulting services, including the preparation of relocation plans to address existing residents’ displacements and provide for compliance with all applicable laws, for multiple properties including the Property (the “Plan”);

WHEREAS, in order to facilitate the PSH Program at the site, and to receive the HCD Homekey funding on all units at the Property, up to 60 current households may be relocated;

WHEREAS, a General Information Notice (“GIN”) was sent to all long-term tenants of the Property in March 2022, and to additional residents identified as long-term in June 2022, which notice described the proposed relocation services that would be offered and the rights and responsibilities of residents and HACLA;

WHEREAS, in May 2022, OPC conducted a replacement housing survey of available residential housing units for rent in proximity to the project site, as well as the relocation needs of the households that are subject to displacement, and in June 2022, OPC drafted the Plan;

WHEREAS, on July 11, 2022, OPC issued an advisory notice to obtain residents’ comments with regard to a proposed Plan and to include any such comments in the final version of the Plan;

WHEREAS, on August 11, 2022, the residents’ 30-day comment period for the Plan concluded and no comments were received;
WHEREAS, the current project residents will not be required to move out without both 90-day vacate notice and access to available, decent and safe housing;

WHEREAS, not earlier than September 15, 2022, the 90-day vacate notice will be sent to all eligible residents at the Property; and

WHEREAS, OPC will be primary contact person for current residents and will provide all necessary assistance throughout the relocation process.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Los Angeles does hereby authorize and approve as follows:

Section 1. The recitals hereinabove set forth are true and correct, and this Board so finds. This resolution is being adopted pursuant to the powers granted to the Authority by Chapter 1 of Part 2 of Division 24 of the California Health and Safety Code.

Section 2. Housing Authority of the City of Los Angeles hereby approves the Plan for 20205 Ventura, prepared in accordance with requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, and corresponding relocation requirements at 49 CFR part 24, HUS handbook 1378, California Government Code of Regulations Section 7260 and Title 25 of the California Code of Regulations.

Section 3. The President and CEO, or any of the Designated Officers in the table below, is authorized to take such actions and execute related documents, certificates and agreements as the President and CEO or any such Designated Officer may deem necessary to effectuate the actions described above or as contemplated in this Resolution, subject to review and approval by legal counsel.

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BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.
APPROVED AS TO FORM:

HOUSING AUTHORITY OF THE CITY OF LOS ANGELES

By: ________________________________
   Chairperson Cielo Castro

By: ________________________________
   General Counsel James Johnson

DATE ADOPTED: ______________________
ATTACHMENT 4
RESOLUTION FOR 19325 LONDELIUS
RESOLUTION NO. __________


WHEREAS, on January 27, 2022, the Board of Commissioners (“Board”) adopted Resolution No. 9799, that authorized the Housing Authority of the City of Los Angeles (“HACLA”) to acquire, on behalf of the City of Los Angeles, the property located at 19325 Londelius, Los Angeles, CA 91324 (“19325 Londelius” or the “Property”) in response to California Department of Housing and Community Development (“HCD”) notice of funding availability, round 2 for the Homekey program (“Homekey”);

WHEREAS, the intent of the acquisition is to provide housing that is restricted at affordable rent levels for a period of fifty-five (55) years to households who are experiencing homelessness or who are at risk of homelessness (the permanent supportive housing program or “PSH Program”);

WHEREAS, on December 15, 2021, HACLA executed a contract with Overland Pacific and Cutler (“OPC”) to provide relocation consulting services, including the preparation of relocation plans to address existing residents’ displacements and provide for compliance with all applicable laws, for multiple properties including the Property (the “Plan”);

WHEREAS, in order to facilitate the PSH Program at the site, and to receive the HCD Homekey funding on all units at the Property, up to 35 current households may be relocated;

WHEREAS, a General Information Notice (“GIN”) was sent to all long-term tenants of the Property in March 2022, and to additional residents identified as long-term in June 2022, which notice described the proposed relocation services that would be offered and the rights and responsibilities of residents and HACLA;

WHEREAS, in May 2022, OPC conducted a replacement housing survey of available residential housing units for rent in proximity to the project site, as well as the relocation needs of the households that are subject to displacement, and in June 2022, OPC drafted the Plan;

WHEREAS, on July 11, 2022, OPC issued an advisory notice to obtain residents’ comments with regard to a proposed Plan and to include any such comments in the final version of the Plan;

WHEREAS, on August 11, 2022, the residents’ 30-day comment period for the Plan concluded and no comments were received;
WHEREAS, the current project residents will not be required to move out without both 90-day vacate notice and access to available, decent and safe housing;

WHEREAS, not earlier than September 15, 2022, the 90-day vacate notice will be sent to all eligible residents at the Property; and

WHEREAS, OPC will be primary contact person for current residents and will provide all necessary assistance throughout the relocation process.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Los Angeles does hereby authorize and approve as follows:

Section 1. The recitals hereinabove set forth are true and correct, and this Board so finds. This resolution is being adopted pursuant to the powers granted to the Authority by Chapter 1 of Part 2 of Division 24 of the California Health and Safety Code.

Section 2. Housing Authority of the City of Los Angeles hereby approves the Plan for 19325 Londelius, prepared in accordance with requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, and corresponding relocation requirements at 49 CFR part 24, HUS handbook 1378, California Government Code of Regulations Section 7260 and Title 25 of the California Code of Regulations.

Section 3. The President and CEO, or any of the Designated Officers in the table below, is authorized to take such actions and execute related documents, certificates and agreements as the President and CEO or any such Designated Officer may deem necessary to effectuate the actions described above or as contemplated in this Resolution, subject to review and approval by legal counsel.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas Guthrie</td>
<td>President &amp; Chief Executive Officer</td>
</tr>
<tr>
<td>Marlene Garza</td>
<td>Chief Administrative Officer</td>
</tr>
<tr>
<td>Jenny Scanlin</td>
<td>Chief Strategic Development Officer</td>
</tr>
<tr>
<td>Margarita Lares</td>
<td>Chief Programs Officer</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.
APPROVED AS TO FORM:

By: ____________________________
    Chairperson Cielo Castro

By: __________________________________
    General Counsel James Johnson

DATE ADOPTED: ____________________________
ATTACHMENT 5
6531 SEPULVEDA RELOCATION PLAN
6531 Sepulveda Project
RELOCATION PLAN

PREPARED FOR:
Housing Authority of the City of Los Angeles
2600 Wilshire Boulevard
Los Angeles, CA 90057
(213) 252-2500

PREPARED BY:
Overland, Pacific & Cutler, LLC
5000 Airport Plaza Drive, Suite 250
Long Beach, CA 90815
(562) 304-2000

August 2022
TABLE OF CONTENTS

INTRODUCTION 1

I. PROJECT DESCRIPTION 2
   A. REGIONAL LOCATION 2
   B. PROJECT SITE LOCATION AND DESCRIPTION 3
   C. GENERAL DEMOGRAPHIC & HOUSING CHARACTERISTICS 4

II. ASSESSMENT OF RELOCATION NEEDS 5
   A. SURVEY METHOD 5
   B. TENANT DATA 5
      1. Current Occupants 5
      2. Replacement Housing Needs 5
      3. Income 6
      4. Ethnicity/Language 6
      5. Senior/Handicapped Households 6
      6. Preferred Area to Relocate 6

III. RELOCATION RESOURCES 7
   A. METHODOLOGY 7
   B. REPLACEMENT HOUSING AVAILABILITY 7
      1. Residential Rental Housing 7
      2. Summary 7
   C. RELATED ISSUES 7
      1. Concurrent Residential Displacement 7

IV. THE RELOCATION PROGRAM 8
   A. ADVISORY ASSISTANCE 8
   B. RELOCATION BENEFITS 10
      1. Residential Moving Expense Payments 10
      2. Rental Assistance to Tenants Who Choose to Rent 11
      3. Downpayment Assistance to Tenants Who Choose to Purchase 13
   C. PROGRAM ASSURANCES AND STANDARDS 14
   D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS 14
   E. LAST RESORT HOUSING 15
   F. IMMIGRATION STATUS 16
   G. RELOCATION TAX CONSEQUENCES 16

V. ADMINISTRATIVE PROVISIONS 17
   A. NOTICES 17
   B. PRIVACY RECORDS 18
   C. GRIEVANCE PROCEDURES 18
   D. EVICTION POLICY 18
   E. CITIZEN PARTICIPATION 19
   F. PROJECTED DATE OF DISPLACEMENT 19
   G. ESTIMATED RELOCATION COSTS 19

LIST OF TABLES

TABLE 1: Availability and Cost of Replacement Rental Housing 7
TABLE 2: Schedule of Fixed Moving Payments 11
TABLE 3: Computation of Rental Assistance Payments – URA/State 12
LIST OF EXHIBITS

EXHIBIT A: HUD Income Levels – Los Angeles County
EXHIBIT B: Residential Informational Brochure
EXHIBIT C: General Information Notice
EXHIBIT D: Notice of Eligibility
EXHIBIT E: Notice to Vacate
EXHIBIT F: Public Comments & Responses
INTRODUCTION

The Housing Authority of the City of Los Angeles (HACLA) is in the process of acquiring a 133-unit hotel on behalf of the Los Angeles Housing Department (LAHD) to convert the rooms to housing for homeless persons and persons at risk of homelessness through the California State Homekey program. The Extended Stay America – Los Angeles LAX Airport is located at 6531 S. Sepulveda Boulevard, Los Angeles, 90065 (“Project site” and together with the improvements the “Project”). The Project represents an expedited effort to create affordable housing by converting an underutilized hotel with individual kitchen facilities in the City of Los Angeles.

HACLA will transfer the Project to an LAHD-selected affordable housing owner and operator (“Selected Owner/Operator”) after the property has been acquired and relocation activities have been completed. Located in the City of Los Angeles, the Project will be acquired and temporarily held by HACLA, with funding from the City of Los Angeles through LAHD and the State of California through its Department of Housing and Community Development’s (HCD) Homekey program.

The Project is the proposed adaptive re-use of a 133-unit hotel to provide permanent supportive housing to individuals experiencing homelessness or who are at risk of homelessness and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases. Qualified households will have incomes at 30% or below area median income (AMI) for Los Angeles County as shown in Exhibit A.

After acquisition, the Selected Owner/Operator will make accessibility improvements, and will provide case management services to Project residents or will partner with a service provider to provide the case management services. The Project will be subject to legally enforceable affordability restrictions for 55 years for 131 studio units, and there will be one unit for an on-site property manager and one unit for on-site maintenance personnel. The proposed Project conforms with the local housing element.

HACLA anticipates utilizing HCD Homekey funding and funding from LAHD, which may include Homeless Housing, Assistance and Prevention (HHAP) funds, HHH funds and HOME-ARP funds. In addition, the Seller may contribute to a portion of the relocation costs, pursuant to an agreement with HACLA.

HACLA retained Overland, Pacific & Cutler, LLC (OPC) to investigate the presence of residents at the hotel (as opposed to guests), who would be eligible for relocation assistance if permanently displaced from the Project, and to determine who may be qualified to remain in a Project unit. The Seller of the property provided registration records and check-in dates for existing hotel occupants, and 35 households were identified as long-term residents. OPC was retained to by HACLA to prepare a Relocation Plan (“Plan”) to address existing tenant displacements.

This Plan conforms to the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, Handbook 1378 of the Department of Housing and Urban Development (HUD), the implementing regulations at 24 Code of Federal Regulations, Part 42, California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development as in Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).
As of the date of this Plan, the Project may cause the permanent (or temporary) displacement of 35 households who would be eligible for relocation assistance. The needs and characteristics of the Project tenants and HACLA’s program to provide assistance to each affected person are general subjects of this Relocation Plan (Plan).

This Plan is organized in five sections:

1. Project description (SECTION I);
2. Assessment of the relocation needs of persons subject to displacement (SECTION II);
3. Assessment of available comparable replacement housing units within proximity to the Project site (SECTION III);
4. Description of HACLA’s relocation program (SECTION IV);
5. Description of HACLA’s outreach efforts, Project timeline and budget (SECTION V).
I. PROJECT DESCRIPTION

A. REGIONAL LOCATION

The Project site is located in Los Angeles County within the City of Los Angeles and is conveniently located just minutes from Interstate 405 and Highway 90. Surrounding communities include Inglewood, Westchester, Del Rey and Ladera Heights (Figure 1: Regional Project Location).

Figure 1: Regional Project Location

B. PROJECT SITE LOCATION AND DESCRIPTION

The Project site is located at 6531 S. Sepulveda Boulevard, Los Angeles, 90065 generally bordered by Arizona Avenue, W. Centinela Avenue, S. Sepulveda Boulevard, and W. 77th Street. The site is improved with one large building (hotel) on 1.83 acres (Figure 2: Project Site Location and Figure 3: Extended Stay America - LAX). Currently there are 133 rooms, all of which have kitchenettes.
II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

To obtain information necessary for the preparation of this Plan, personal interviews with the households to be displaced were conducted by OPC staff in March – June 2022. OPC was successful in interviewing 19 of the 35 households. Despite multiple contact attempts in writing, via phone messages, in-person door knocking at the property and calling the residents from the hotel’s front desk, the other 16 households remained non-responsive and did not interview with OPC staff. The data in this section of the Plan are based on the responses of those individuals, who provided verbal information about the households, and information provided by the Seller, although, at this time, the information is unconfirmed.

Inquiries made of the residential occupants concerned household size and composition, income, monthly rent and estimated utility costs, length of occupancy, confirmation the hotel is their permanent and customary place of residence, ethnicity, home language, physical disabilities, relocation needs, and replacement housing preferences.

B. TENANT DATA

1. Current Occupants

There are currently 35 households living in the hotel, who may be long-term residents, who would be permanently or temporarily relocated for the Project and who would be eligible for relocation assistance and are the subjects of this Plan. The 19 interviewed households are comprised of 30 adults, and eight children (17 years or younger), and it is assumed there is at least one adult in each of the rooms where the occupants were not interviewed, for a total of at least 54 Project occupants. All the households occupy hotel rooms with kitchenettes, including full refrigerators, microwave, sink and 2-burner cooktop.

2. Income

Verbal information regarding gross household income was provided by the households to be displaced. According to income standards for Los Angeles County (Exhibit A) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), the interviewed households may qualify as follows: seven households may qualify as Extremely Low Income (30% or less AMI), six households may qualify as Very Low Income (31% - 50% AMI), three households may qualify at Low Income (51% - 80% AMI), one household may qualify at above Low Income (greater than 80% AMI), and the income for 16 households is unknown. At this time, based on unconfirmed responses, seven households may qualify to remain in a Project unit and would not be permanently displaced, because their income is at or below 30% AMI.

3. Ethnicity/Language

Of the 13 interviewed Project households who reported ethnicity, the ethnicities are as follows: Black (10), White (2), and Mixed (1). English was the preferred language of the interviewed households.
4. Senior/Handicapped Households

Ten of the interviewed households have a senior head of household or spouse (62 years or older), and eight households stated they have a member with a disability, including mobility challenges and vision impairment. As specific special needs are identified when the project occupants are ultimately displaced, appropriate steps will be taken to accommodate those needs and to locate or modify suitable replacement housing. Mobility challenges will be addressed as it relates to replacement housing, including the need for a first-floor unit or unit in a building with an elevator, as well as potentially identifying an ADA compliant unit ADA, if applicable.

5. Replacement Housing Needs

Replacement housing needs, as expressed in this plan, are defined by the total number of required replacement units and distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing current data for household size with HACLA’s replacement housing occupancy standards. These standards, generally, allow for up to two persons in a studio unit, 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.

When determining the comparable size of the replacement unit under the State relocation programs, the number of all household members is taken into consideration regardless of legal presence status. Under the URA, when determining the size of the replacement unit needed, only the legally present members of the household are considered, based on the occupancy standard above. All households will potentially have a choice of two relocations programs, including the Federal URA or the State program, under which to submit claims for assistance and under which the size of the comparable replacement unit will be determined.

The replacement units required for the current population based on known occupancy counts for 19 households plus an assumption of studio replacements for the 16 non-interviewed tenants, include 30 studio units, three one-bedroom apartment units, one two-bedroom apartment unit and one three-bedroom apartment unit. In addition, the tenants will need to be offered furnished units (limited to what they currently have in their rooms), or a furniture allowance payment.

The hotel is in the City of Los Angeles near the LAX airport within a densely populated mixed-use area on a major thoroughfare with retail shopping, personal services, restaurants, medical facilities, parks, schools, social services, other hotels/motels and public transportation.

6. Preferred Area to Relocate

The interviewed households expressed an interest in remaining in proximity to the Project site as well as moving to Westchester, South Bay, West Los Angeles, Marina del Rey, Santa Monica, Brentwood, Inglewood and El Segundo to remain close to public transport, medical facilities, and employment.
III. RELOCATION RESOURCES

A. METHODOLOGY

For residential housing, a resource survey was conducted to identify available comparable rental units within proximity to the Project site. The following sources were utilized:

- Classified rental listings from local newspapers and For Rent publications
- Internet sources of rental opportunities

B. REPLACEMENT HOUSING AVAILABILITY

1. Residential Rental Housing

The replacement housing survey over a one-week period in late May 2022 considered available studio, one-bedroom, two-bedroom and three-bedroom apartment units for rent in Los Angeles and in proximity to the Project site. The data for unfurnished units ultimately located within seven miles of the Project site is summarized in Table 1 below.

<table>
<thead>
<tr>
<th># of Bedrooms</th>
<th>Studio</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
</tr>
</thead>
<tbody>
<tr>
<td># Found</td>
<td>26</td>
<td>15</td>
<td>6</td>
<td>13</td>
</tr>
<tr>
<td>Rent Range</td>
<td>$1,000 - $3,082</td>
<td>$1,500 - $1,995</td>
<td>$2,025 - $2,900</td>
<td>$2,849 - $3,800</td>
</tr>
<tr>
<td>Median Rent</td>
<td>$2,400</td>
<td>$1,695</td>
<td>$2,498</td>
<td>$3,500</td>
</tr>
</tbody>
</table>

The available units identified were in residential and mixed-use neighborhoods with access to restaurants, retail stores, schools, medical facilities, social services, public transportation, parks and opportunities for employment. To address potential needs of senior or disabled tenants, some of the available units identified were first floor units and/or were within buildings with an elevator.

Although limited furnished units were identified, they were significantly farther away from the Project site, and they were in substantially newer and better buildings with many upgrades not currently enjoyed by the motel room residents.

The median rent amount shown in the table is among the figures used to make benefit and budget projections for the Plan. This amount is, naturally, subject to change according to the market rates prevailing at the time of displacement.
2. **Summary**

Considering the above described availability of replacement housing resources gathered, it appears there are an adequate number of replacement units for the residential occupants.

While adequate replacement resources exist for the tenants, based on survey results of rental opportunities and the tenants’ current rent, some tenants may have an increase in monthly rent. Possible increases, if any, will be met through HACLA’s obligation under the relocation regulations, including Last Resort Housing (LHR) requirements. (See Section IV, E).

C. **RELATED ISSUES**

1. **Concurrent Residential Displacement**

There are no known public projects anticipated in the Project area that will cause significant displacements during the timeframe of anticipated initiation of Project displacements. No residential displacee will be required to move without both adequate notice and access to available, comparable, affordable, decent, safe and sanitary housing.
IV. THE RELOCATION PROGRAM

HACLA’s Relocation Program is designed to minimize hardship, be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, consistently apply all regulatory criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The relocation program to be implemented by HACLA will conform with the standards and provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, HUD Handbook 1378, the California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development and Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

HACLA has retained OPC, a multi-lingual consulting firm, to administer the Relocation Program for the Project residents. OPC has worked on more than 5,000 public acquisition and relocation projects for more than 42 years. Experienced HACLA staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning eligibility and benefit determinations per applicable program requirements.

OPC staff will be available to assist any relocated person and/or household with questions about the relocation process, relocation counseling and/or assistance in relocating. Relocation staff can be contacted at (800) 400-7356 from 8:00 am to 5:00 pm Monday through Friday and are available via voicemail and/or cellular phones after hours. Relocation staff will assist tenants at hours convenient for the residents. The Relocation Office is located at 5000 Airport Plaza Drive, Suite 250, Long Beach, CA 90815.

Eligible individuals, who need to permanently move from their existing home, will receive relocation assistance. The relocation program consists of two principal constituents: advisory assistance and financial assistance (Relocation Benefits).

A. ADVISORY ASSISTANCE

Advisory assistance services are intended to:

- inform displacees about the relocation program
- help in the process of finding appropriate replacement accommodations
- facilitate claims processing
- maintain a communication link with HACLA
- coordinate the involvement of outside service providers

To follow through on the advisory assistance component of the relocation program and assure that HACLA meets its obligations under the law, relocation staff will perform the following functions:
1. Distribute appropriate written information concerning HACLA’s relocation program;

2. Inform eligible project occupants of the nature of, and procedures for, obtaining available relocation assistance and benefits (Exhibit B);

3. Determine the needs of each displacee eligible for assistance;

4. Provide the residential displacees with at least three referrals to comparable replacement housing within a reasonable time prior to displacement. *Generally, a comparable replacement dwelling must satisfy the following criteria:*

   (a) *The unit is decent, safe and sanitary - electrical, plumbing and heating systems are in good repair - no major, observable hazards or defects. The unit is adequate in size and is comparable to the acquired dwelling with respect to number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person. The unit is functionally equivalent, including principle features.*

   (b) *The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural, or man-made sources, and not generally less desirable with respect to public utilities, transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person’s place of employment.*

   (c) *The unit is available both on the private market and to all persons regardless of race, color, sex, marital status, religion or, national origin.*

   (d) *The monthly rental rate is within the financial means of the displaced residential tenant.*

5. Maintain an updated database of available housing resources, and distribute referral information to displacees for the duration of the Project;

6. Provide transportation to the residential displacee, if necessary, to inspect replacement sites within the local area;

7. Inspect replacement housing to assure it meets decent, safe and sanitary standards as described in the URA and per HACLA standards and requirements;

8. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;

9. Assist eligible occupants in the preparation, and submission, of relocation assistance claims;

10. Provide additional reasonable services necessary to successfully relocate occupants;
11. Make benefit determinations and payments in accordance with applicable relocation law and HACLA’s adopted relocation guidelines;

12. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;

13. Inform all persons subject to displacement of HACLA’s policies with regard to eviction and property management;

14. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of HACLA’s decisions with respect to relocation assistance; and

15. Provide assistance that does not result in different or separate treatment based on or due to an individual’s sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

B. RELOCATION BENEFITS

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all tenants. In the course of a personal interview and follow-up visits, each household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Relocation benefits will be provided in accordance with the provisions of the URA, State Relocation Law and Guidelines, and HACLA rules, regulations and procedures pertaining thereto. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with HACLA’s normal administrative procedures.

HACLA will process advance payment requests to mitigate 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 will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

Tenants who are permanently displaced will be eligible for the following assistance:

1. Residential Moving Expense Payments

All eligible residential occupants to be permanently relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move, or a fixed payment based on a room-count schedule, or a combination of both.

a. Actual Cost (Professional Move)

Displacees may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be compensated by HACLA in the form of a direct payment to the moving company upon presentation of an
invoice. Transportation costs are limited to a distance of 50 miles in either case. In addition to the actual move, costs associated with utility re-connections (i.e., gas, water, electricity, telephone, and cable, if any), are eligible for reimbursement.

b. Fixed Payment (based on Room Count Schedule)

An occupant may elect to receive a fixed payment for moving expenses which is based on the number of rooms occupied in the displacement dwelling or ancillary structures on the property. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above.

The current schedule for fixed moving payments is set forth in Table 2 following:

<table>
<thead>
<tr>
<th>TABLE 2: Schedule of Fixed Moving Payments (effective as of August 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unfurnished Dwelling</strong></td>
</tr>
<tr>
<td>One room</td>
</tr>
<tr>
<td>Two rooms</td>
</tr>
<tr>
<td>Three rooms</td>
</tr>
<tr>
<td>Four rooms</td>
</tr>
<tr>
<td>Five rooms</td>
</tr>
<tr>
<td>Six rooms</td>
</tr>
<tr>
<td>Seven rooms</td>
</tr>
<tr>
<td>Eight rooms</td>
</tr>
<tr>
<td>each additional room</td>
</tr>
<tr>
<td><strong>Furnished Dwelling</strong></td>
</tr>
<tr>
<td>First Room</td>
</tr>
<tr>
<td>Each additional room</td>
</tr>
</tbody>
</table>

2. Rental Assistance for Tenant Occupants Who Choose to Rent

To be eligible to receive the rental assistance benefits, the displaced tenant household has to rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date they move from the displacement dwelling.

Except in the case of Last Resort Housing situations (Section E, Page 15), payments to households will be payable over a 42-month period and limited to a total maximum payment of $7,200 as stated under URA guidelines. (More information regarding rental assistance and Last Resort Housing will be provided in detail in the informational brochure (Exhibit B) that will be provided to each household at the initiation of relocation activities.) Table 3 below portrays an example of a benefits determination under the URA and State relocation programs (including State income deductions):
TABLE 3: Example Computation of Rental Assistance Payments

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Value</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Old Rent</td>
<td>$650</td>
<td>Old Rent and Utilities</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Ability to Pay</td>
<td>$700</td>
<td>30% of Monthly Gross Income (if Low Income – URA) or 30% Adjusted, Monthly, Gross Household Income (State)*</td>
</tr>
<tr>
<td>3.</td>
<td>Lesser of lines 1 or 2</td>
<td>$650</td>
<td>Base Monthly Rental</td>
</tr>
<tr>
<td></td>
<td>Subtract From:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Actual New Rent</td>
<td>$750</td>
<td>Actual New Rent and Utilities</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Comparable Rent</td>
<td>$775</td>
<td>Determined by District (includes utilities)</td>
</tr>
<tr>
<td>6.</td>
<td>Lesser of lines 4 or 5</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Yields Monthly Need:</td>
<td>$100</td>
<td>Subtract line 3 from line 6</td>
</tr>
<tr>
<td>Rental Assistance</td>
<td>$4,200</td>
<td>Multiply line 7 by 42 months</td>
<td></td>
</tr>
</tbody>
</table>

*Gross adjusted income means the total amount of annual income of a household less the following: (1) a deduction 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 incapacitate family members when determined to be necessary to employment of head of household or spouse, except that the amount 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 Assistance payment amounts are equal to 42 times the difference between the base monthly rent 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.

The base monthly rent 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 HACLA; or

(ii) Thirty percent (30%) of the displaced person’s average, monthly gross household income if the amount is classified as “low income” by the U. S. Department of Housing and Urban Development’s (HUD) Annual Survey of Income Limits for the Public Housing and Section 8 Programs under the URA. (HUD’s Survey is shown as Exhibit A.) If a tenant refuses to provide appropriate evidence of income
or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or

(iii) The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities

3. **Downpayment Assistance to Tenants Who Choose to Purchase**

The displaced household may opt to apply the entire benefit amount for which they are eligible toward the purchase of a replacement unit (Guidelines 49 CFR 24.402(b) and HUD 1378).

Residential tenants, who are otherwise eligible to receive the Rental Assistance Payment described above, may choose to receive a lump sum payment equal to forty-two months of rental subsidy (including Last Resort Housing benefits) to purchase a new home.

A displaced household, who chooses to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a home, will have the funds deposited in an open escrow account, provided that the entire amount is used for the downpayment and eligible, incidental costs associated with the purchase of a decent, safe, and sanitary replacement home. A provision shall be made in the escrow arrangements for the prompt return of HACLA funds, in the event escrow should fail to close within a reasonable period of time.

Final determination about the type of relocation benefits and assistance for which the household is eligible will be determined upon verification of the household’s occupants, length of occupancy and income.

4. **Furniture Allowance Payment**

If reasonably distanced comparable replacement housing options provided to the tenants to be displaced are unfurnished, HACLA will also offer an additional furniture allowance payment equal to the cost of purchasing the same amount and quality of furniture they currently have in the motel room.

5. **Temporary Relocation**

If an existing Project household has a gross annual income at 30% or less AMI, they may qualify to remain in a Project unit and would not be permanently displaced. The household may be required to temporarily relocate into another Project unit during renovations of their current unit, but any costs associated with temporarily changing units would be paid for by HACLA, and the tenant would receive assistance with packing and moving. The household would have the opportunity to return to their current unit post-renovation, or they will have the choice to move one time into a newly renovated unit as their permanent unit.
C. PROGRAM ASSURANCES AND STANDARDS

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

D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with HACLA no later than 18 months after the date the tenant moves from the Project site. 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. Relocation staff will review all necessary documentation including, but not limited to, scopes-of-service, invoices, lease documents and escrow material before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by relocation staff and presented to the claimant for review. Signed claims and supporting documentation will be returned to relocation staff and submitted to HACLA;
4. HACLA will review and approve claims for payment, or request additional information;
5. HACLA (or OPC via a Trust Account) will issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Final payments to residential displacees will be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment and all claim materials will be maintained in the relocation case file.

E. LAST RESORT HOUSING

Based on housing cost and income data derived from the occupants and costs of replacement housing resources, it is anticipated that “comparable replacement housing” may not be available as required for the households. Specifically, for renters, when the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person’s average monthly income, Last Resort Housing must be provided.
Therefore, if the Project is to go forward, HACLA will authorize funds to provide housing of last resort. In this situation, funds will be used to make payments in excess of the monetary limit specified in the statute ($7,200); hence, satisfying the requirement that “comparable replacement housing” is available.

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceed 30% of the person’s average monthly income (financial means) or when a tenant fails to meet the 90-day occupancy requirement and comparable replacement rental housing is not available within the displaced person’s financial means. Calculations of Last Resort rental assistance benefits for tenants who fail to meet the 90-day occupancy requirement will be based solely on household income. Non-90-day qualifiers must meet basic eligibility requirements applied to all other displacees.

Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

F. IMMIGRATION STATUS

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the URA to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by HACLA to negatively affect the alien’s spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, relocation staff will be required to seek immigration status information from each displacee 18 years and older by having them self-certify as to their legal status. There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State program regardless of immigration status.

G. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by HACLA or OPC. Tenants are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.
V. ADMINISTRATIVE PROVISIONS

A. NOTICES

Each notice, which HACLA is required to provide to a Project site occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested or email with confirmation and documented in the case file. Each notice will be written in plain, understandable language. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are four principal notices:

1) General Information Notice,
2) Information Statement
3) Notice of Relocation Eligibility, and
4) Vacate Notice.

The General Information Notice (GIN) is intended to provide potential relocatees with a general written description of HACLA’s relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (Exhibit C) A GIN was issued to long-term tenants in early March 2022 and to additional tenants identified as long-term in June 2022.

The Informational Statement is intended to provide potential relocatees with a general written description of HACLA’s relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (Exhibit B). The households will receive Informational Notices once the Project and funding have been approved.

A Notice of Relocation Eligibility (NOE) will be distributed to each displaced household (Exhibit D). The NOE to the residential tenants contains a determination of eligibility for relocation assistance under specific relocation programs and a computation of maximum entitlements based on information provided by the affected household and the analysis of comparable replacement properties identified by relocation staff. The households will receive NOEs once the Project and funding has been approved and HACLA has acquired the Project.

No lawful occupant will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary (Exhibit E). The 90-day vacate notice will either state a specific date as the earliest date by which the occupant may be required to move or state that the occupant will receive a further notice indicating, at least 60 days in advance, the specific date of the required move. A date-specific vacate notice will not be issued to any tenants before comparable replacement dwellings have been made available to them.

In addition to the four principal notices, relocation staff will issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

1) are eligible for monetary benefits,
2) have moved from the acquired property, and
3) have not filed a claim for benefits.
A Reminder Notice will be issued to all non-responsive relocatees no later than within the last six months prior to the filing expiration date.

B. PRIVACY OF RECORDS

All information obtained from tenants is considered confidential and will not be shared without the consent of the tenant or HACLA. HACLA and relocation staff will comply with federal regulations concerning the safeguarding of relocation files and their contents.

C. GRIEVANCE PROCEDURES

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, the failure to provide comparable housing, or HACLA’s property management practices may file a Relocation Assistance Appeal Form or any other written form of appeal with HACLA and have the right of administrative review. The HACLA’s appeal policies will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines.

Requests for administrative review and informal hearings will be directed to HACLA’s Director of Asset Management. All requests for review will receive written responses from HACLA 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.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan or HCD can be contacted at 916-263-2769.

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.

D. EVICTION POLICY

1. Eviction may cause the forfeiture of a tenant’s right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.

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

   (a) Failure to pay rent, except in those cases where the failure to pay is due to HACLA’s failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation, or a substantial interruption of services;

   (b) Performance of a dangerous, and/or illegal act in the unit;

   (c) A material breach of the rental agreement, and failure upon notification to correct said breach within 30 days of Notice;

   (d) Maintenance of a nuisance, and failure to abate such nuisance upon notification within a reasonable time following Notice;
(e) Refusal to accept one of a reasonable number of offers of replacement dwellings; and/or,
(f) A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of HACLA.

E. RESIDENT/CITIZEN PARTICIPATION

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

1. Provide affected tenants with full and timely access to documents relevant to the relocation program;
2. Encourage meaningful participation in reviewing the relocation plan and monitoring the relocation assistance program; including the Project area occupants, neighborhood groups and community organizations forming a relocation committee;
3. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials (the Project households were provided with a copy of the Relocation Plan for review and comment);
4. Issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval (the Project households were provided an Advisory Notice regarding the comment period with a copy of the Relocation Plan); and
5. Include written or oral comments concerning the Plan as an attachment (Exhibit F) when it is forwarded to the Housing Authority Board and the Community Development Department of the State of California (HCD) for approval.

F. PROJECTED DATE OF DISPLACEMENT

90-Day Vacate Notices will be issued to the Project tenants no earlier than September 2022.

G. ESTIMATED RELOCATION COSTS

The total budget estimate for tenant relocation benefits payments for this Project, including a 15% contingency, is $2,299,000 (rounded). Relocation benefits will be paid with Homekey funds, Seller-provided funds and LAHD funds. The estimated relocation budget does not include any payments related to property acquisition. If any of the Project households do in fact qualify to remain in a Project unit, the estimated relocation costs will be reduced significantly.

If the Project is implemented, and circumstances arise that should change either the number of residential occupants and/or the amount of relocation benefits’ entitlements estimated, HACLA will authorize any additional funds that may need to be appropriated. HACLA pledges to acquire on a timely basis, pursuant to a Professional Services Agreement between HACLA and the City of Los Angeles and actions undertaken by the Mayor and Council of the City of Los Angeles, the funds necessary to ensure the successful completion of the Project, including funds necessary for LRH as indicated in Section IV, E, of this Plan to meet its obligation under the relocation regulations.
EXHIBIT A

HUD INCOME LIMITS – LOS ANGELES COUNTY

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

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Extremely Low</th>
<th>Very Low</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>25,050</td>
<td>41,700</td>
<td>66,750</td>
</tr>
<tr>
<td>2 Person</td>
<td>28,600</td>
<td>47,650</td>
<td>76,250</td>
</tr>
<tr>
<td>3 Person</td>
<td>32,200</td>
<td>53,600</td>
<td>85,800</td>
</tr>
<tr>
<td>4 Person</td>
<td>35,750</td>
<td>59,550</td>
<td>95,300</td>
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<tr>
<td>5 Person</td>
<td>38,650</td>
<td>64,350</td>
<td>102,950</td>
</tr>
<tr>
<td>6 Person</td>
<td>41,500</td>
<td>69,100</td>
<td>110,550</td>
</tr>
<tr>
<td>7 Person</td>
<td>44,350</td>
<td>73,850</td>
<td>118,200</td>
</tr>
<tr>
<td>8 Person</td>
<td>47,200</td>
<td>78,650</td>
<td>125,800</td>
</tr>
</tbody>
</table>

Figures are per the Department of Housing and Urban Development (California), updated in April 2022.
EXHIBIT B

INFORMATIONAL STATEMENT
Displacing Entity:
Housing Authority of the City of Los Angeles

Project Name:
6531 Sepulveda Project

Displacing Agency Representative:
OPC
5000 Airport Plaza Drive, Suite 250
Long Beach, CA 90815
Phone: 800.400.7356

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. Qualification For And Filing Of Relocation Claims
7. Last Resort Housing Assistance
8. Rental Agreement
9. Evictions
10. Appeal Procedures – Grievance
11. Tax Status of Relocation Benefits
12. Legal Presence Requirement
13. Non-Discrimination and Fair Housing
14. Additional Information And Assistance Available

Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente.
1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Displacing Agency using federal 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 federal 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 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 OPC, 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 to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the Displacing Agency acquires the property, you will also be 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 agent 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 (Self-Move)**

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 $510.00 for one furnished room to $2,690.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

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-ups and other related moving fees.

| Fixed Moving Schedule  
| **CALIFORNIA (Effective 2021)**  
| **Occupant Owns Furniture:**  
| 1 room $780  
| 2 rooms $1,000  
| 3 rooms $1,250  
| 4 rooms $1,475  
| 5 rooms $1,790  
| 6 rooms $2,065  
| 7 rooms $2,380  
| 8 rooms $2,690  
| Each additional room $285  
| **Occupant does NOT Own Furniture:**  
| 1 room $510  
| Each additional room $100  

B. **Actual Moving Expense (Commercial 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 agent will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a “mover” scope of services for Displacing Agency approval.

4. REPLACEMENT HOUSING PAYMENT — TENANTS AND CERTAIN OTHERS

You may be eligible for a payment up to $7,200.00 (payment may be larger under Last Resort Housing) to assist in renting or purchasing a comparable replacement dwelling. To qualify, you must be a tenant who has occupied the present dwelling for at least 90 days immediately prior to the initiation of negotiations.

A. **Rental Assistance.** If you 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 or thirty percent (30%) of your monthly household income if your total gross income is classified as “low income” by the U.S. Department of Housing and Urban Development’s (HUD) Annual Survey of Income Limits for Public Housing and Section 8 Programs. You will be required to provide your relocation agent 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 agent will clarify procedures necessary to apply for this payment.
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 agent will provide counseling and other advisory services along with moving benefits.

6. 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:
  - 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
  - The date the Displacing Agency fulfills its obligation to make available comparable replacement dwellings.

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.

7. 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 agent 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.

8. 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.

9. EVICTIONS

Eviction for cause must conform to applicable State and local law. Any person who lawfully occupies the real property on the date of initiation of negotiations, is presumed to be entitled to relocation benefits, unless the Displacing Agency determines that:
The person received an eviction notice prior to the initiation of negotiations and, as a result, was later evicted; or
The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease; and
The eviction was not undertaken for the purpose of evading relocation assistance regulations.

Except for the causes of eviction set forth above, no person lawfully occupying property to be purchased by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Displacing Agency.

10. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency’s Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

11. 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 17001) 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. 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)

12. LAWFUL PRESENCE REQUIREMENT

In order to be eligible to receive relocation benefits in federally funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. Any member of the household who is not lawfully present in the United States or declines to provide this information may be denied relocation benefits, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child, any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the Displacing Agency to negatively affect the alien’s spouse, parent or child. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State relocation program regardless of immigration status.
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 agent at OPC.
EXHIBIT C

GENERAL INFORMATION NOTICE
General Information Notice

March 3, 2022

Occupants
6531 S. Sepulveda Boulevard, Room ___
Los Angeles, CA 90065

Dear Occupants:

The Housing Authority of the City of Los Angeles (called here the “Displacing Agency”) is interested in acquiring and rehabilitating the property you currently occupy at 6531 S. Sepulveda Boulevard, Los Angeles, CA 90065 (Property). This notice is to inform you of your rights under Federal and or State law. If the Displacing Agency moves forward with the acquisition of the Property through the State of California’s Homekey program, and you are displaced from the Property, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code.

However, you do not have to move now.

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

The Displacing Agency has retained the professional firm of Overland, Pacific & Cutler, LLC (OPC) to represent the Agency and assist in the relocation process.

If the Displacing Agency displaces you, and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement dwelling. Guests of the hotel are not eligible for relocation assistance. You will be required to provide written documentation that supports any claim of permanent residency at the hotel.

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

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency’s Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

Note that pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.
However, the Displacing Agency will provide relocation assistance to otherwise eligible tenants with non-federal funds.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the Displacing Agency decides not to purchase the property, you will be notified in writing.

If you have any questions about this or any other relocation issues, please contact <<OPC AGENT NAMES>> with OPC at <<NUMBERS>>.

Sincerely,

____________________________

Delivered on/by: ____________/_______________

Received by

X___________________________

Posted on/by: ____________/_______________

Recipient’s Signature

Mailed/receipt received on: _________/________

Date
EXHIBIT D

NOTICE OF ELIGIBILITY
<<DATE>>

<<NAME>>
6531 S. Sepulveda Boulevard, Room _____
Los Angeles, CA 90065

Dear <<NAME>>:

The Housing Authority of the City of Los Angeles (“HACLA”) is proceeding with the project known as the 6531 Sepulveda Project located at 6531 S. Sepulveda Boulevard, Los Angeles, CA 90065.

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

This is a notice of eligibility for relocation assistance. You are eligible for relocation assistance and benefits under the Developer’s Relocation Assistance Program.

When you do move, and depending on your eligibility for specific programs, you may choose assistance under either the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), or the California Code of State Regulations Title 25, Division 1, Chapter 6 (Title 25).

Due to the federal funding of this project, under the URA, persons not lawfully present in the United States are not eligible for relocation payments or advisory assistance, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by HACLA to negatively affect the alien’s spouse, parent or child. Under Title 25, this requirement does not apply.

Therefore, the entitlements stated below under the URA will reflect the number of legally present persons that have been identified in the Certification of Lawful Presence in the U.S. form provided by you, and/or persons for whom a hardship exemption has been approved. Under the URA, there are ___ household members out of the total of ___ who are entitled to assistance and benefits. These eligible household members are <<NAMES>>.

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

1. **Relocation Advisory Assistance** provided by Overland, Pacific & Cutler, LLC (OPC), a professional firm hired by the Developer to provide relocation assistance to you, such as referrals to replacement housing and help with filing for benefits.

2. **Moving Expenses**: You will receive a payment to assist in moving your personal property. You may select one of the following payments:
Under the URA

A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your pro-rated entitlement under this option for ___ rooms is $________ (x/x of $________) or

B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; prorated to reflect the number of eligible household members (X/X); or

C. A combination of both (in some cases).

Under Title 25

A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for ___ rooms is $________; or

B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; or

C. A combination of both (in some cases).

3. REPLACEMENT HOUSING ASSISTANCE: You are eligible for a replacement housing payment to rent or purchase a replacement home. The payment will be based on several factors, including the cost of a "comparable replacement dwelling" and your average household income.

You are entitled to choose a replacement housing payment under the URA or Title 25. These two options are explained below.

A. Replacement Housing Assistance Under the URA

If you choose assistance under the URA and rent replacement housing, you may file a claim for a RENTAL ASSISTANCE payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by HACLA) and the base monthly rent, multiplied by 42 months (see table below).

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of $________ (rent of $________ and utilities of $______) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

1. $________, which represents the average monthly rent ($_______) and average monthly utilities ($_______) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); or

2. $________, which represents thirty (30) percent of your gross monthly household income if your household income is classified as "low income" by the U. S. Department of Housing and Urban Development's Annual Survey of Income Limits for the Public Housing and Section 8 Programs. (If “N/A”, income was not used in the calculation because you have been determined to not be "low income" and/or are a dependent, or the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is $__________, and your maximum rental assistance payment is calculated as follows:
Your actual payment depends on the cost of the replacement dwelling you decide to rent. If you rent and occupy a replacement dwelling which rents for less than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling which rents for more than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

Please find attached a listing of available comparable replacement dwellings that you may want to consider renting that reflect replacement housing needs under the URA. If you need any assistance or transportation to inspect these referrals, please contact the relocation agent identified below.

B. Replacement Housing Assistance Under Title 25

If you choose assistance under the State Regulations and rent replacement housing, you may file a claim for a RENTAL ASSISTANCE payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by the Developer) and the base monthly rent, multiplied by 42 months.

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of $_______ (rent of $________ and utilities of $______) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

(1) $_________, which represents the average monthly rent ($______) and average monthly utilities ($____) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); or

(2) $_________, which represents thirty (30) percent of your gross monthly adjusted household income (If “N/A”, income was not used in the calculation because it has been determined the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is $_________ and your maximum rental assistance payment is calculated on the following page:

<table>
<thead>
<tr>
<th>Maximum URA Rental Assistance Payment Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>
Your actual payment depends on the cost of the replacement dwelling you decide to rent. If you rent and occupy a replacement dwelling which rents for less than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling which rents for more than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

**If you BUY replacement housing (Downpayment Assistance)**

You may use the amount of your rental assistance payment under either the URA or Title 25 for down payment assistance. Should you choose to buy (rather than rent) a decent, safe and sanitary replacement home under the URA or Title 25, you may use the full amount of your rental assistance payment ($____________), as calculated above for a down payment and incidental expenses (typically known as “closing costs”) associated with the purchase of a replacement dwelling. You are not limited in the type of home you choose.

If you have received any amount as rental supplements, then those amounts will be deducted from all eligible down payment calculations. Let us know if you would prefer to buy a replacement home, and we will help you find such housing.

To be eligible for a replacement housing payment described above, you must rent or purchase and occupy a decent, safe and sanitary replacement dwelling within 12 months, as well as file claims for replacement housing or moving payments within 18 months from the date you move from your displacement dwelling. Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.

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

In addition to the rental assistance and moving assistance payments available to you, you are eligible to claim a furniture allowance payment up to the amount of $____________. This amount is based on the cost to replace the furniture and appliances provided to you within your motel room. You must actually purchase the same type of items of furniture and/or appliances and submit receipts in order to claim this payment. You may purchase less items than were in your room and claim a partial payment, if you choose.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you.

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Developer’s Relocation Assistance Program may have the appeal application reviewed by the Developer in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from your relocation agent.

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

<<NAME>>
<<ADDRESS>>
Sincerely,

Attachment (referrals)

<table>
<thead>
<tr>
<th>ACKNOWLEDGMENT BY OCCUPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was personally contacted by the Relocation Agent for HACLA. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I (We) elect to receive relocation benefits under the Uniform Relocation Act (URA). I understand my URA benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of $___________ RAP and $_________ FMP.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I (We) elect to receive relocation benefits under the State Regulations. I understand my State benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of $___________ RAP and $_________ FMP.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT E

NOTICE TO VACATE
<<DATE>>

<<NAME>>
6531 S. Sepulveda Boulevard, Room _____
Los Angeles, CA 90065

Dear <<NAMES>>:

The Housing Authority of the City of Los Angeles (“HACLA”) acquired the property which you occupy at 6531 S. Sepulveda Boulevard, Los Angeles, CA 90065 (called here the “Premises”). HACLA has now determined that it will be necessary for you to vacate the Premises.

Notice is hereby given that HACLA elects to terminate your tenancy beginning <<DATE>> and ending <<DATE>>, and you are hereby to quit and deliver up possession of the property you occupy on or before <<DATE>>. If you do not vacate the Premises by that date, HACLA will initiate legal proceedings to recover possession of the Premises, along with any rents and damages.

During this period, OPC will be available to provide assistance with referrals to replacement sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please contact your relocation agent listed below if you have any questions regarding this notice or the relocation process. Upon vacating your unit, you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent.

Sincerely,

_________________________

Delivered on/by: ___________/____________

Received by

X_____________________

Posted on/by: ___________/____________

Recipient’s Signature

Mailed/receipt received on: _______/_______

Date
EXHIBIT F

PUBLIC COMMENTS & RESPONSES

All eligible Project households received a copy of the draft Relocation Plan and an Advisory Notice regarding the public comment and Plan review period between Monday July 11, 2022 and Thursday, August 11, 2022. No comments or questions were received during the Plan review and comment period.
ATTACHMENT 6
18602 VERMONT RELOCATION PLAN
18602 Vermont Project
RELOCATION PLAN

PREPARED FOR:
Housing Authority of the City of Los Angeles
2600 Wilshire Boulevard
Los Angeles, CA 90057
(213) 252-2500

PREPARED BY:
Overland, Pacific & Cutler, LLC
5000 Airport Plaza Drive, Suite 250
Long Beach, CA 90815
(562) 304-2000

August 2022
TABLE OF CONTENTS

INTRODUCTION 1

I. PROJECT DESCRIPTION 2
   A. REGIONAL LOCATION 2
   B. PROJECT SITE LOCATION AND DESCRIPTION 3
   C. GENERAL DEMOGRAPHIC & HOUSING CHARACTERISTICS 4

II. ASSESSMENT OF RELOCATION NEEDS 5
   A. SURVEY METHOD 5
   B. TENANT DATA 5
      1. Current Occupants 5
      2. Replacement Housing Needs 5
      3. Income 6
      4. Ethnicity/Language 6
      5. Senior/Handicapped Households 6
      6. Preferred Area to Relocate 6

III. RELOCATION RESOURCES 7
   A. METHODOLOGY 7
   B. REPLACEMENT HOUSING AVAILABILITY 7
      1. Residential Rental Housing 7
      2. Summary 7
   C. RELATED ISSUES 7
      1. Concurrent Residential Displacement 7

IV. THE RELOCATION PROGRAM 8
   A. ADVISORY ASSISTANCE 8
   B. RELOCATION BENEFITS 10
      1. Residential Moving Expense Payments 10
      2. Rental Assistance to Tenants Who Choose to Rent 11
      3. Downpayment Assistance to Tenants Who Choose to Purchase 13
   C. PROGRAM ASSURANCES AND STANDARDS 14
   D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS 14
   E. LAST RESORT HOUSING 15
   F. IMMIGRATION STATUS 16
   G. RELOCATION TAX CONSEQUENCES 16

V. ADMINISTRATIVE PROVISIONS 17
   A. NOTICES 17
   B. PRIVACY RECORDS 18
   C. GRIEVANCE PROCEDURES 18
   D. EVICTION POLICY 18
   E. CITIZEN PARTICIPATION 19
   F. PROJECTED DATE OF DISPLACEMENT 19
   G. ESTIMATED RELOCATION COSTS 19

LIST OF TABLES

TABLE 1: Availability and Cost of Replacement Rental Housing 7
TABLE 2: Schedule of Fixed Moving Payments 11
TABLE 3: Computation of Rental Assistance Payments – URA/State 12
LIST OF EXHIBITS

EXHIBIT A:        HUD Income Levels – Los Angeles County
EXHIBIT B:        Residential Informational Brochure
EXHIBIT C:        General Information Notice
EXHIBIT D:        Notice of Eligibility
EXHIBIT E:        Notice to Vacate
EXHIBIT F:        Public Comments & Responses
INTRODUCTION

The Housing Authority of the City of Los Angeles (HACLA) is in the process of acquiring a 136-unit hotel on behalf of the Los Angeles Housing Department (LAHD) to convert the rooms to housing for homeless persons and persons at risk of homelessness through the California State Homekey program. The Extended Stay America – Los Angeles South is located at 18602 S. Vermont Avenue, Gardena, CA 90248 (“Project site” and together with the improvements the “Project”). The Project represents an expedited effort to create affordable housing by converting an underutilized hotel with individual kitchen facilities in the City of Los Angeles.

HACLA will transfer the Project to an LAHD-selected affordable housing owner and operator (“Selected Owner/Operator”) after the property has been acquired and relocation activities have been completed. Located in the City of Los Angeles, the Project will be acquired and temporarily held by HACLA, with funding from the City of Los Angeles through LAHD and the State of California through its Department of Housing and Community Development’s (HCD) Homekey program.

The Project is the proposed adaptive re-use of a 136-unit hotel to provide permanent supportive housing to individuals experiencing homelessness or who are at risk of homelessness and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases. Qualified households will have incomes at 30% or below area median income (AMI) for Los Angeles County as shown in Exhibit A.

After acquisition, the Selected Owner/Operator will make accessibility improvements, and will provide case management services to Project residents or will partner with a service provider to provide the case management services. The Project will be subject to legally enforceable affordability restrictions for 55 years for 134 studio units, and there will be one unit for an on-site property manager and one unit for on-site maintenance personnel. The proposed Project conforms with the local housing element.

HACLA anticipates utilizing HCD Homekey funding and funding from LAHD, which may include Homeless Housing, Assistance and Prevention (HHAP) funds, HHH funds and HOME-ARP funds. In addition, the Seller may contribute to a portion of the relocation costs, pursuant to an agreement with HACLA.

HACLA retained Overland, Pacific & Cutler, LLC (OPC) to investigate the presence of residents at the hotel (as opposed to guests), who would be eligible for relocation assistance if permanently displaced from the Project, and to determine who may be qualified to remain in a Project unit. The Seller of the property provided registration records and check-in dates for existing hotel occupants, and 56 households were identified as long-term residents. OPC was retained to by HACLA to prepare a Relocation Plan (“Plan”) to address existing tenant displacements.

This Plan conforms to the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, Handbook 1378 of the Department of Housing and Urban Development (HUD), the implementing regulations at 24 Code of Federal Regulations, Part 42, California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development as in Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).
As of the date of this Plan, the Project may cause the permanent (or temporary) displacement of 56 households who would be eligible for relocation assistance. The needs and characteristics of the Project tenants and HACLA’s program to provide assistance to each affected person are general subjects of this Relocation Plan (Plan).

This Plan is organized in five sections:

1. Project description (SECTION I);
2. Assessment of the relocation needs of persons subject to displacement (SECTION II);
3. Assessment of available comparable replacement housing units within proximity to the Project site (SECTION III);
4. Description of HACLA’s relocation program (SECTION IV);
5. Description of HACLA’s outreach efforts, Project timeline and budget (SECTION V).
I. PROJECT DESCRIPTION

A. REGIONAL LOCATION

The Project site is located in Los Angeles County within the City of Gardena and is conveniently located just minutes from Interstates 110 and 405 and Highway 91. Surrounding communities include Lawndale, Torrance and Carson (Figure 1: Regional Project Location).

![Figure 1: Regional Project Location](image)

B. PROJECT SITE LOCATION AND DESCRIPTION

The Project site is located at 18602 S Vermont Avenue, Gardena, CA 90248 generally bordered by S. Vermont Avenue, W. 190th Street, the 405 Freeway and W. 182nd Street. The site is improved with one large building (hotel) on 1.34 acres (Figure 2: Project Site Location and Figure 3: Extended Stay America - LAX). Currently there are 136 rooms, all of which have kitchenettes.
Figure 2: Project Site Location

Figure 3: Extended Stay America – Los Angeles South
II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

To obtain information necessary for the preparation of this Plan, personal interviews with the households to be displaced were conducted by OPC staff in March – June 2022. OPC was successful in interviewing 40 of the 56 households. Despite multiple contact attempts in writing, via phone messages, in-person door knocking at the property and calling the residents from the hotel’s front desk, the other 16 households remained non-responsive and did not interview with OPC staff. The data in this section of the Plan are based on the responses of those individuals, who provided verbal information about the households, and information provided by the Seller, although, at this time, the information is unconfirmed.

Inquiries made of the residential occupants concerned household size and composition, income, monthly rent and estimated utility costs, length of occupancy, confirmation the hotel is their permanent and customary place of residence, ethnicity, home language, physical disabilities, relocation needs, and replacement housing preferences.

B. TENANT DATA

1. Current Occupants

There are currently 56 households living in the hotel, who may be long-term residents, who would be permanently or temporarily relocated for the Project and who would be eligible for relocation assistance and are the subjects of this Plan. The 40 interviewed households are comprised of 59 adults, and 25 children (17 years or younger), and it is assumed there is at least one adult in each of the rooms where the occupants were not interviewed, for a total of at least 100 Project occupants. All the households occupy hotel rooms with kitchenettes, including full refrigerators, microwave, sink and 2-burner cooktop.

2. Income

Verbal information regarding gross household income was provided by the households to be displaced. According to income standards for Los Angeles County (Exhibit A) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), the interviewed households may qualify as follows: 21 households may qualify as Extremely Low Income (30% or less AMI), 11 households may qualify as Very Low Income (31% - 50% AMI), six households may qualify at Low Income (51% - 80% AMI), two households may qualify at above Low Income (greater than 80% AMI), and the income for 16 households is unknown. At this time, based on unconfirmed responses, 21 households may qualify to remain in a Project unit and would not be permanently displaced, because their income is at or below 30% AMI.

3. Language

English was the preferred language of the interviewed households with the exception of one household who prefers Spanish. Required notices and verbal communication will be provided in the preferred language of the household.
4. Senior/Handicapped Households

Five of the interviewed households have a senior head of household or spouse (62 years or older), and three households stated they have a member with a disability, including mobility challenges (uses cane), heart issues, diabetes, rheumatoid arthritis and cancer. As specific special needs are identified when the project occupants are ultimately displaced, appropriate steps will be taken to accommodate those needs and to locate or modify suitable replacement housing. Mobility challenges will be addressed as it relates to replacement housing, including the need for a first-floor unit or unit in a building with an elevator, as well as potentially identifying an ADA compliant unit ADA, as applicable.

5. Replacement Housing Needs

Replacement housing needs, as expressed in this plan, are defined by the total number of required replacement units and distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing current data for household size with HACLA’s replacement housing occupancy standards. These standards, generally, allow for up to two persons in a studio unit, 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.

When determining the comparable size of the replacement unit under the State relocation programs, the number of all household members is taken into consideration regardless of legal presence status. Under the URA, when determining the size of the replacement unit needed, only the legally present members of the household are considered, based on the occupancy standard above. All households will potentially have a choice of two relocations programs, including the Federal URA or the State program, under which to submit claims for assistance and under which the size of the comparable replacement unit will be determined.

The replacement units required for the current population based on known occupancy counts for 40 households plus an assumption of studio replacements for the 16 non-interviewed tenants, include 45 studio units, five one-bedroom apartment units, and six two-bedroom apartment units. In addition, the tenants will need to be offered furnished units (limited to what they currently have in their rooms), or a furniture allowance payment.

The hotel is in the City of Gardena within a densely populated mixed-use area on a major thoroughfare with retail shopping, personal services, restaurants, medical facilities, parks, schools, social services, other hotels/motels and public transportation.

6. Preferred Area to Relocate

The interviewed households expressed an interest in remaining in proximity to the Project site as well as moving to Buena Park, Long Beach, Harbor Gateway, Hawthorne and Los Angeles to remain close to medical facilities and employment.
III. RELOCATION RESOURCES

A. METHODOLOGY

For residential housing, a resource survey was conducted to identify available comparable rental units within proximity to the Project site. The following sources were utilized:

- Classified rental listings from local newspapers and For Rent publications
- Internet sources of rental opportunities

B. REPLACEMENT HOUSING AVAILABILITY

1. Residential Rental Housing

The replacement housing survey over a one-week period in late May 2022 considered available studio, one-bedroom, and two-bedroom apartment units for rent in Los Angeles and in proximity to the Project site. The data for unfurnished units ultimately located within eight miles of the Project site is summarized in Table 1 below.

<table>
<thead>
<tr>
<th># of Bedrooms</th>
<th>Studio</th>
<th>One</th>
<th>Two</th>
</tr>
</thead>
<tbody>
<tr>
<td># Found (# Needed)</td>
<td>31 (30)</td>
<td>15 (3)</td>
<td>6 (1)</td>
</tr>
<tr>
<td>Rent Range</td>
<td>$1,200 - $2,575</td>
<td>$1,500 - $1,995</td>
<td>$2,025 - $2,900</td>
</tr>
<tr>
<td>Median Rent</td>
<td>$1,475</td>
<td>$1,695</td>
<td>$2,498</td>
</tr>
</tbody>
</table>

The data for furnished units ultimately located within 10 miles of the Project site is summarized in Table 2 below.

<table>
<thead>
<tr>
<th># of Bedrooms</th>
<th>Studio</th>
<th>One</th>
<th>Two</th>
</tr>
</thead>
<tbody>
<tr>
<td># Found (# Needed)</td>
<td>7 (30)</td>
<td>2 (3)</td>
<td>3 (1)</td>
</tr>
<tr>
<td>Rent Range</td>
<td>$1,495 - $3,200</td>
<td>$2,790 - $2,890</td>
<td>$2,850 - $3,400</td>
</tr>
<tr>
<td>Median Rent</td>
<td>$1,995</td>
<td>$2,840</td>
<td>$2,950</td>
</tr>
</tbody>
</table>

The available units identified were in residential and mixed-use neighborhoods with access to restaurants, retail stores, schools, medical facilities, social services, public transportation, parks and opportunities for employment. To address potential needs of senior or disabled tenants, some of the available units identified were first floor units and/or were within buildings with an elevator.

Although limited furnished units were identified, they were significantly farther away from the Project site, and they were in substantially newer and better buildings with many upgrades not currently enjoyed by the motel room residents.

The median rent amount shown in the table is among the figures used to make benefit and budget projections for the Plan. This amount is, naturally, subject to change according to the market rates prevailing at the time of displacement.
2. Summary

Considering the above described availability of replacement housing resources gathered, it appears there are an adequate number of replacement units for the residential occupants. In addition, no Project households will be required to relocate without comparable housing being available to them.

While adequate replacement resources exist for the tenants, based on survey results of rental opportunities and the tenants’ current rent, some tenants may have an increase in monthly rent. Possible increases, if any, will be met through HACLA’s obligation under the relocation regulations, including Last Resort Housing (LHR) requirements. (See Section IV, E).

C. RELATED ISSUES

1. Concurrent Residential Displacement

There are no known public projects anticipated in the Project area that will cause significant displacements during the timeframe of anticipated initiation of Project displacements. No residential displacee will be required to move without both adequate notice and access to available, comparable, affordable, decent, safe and sanitary housing.
IV. THE RELOCATION PROGRAM

HACLA’s Relocation Program is designed to minimize hardship, be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, consistently apply all regulatory criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The relocation program to be implemented by HACLA will conform with the standards and provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, HUD Handbook 1378, the California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development and Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

HACLA has retained OPC, a multi-lingual consulting firm, to administer the Relocation Program for the Project residents. OPC has worked on more than 5,000 public acquisition and relocation projects for more than 42 years. Experienced HACLA staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning eligibility and benefit determinations per applicable program requirements.

OPC staff will be available to assist any relocated person and/or household with questions about the relocation process, relocation counseling and/or assistance in relocating. Relocation staff can be contacted at (800) 400-7356 from 8:00 am to 5:00 pm Monday through Friday and are available via voicemail and/or cellular phones after hours. Relocation staff will assist tenants at hours convenient for the residents. The Relocation Office is located at 5000 Airport Plaza Drive, Suite 250, Long Beach, CA 90815.

Eligible individuals, who need to permanently move from their existing home, will receive relocation assistance. The relocation program consists of two principal constituents: advisory assistance and financial assistance (Relocation Benefits).

A. ADVISORY ASSISTANCE

Advisory assistance services are intended to:

- inform displacees about the relocation program
- help in the process of finding appropriate replacement accommodations
- facilitate claims processing
- maintain a communication link with HACLA
- coordinate the involvement of outside service providers

To follow through on the advisory assistance component of the relocation program and assure that HACLA meets its obligations under the law, relocation staff will perform the following functions:
1. Distribute appropriate written information concerning HACLA’s relocation program;

2. Inform eligible project occupants of the nature of, and procedures for, obtaining available relocation assistance and benefits (Exhibit B);

3. Determine the needs of each displacee eligible for assistance;

4. Provide the residential displacees with at least three referrals to comparable replacement housing within a reasonable time prior to displacement. Generally, a comparable replacement dwelling must satisfy the following criteria:

   (a) The unit is decent, safe and sanitary - electrical, plumbing and heating systems are in good repair - no major, observable hazards or defects. The unit is adequate in size and is comparable to the acquired dwelling with respect to number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person. The unit is functionally equivalent, including principle features.

   (b) The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural, or man-made sources, and not generally less desirable with respect to public utilities, transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person’s place of employment.

   (c) The unit is available both on the private market and to all persons regardless of race, color, sex, marital status, religion or, national origin.

   (d) The monthly rental rate is within the financial means of the displaced residential tenant.

5. Maintain an updated database of available housing resources, and distribute referral information to displacees for the duration of the Project;

6. Provide transportation to the residential displacee, if necessary, to inspect replacement sites within the local area;

7. Inspect replacement housing to assure it meets decent, safe and sanitary standards as described in the URA and per HACLA standards and requirements;

8. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;

9. Assist eligible occupants in the preparation, and submission, of relocation assistance claims;

10. Provide additional reasonable services necessary to successfully relocate occupants;
11. Make benefit determinations and payments in accordance with applicable relocation law and HACLA’s adopted relocation guidelines;

12. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;

13. Inform all persons subject to displacement of HACLA’s policies with regard to eviction and property management;

14. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of HACLA’s decisions with respect to relocation assistance; and

15. Provide assistance that does not result in different or separate treatment based on or due to an individual’s sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

B. RELOCATION BENEFITS

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all tenants. In the course of a personal interview and follow-up visits, each household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Relocation benefits will be provided in accordance with the provisions of the URA, State Relocation Law and Guidelines, and HACLA rules, regulations and procedures pertaining thereto. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with HACLA’s normal administrative procedures.

HACLA will process advance payment requests to mitigate 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 will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

Tenants who are permanently displaced will be eligible for the following assistance:

1. Residential Moving Expense Payments

All eligible residential occupants to be permanently relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move, or a fixed payment based on a room-count schedule, or a combination of both.

a. Actual Cost (Professional Move)

Displacees may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be compensated by HACLA in the form of a direct payment to the moving company upon presentation of an
invoice. Transportation costs are limited to a distance of 50 miles in either case. In addition to the actual move, costs associated with utility re-connections (i.e., gas, water, electricity, telephone, and cable, if any), are eligible for reimbursement.

b. Fixed Payment (based on Room Count Schedule)

An occupant may elect to receive a fixed payment for moving expenses which is based on the number of rooms occupied in the displacement dwelling or ancillary structures on the property. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above.

The current schedule for fixed moving payments is set forth in Table 2 following:

<table>
<thead>
<tr>
<th>TABLE 2: Schedule of Fixed Moving Payments (effective as of August 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unfurnished Dwelling</strong></td>
</tr>
<tr>
<td>One room</td>
</tr>
<tr>
<td>Two rooms</td>
</tr>
<tr>
<td>Three rooms</td>
</tr>
<tr>
<td>Four rooms</td>
</tr>
<tr>
<td>Five rooms</td>
</tr>
<tr>
<td>Six rooms</td>
</tr>
<tr>
<td>Seven rooms</td>
</tr>
<tr>
<td>Eight rooms</td>
</tr>
<tr>
<td>each additional room</td>
</tr>
<tr>
<td><strong>Furnished Dwelling</strong></td>
</tr>
<tr>
<td>First Room</td>
</tr>
<tr>
<td>Each additional room</td>
</tr>
</tbody>
</table>

2. Rental Assistance for Tenant Occupants Who Choose to Rent

To be eligible to receive the rental assistance benefits, the displaced tenant household has to rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date they move from the displacement dwelling.

Except in the case of Last Resort Housing situations (Section E, Page 15), payments to households will be payable over a 42-month period and limited to a total maximum payment of $7,200 as stated under URA guidelines. (More information regarding rental assistance and Last Resort Housing will be provided in detail in the informational brochure (Exhibit B) that will be provided to each household at the initiation of relocation activities.) Table 3 below portrays an example of a benefits determination under the URA and State relocation programs (including State income deductions):
### TABLE 3: Example Computation of Rental Assistance Payments

<table>
<thead>
<tr>
<th>Step</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Old Rent</td>
<td>$650</td>
<td>Old Rent and Utilities</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ability to Pay</td>
<td>$700</td>
<td>30% of Monthly Gross Income (if Low Income – URA) or 30% Adjusted, Monthly, Gross Household Income (State)*</td>
</tr>
<tr>
<td>3. Lesser of lines 1 or 2</td>
<td>$650</td>
<td>Base Monthly Rental</td>
</tr>
<tr>
<td><strong>Subtracted From:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Actual New Rent</td>
<td>$750</td>
<td>Actual New Rent and Utilities</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Comparable Rent</td>
<td>$775</td>
<td>Determined by District (includes utilities)</td>
</tr>
<tr>
<td>6. Lesser of lines 4 or 5</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>7. Yields Monthly Need:</td>
<td>$100</td>
<td>Subtract line 3 from line 6</td>
</tr>
<tr>
<td><strong>Rental Assistance</strong></td>
<td>$4,200</td>
<td>Multiply line 7 by 42 months</td>
</tr>
</tbody>
</table>

*Gross adjusted income means the total amount of annual income of a household less the following: (1) a deduction 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 incapacitate family members when determined to be necessary to employment of head of household or spouse, except that the amount 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 Assistance payment amounts are equal to 42 times the difference between the base monthly rent 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.

The base monthly rent 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 HACLA; or

(ii) Thirty percent (30%) of the displaced person’s average, monthly gross household income if the amount is classified as “low income” by the U.S. Department of Housing and Urban Development’s (HUD) Annual Survey of Income Limits for the Public Housing and Section 8 Programs under the URA. (HUD’s Survey is shown as Exhibit A.) If a tenant refuses to provide appropriate evidence of income
or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or

(iii) The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities

3. **Downpayment Assistance to Tenants Who Choose to Purchase**

The displaced household may opt to apply the entire benefit amount for which they are eligible toward the purchase of a replacement unit (Guidelines 49 CFR 24.402(b) and HUD 1378).

Residential tenants, who are otherwise eligible to receive the Rental Assistance Payment described above, may choose to receive a lump sum payment equal to forty-two months of rental subsidy (including Last Resort Housing benefits) to purchase a new home.

A displaced household, who chooses to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a home, will have the funds deposited in an open escrow account, provided that the entire amount is used for the downpayment and eligible, incidental costs associated with the purchase of a decent, safe, and sanitary replacement home. A provision shall be made in the escrow arrangements for the prompt return of HACLA funds, in the event escrow should fail to close within a reasonable period of time.

Final determination about the type of relocation benefits and assistance for which the household is eligible will be determined upon verification of the household’s occupants, length of occupancy and income.

4. **Furniture Allowance Payment**

If reasonably distanced comparable replacement housing options provided to the tenants to be displaced are unfurnished, HACLA will also offer an additional furniture allowance payment equal to the cost of purchasing the same amount and quality of furniture they currently have in the motel room.

5. **Temporary Relocation**

If an existing Project household has a gross annual income at 30% or less AMI, they may qualify to remain in a Project unit and would not be permanently displaced. The household may be required to temporarily relocate into another Project unit during renovations of their current unit, but any costs associated with temporarily changing units would be paid for by HACLA, and the tenant would receive assistance with packing and moving. The household would have the opportunity to return to their current unit post-renovation, or they will have the choice to move one time into a newly renovated unit as their permanent unit.
C. PROGRAM ASSURANCES AND STANDARDS

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

D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with HACLA no later than 18 months after the date the tenant moves from the Project site. 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. Relocation staff will review all necessary documentation including, but not limited to, scopes-of-service, invoices, lease documents and escrow material before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by relocation staff and presented to the claimant for review. Signed claims and supporting documentation will be returned to relocation staff and submitted to HACLA;
4. HACLA will review and approve claims for payment, or request additional information;
5. HACLA (or OPC via a Trust Account) will issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Final payments to residential displacees will be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment and all claim materials will be maintained in the relocation case file.

E. LAST RESORT HOUSING

Based on housing cost and income data derived from the occupants and costs of replacement housing resources, it is anticipated that “comparable replacement housing” may not be available as required for the households. Specifically, for renters, when the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person’s average monthly income, Last Resort Housing must be provided.
Therefore, if the Project is to go forward, HACLA will authorize funds to provide housing of last resort. In this situation, funds will be used to make payments in excess of the monetary limit specified in the statute ($7,200); hence, satisfying the requirement that “comparable replacement housing” is available.

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceed 30% of the person’s average monthly income (financial means) or when a tenant fails to meet the 90-day occupancy requirement and comparable replacement rental housing is not available within the displaced person’s financial means. Calculations of Last Resort rental assistance benefits for tenants who fail to meet the 90-day occupancy requirement will be based solely on household income. Non-90-day qualifiers must meet basic eligibility requirements applied to all other displacees.

Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

F. IMMIGRATION STATUS

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the URA to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by HACLA to negatively affect the alien’s spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, relocation staff will be required to seek immigration status information from each displacee 18 years and older by having them self-certify as to their legal status. There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State program regardless of immigration status.

G. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by HACLA or OPC. Tenants are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.
V. ADMINISTRATIVE PROVISIONS

A. NOTICES

Each notice, which HACLA is required to provide to a Project site occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested or email with confirmation and documented in the case file. Each notice will be written in plain, understandable language. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are four principal notices:

1) General Information Notice,
2) Information Statement
3) Notice of Relocation Eligibility, and
4) Vacate Notice.

The General Information Notice (GIN) is intended to provide potential relocatees with a general written description of HACLA’s relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (Exhibit C). A GIN was issued to long-term tenants in early March 2022 and to additional tenants identified as long-term in June 2022.

The Informational Statement is intended to provide potential relocatees with a general written description of HACLA’s relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (Exhibit B). The households will receive Informational Notices once the Project and funding have been approved.

A Notice of Relocation Eligibility (NOE) will be distributed to each displaced household (Exhibit D). The NOE to the residential tenants contains a determination of eligibility for relocation assistance under specific relocation programs and a computation of maximum entitlements based on information provided by the affected household and the analysis of comparable replacement properties identified by relocation staff. The households will receive NOEs once the Project and funding has been approved and HACLA has acquired the Project.

No lawful occupant will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary (Exhibit E). The 90-day vacate notice will either state a specific date as the earliest date by which the occupant may be required to move or state that the occupant will receive a further notice indicating, at least 60 days in advance, the specific date of the required move. A date-specific vacate notice will not be issued to any tenants before comparable replacement dwellings have been made available to them.

In addition to the four principal notices, relocation staff will issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

1) are eligible for monetary benefits,
2) have moved from the acquired property, and
3) have not filed a claim for benefits.
A Reminder Notice will be issued to all non-responsive relocatees no later than within the last six months prior to the filing expiration date.

B. PRIVACY OF RECORDS

All information obtained from tenants is considered confidential and will not be shared without the consent of the tenant or HACLA. HACLA and relocation staff will comply with federal regulations concerning the safeguarding of relocation files and their contents.

C. GRIEVANCE PROCEDURES

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, the failure to provide comparable housing, or HACLA’s property management practices may file a Relocation Assistance Appeal Form or any other written form of appeal with HACLA and have the right of administrative review. The HACLA’s appeal policies will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines.

Requests for administrative review and informal hearings will be directed to HACLA’s Director of Asset Management. All requests for review will receive written responses from HACLA 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.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan or HCD can be contacted at 916-263-2769.

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.

D. EVICTION POLICY

1. Eviction may cause the forfeiture of a tenant’s right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.

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

   (a) Failure to pay rent, except in those cases where the failure to pay is due to HACLA’s failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation, or a substantial interruption of services;

   (b) Performance of a dangerous, and/or illegal act in the unit;

   (c) A material breach of the rental agreement, and failure upon notification to correct said breach within 30 days of Notice;

   (d) Maintenance of a nuisance, and failure to abate such nuisance upon notification within a reasonable time following Notice;

   (e) Disruption of the life of another tenant or a neighbor;

   (f) Maintenance of a condition that is a danger to the health and safety of the tenant or other tenants.
(e) Refusal to accept one of a reasonable number of offers of replacement dwellings; and/or,
(f) A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of HACLA.

E. RESIDENT/CITIZEN PARTICIPATION

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

1. Provide affected tenants with full and timely access to documents relevant to the relocation program;
2. Allow meaningful participation in reviewing the relocation plan and monitoring the relocation assistance program; including the Project area occupants, neighborhood groups and community organizations forming a relocation committee, if applicable;
3. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials (the Project households were provided with a copy of the Relocation Plan for review and comment);
4. Issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval (the Project households were provided an Advisory Notice regarding the comment period with a copy of the Relocation Plan); and
5. Include written or oral comments concerning the Plan as an attachment (Exhibit F) when it is forwarded to the Housing Authority Board and the Community Development Department of the State of California (HCD) for approval.

F. PROJECTED DATE OF DISPLACEMENT

90-Day Vacate Notices will be issued to the Project tenants no earlier than September 2022.

G. ESTIMATED RELOCATION COSTS

The total budget estimate for tenant relocation benefits payments for this Project, including a 15% contingency, is $4,067,000 (rounded). Relocation benefits will be paid with Homekey funds, Seller-provided funds and LAHD funds. The estimated relocation budget does not include any payments related to property acquisition. If any of the Project households do in fact qualify to remain in a Project unit, the estimated relocation costs will be reduced significantly.

If the Project is implemented, and circumstances arise that should change either the number of residential occupants and/or the amount of relocation benefits’ entitlements estimated, HACLA will authorize any additional funds that may need to be appropriated. HACLA pledges to acquire on a timely basis, pursuant to a Professional Services Agreement between HACLA and the City of Los Angeles and actions undertaken by the Mayor and Council of the City of Los Angeles, the funds necessary to ensure the successful completion of the Project, including funds necessary for LRH as indicated in Section IV, E, of this Plan to meet its obligation under the relocation regulations.
EXHIBIT A

HUD INCOME LIMITS – LOS ANGELES COUNTY

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

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Extremely Low</th>
<th>Very Low</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>25,050</td>
<td>41,700</td>
<td>66,750</td>
</tr>
<tr>
<td>2 Person</td>
<td>28,600</td>
<td>47,650</td>
<td>76,250</td>
</tr>
<tr>
<td>3 Person</td>
<td>32,200</td>
<td>53,600</td>
<td>85,800</td>
</tr>
<tr>
<td>4 Person</td>
<td>35,750</td>
<td>59,550</td>
<td>95,300</td>
</tr>
<tr>
<td>5 Person</td>
<td>38,650</td>
<td>64,350</td>
<td>102,950</td>
</tr>
<tr>
<td>6 Person</td>
<td>41,500</td>
<td>69,100</td>
<td>110,550</td>
</tr>
<tr>
<td>7 Person</td>
<td>44,350</td>
<td>73,850</td>
<td>118,200</td>
</tr>
<tr>
<td>8 Person</td>
<td>47,200</td>
<td>78,650</td>
<td>125,800</td>
</tr>
</tbody>
</table>

Figures are per the Department of Housing and Urban Development (California), updated in April 2022.
EXHIBIT B

INFORMATIONAL STATEMENT
Displacing Entity:
Housing Authority of the City of Los Angeles

Project Name:
6531 Sepulveda Project

Displacing Agency Representative:
OPC
5000 Airport Plaza Drive, Suite 250
Long Beach, CA 90815
Phone: 800.400.7356

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. Qualification For And Filing Of Relocation Claims
7. Last Resort Housing Assistance
8. Rental Agreement
9. Evictions
10. Appeal Procedures – Grievance
11. Tax Status of Relocation Benefits
12. Legal Presence Requirement
13. Non-Discrimination and Fair Housing
14. Additional Information And Assistance Available

Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente.
1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Displacing Agency using federal 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 federal 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 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 OPC, 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 to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the Displacing Agency acquires the property, you will also be 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 agent 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 (Self-Move)**

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 $510.00 for one furnished room to $2,690.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

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-ups and other related moving fees.

B. **Actual Moving Expense (Commercial 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 agent will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a “mover” scope of services for Displacing Agency approval.

4. REPLACEMENT HOUSING PAYMENT – TENANTS AND CERTAIN OTHERS

You may be eligible for a payment up to $7,200.00 (payment may be larger under Last Resort Housing) to assist in renting or purchasing a comparable replacement dwelling. To qualify, you must be a tenant who has occupied the present dwelling for at least 90 days immediately prior to the initiation of negotiations.

A. **Rental Assistance.** If you 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 or thirty percent (30%) of your monthly household income if your total gross income is classified as “low income” by the U. S. Department of Housing and Urban Development’s (HUD) Annual Survey of Income Limits for Public Housing and Section 8 Programs. You will be required to provide your relocation agent 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 agent will clarify procedures necessary to apply for this payment.

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### Fixed Moving Schedule  
**CALIFORNIA (Effective 2021)**

<table>
<thead>
<tr>
<th>Occupant Owns Furniture:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 room</td>
<td>$780</td>
</tr>
<tr>
<td>2 rooms</td>
<td>$1,000</td>
</tr>
<tr>
<td>3 rooms</td>
<td>$1,250</td>
</tr>
<tr>
<td>4 rooms</td>
<td>$1,475</td>
</tr>
<tr>
<td>5 rooms</td>
<td>$1,790</td>
</tr>
<tr>
<td>6 rooms</td>
<td>$2,065</td>
</tr>
<tr>
<td>7 rooms</td>
<td>$2,380</td>
</tr>
<tr>
<td>8 rooms</td>
<td>$2,690</td>
</tr>
<tr>
<td>Each additional room</td>
<td>$285</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupant does NOT Own Furniture:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 room</td>
</tr>
<tr>
<td>Each additional room</td>
</tr>
</tbody>
</table>
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 agent will provide counseling and other advisory services along with moving benefits.

6. 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:
  - 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
  - The date the Displacing Agency fulfills its obligation to make available comparable replacement dwellings.

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.

7. 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 agent 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.

8. 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.

9. EVICTIONS

Eviction for cause must conform to applicable State and local law. Any person who lawfully occupies the real property on the date of initiation of negotiations, is presumed to be entitled to relocation benefits, unless the Displacing Agency determines that:
- The person received an eviction notice prior to the initiation of negotiations and, as a result, was later evicted; or
- The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease; and
- The eviction was not undertaken for the purpose of evading relocation assistance regulations.

Except for the causes of eviction set forth above, no person lawfully occupying property to be purchased by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Displacing Agency.

10. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency’s Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

11. 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 17001) 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. 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)

12. LAWFUL PRESENCE REQUIREMENT

In order to be eligible to receive relocation benefits in federally funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. Any member of the household who is not lawfully present in the United States or declines to provide this information may be denied relocation benefits, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child, any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the Displacing Agency to negatively affect the alien’s spouse, parent or child. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State relocation program regardless of immigration status.
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 agent at OPC.
EXHIBIT C

GENERAL INFORMATION NOTICE
March 3, 2022

Occupants
6531 S. Sepulveda Boulevard, Room ___
Los Angeles, CA 90065

Dear Occupants:

The Housing Authority of the City of Los Angeles (called here the “Displacing Agency”) is interested in acquiring and rehabilitating the property you currently occupy at 6531 S. Sepulveda Boulevard, Los Angeles, CA 90065 (Property). This notice is to inform you of your rights under Federal and or State law. If the Displacing Agency moves forward with the acquisition of the Property through the State of California’s Homekey program, and you are displaced from the Property, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code.

However, you do not have to move now.

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

The Displacing Agency has retained the professional firm of Overland, Pacific & Cutler, LLC (OPC) to represent the Agency and assist in the relocation process.

If the Displacing Agency displaces you, and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement dwelling. Guests of the hotel are not eligible for relocation assistance. You will be required to provide written documentation that supports any claim of permanent residency at the hotel.

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

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency’s Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

Note that pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.
However, the Displacing Agency will provide relocation assistance to otherwise eligible tenants with non-federal funds.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the Displacing Agency decides not to purchase the property, you will be notified in writing.

If you have any questions about this or any other relocation issues, please contact <<OPC AGENT NAMES>> with OPC at <<NUMBERS>>.

Sincerely,

____________________________

Delivered on/by: ____________/_____________

Received by

X___________________________

Recipient’s Signature

____________________________

Posted on/by: ____________/_____________

Mailed/receipt received on: _________/________

Date
EXHIBIT D

NOTICE OF ELIGIBILITY
<<DATE>>

<<NAME>>
6531 S. Sepulveda Boulevard, Room _____
Los Angeles, CA 90065

Dear <<NAME>>:

The Housing Authority of the City of Los Angeles ("HACLA") is proceeding with the project known as the 6531 Sepulveda Project located at 6531 S. Sepulveda Boulevard, Los Angeles, CA 90065.

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

This is a notice of eligibility for relocation assistance. You are eligible for relocation assistance and benefits under the Developer’s Relocation Assistance Program.

When you do move, and depending on your eligibility for specific programs, you may choose assistance under either the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), or the California Code of State Regulations Title 25, Division 1, Chapter 6 (Title 25).

Due to the federal funding of this project, under the URA, persons not lawfully present in the United States are not eligible for relocation payments or advisory assistance, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by HACLA to negatively affect the alien’s spouse, parent or child. Under Title 25, this requirement does not apply.

Therefore, the entitlements stated below under the URA will reflect the number of legally present persons that have been identified in the Certification of Lawful Presence in the U.S. form provided by you, and/or persons for whom a hardship exemption has been approved. Under the URA, there are ___ household members out of the total of ___ who are entitled to assistance and benefits. These eligible household members are <<NAMES>>.

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

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

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

A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your pro-rated entitlement under this option for ___ rooms is $_________ (x/x of $__________) or

B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; prorated to reflect the number of eligible household members (X/X); or

C. A combination of both (in some cases).

Under Title 25

A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for ___ rooms is $________; or

B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; or

C. A combination of both (in some cases).

3. REPLACEMENT HOUSING ASSISTANCE: You are eligible for a replacement housing payment to rent or purchase a replacement home. The payment will be based on several factors, including the cost of a "comparable replacement dwelling" and your average household income.

You are entitled to choose a replacement housing payment under the URA or Title 25. These two options are explained below.

A. Replacement Housing Assistance Under the URA

If you choose assistance under the URA and rent replacement housing, you may file a claim for a RENTAL ASSISTANCE payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by HACLA) and the base monthly rent, multiplied by 42 months (see table below).

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of $__________ (rent of $__________ and utilities of $______) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

(1) $__________, which represents the average monthly rent ($______) and average monthly utilities ($______) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); or

(2) $__________, which represents thirty (30) percent of your gross monthly household income if your household income is classified as "low income" by the U. S. Department of Housing and Urban Development's Annual Survey of Income Limits for the Public Housing and Section 8 Programs. (If “N/A”, income was not used in the calculation because you have been determined to not be “low income” and/or are a dependent, or the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is $__________, and your maximum rental assistance payment is calculated as follows:
Your actual payment depends on the cost of the replacement dwelling you decide to rent. If you rent and occupy a replacement dwelling which rents for less than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling which rents for more than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

Please find attached a listing of available comparable replacement dwellings that you may want to consider renting that reflect replacement housing needs under the URA. If you need any assistance or transportation to inspect these referrals, please contact the relocation agent identified below.

B. Replacement Housing Assistance Under Title 25

If you choose assistance under the State Regulations and rent replacement housing, you may file a claim for a rental assistance payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by the Developer) and the base monthly rent, multiplied by 42 months.

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of $_______ (rent of $_______ and utilities of $______) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

(1) $________, which represents the average monthly rent ($_______) and average monthly utilities ($____) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); or

(2) $________, which represents thirty (30) percent of your gross monthly adjusted household income (If “N/A”, income was not used in the calculation because it has been determined the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is $________ and your maximum rental assistance payment is calculated on the following page:

<table>
<thead>
<tr>
<th>Maximum Rental Assistance Payment Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>
Your actual payment depends on the cost of the replacement dwelling you decide to rent. If you rent and occupy a replacement dwelling which rents for less than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling which rents for more than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

**If you BUY replacement housing (Downpayment Assistance)**

You may use the amount of your rental assistance payment under either the URA or Title 25 for down payment assistance. Should you choose to buy (rather than rent) a decent, safe and sanitary replacement home under the URA or Title 25, you may use the full amount of your rental assistance payment ($_______________), as calculated above for a down payment and incidental expenses (typically known as “closing costs”) associated with the purchase of a replacement dwelling. You are not limited in the type of home you choose.

If you have received any amount as rental supplements, then those amounts will be deducted from all eligible down payment calculations. Let us know if you would prefer to buy a replacement home, and we will help you find such housing.

To be eligible for a replacement housing payment described above, you must rent or purchase and occupy a decent, safe and sanitary replacement dwelling within 12 months, as well as file claims for replacement housing or moving payments within 18 months from the date you move from your displacement dwelling. Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.

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

In addition to the rental assistance and moving assistance payments available to you, you are eligible to claim a furniture allowance payment up to the amount of $________________. This amount is based on the cost to replace the furniture and appliances provided to you within your motel room. You must actually purchase the same type of items of furniture and/or appliances and submit receipts in order to claim this payment. You may purchase less items than were in your room and claim a partial payment, if you choose.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you.

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Developer’s Relocation Assistance Program may have the appeal application reviewed by the Developer in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from your relocation agent.

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

<<NAME>>
<<ADDRESS>>
Sincerely,

<<PHONE>>

Attachment (referrals)

<table>
<thead>
<tr>
<th>ACKNOWLEDGMENT BY OCCUPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was personally contacted by the Relocation Agent for HACLA. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>I (We) elect to receive relocation benefits under the Uniform Relocation Act (URA). I understand my URA benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of $___________ RAP and $___________ FMP.</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>I (We) elect to receive relocation benefits under the State Regulations. I understand my State benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of $___________ RAP and $___________ FMP.</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>
EXHIBIT E

NOTICE TO VACATE
90-Day Notice to Vacate

<<DATE>>

<<NAME>>
6531 S. Sepulveda Boulevard, Room _____
Los Angeles, CA 90065

Dear <<NAMES>>:

The Housing Authority of the City of Los Angeles (“HACLA”) acquired the property which you occupy at 6531 S. Sepulveda Boulevard, Los Angeles, CA 90065 (called here the “Premises”). HACLA has now determined that it will be necessary for you to vacate the Premises.

Notice is hereby given that HACLA elects to terminate your tenancy beginning <<DATE>> and ending <<DATE>>, and you are hereby to quit and deliver up possession of the property you occupy on or before <<DATE>>. If you do not vacate the Premises by that date, HACLA will initiate legal proceedings to recover possession of the Premises, along with any rents and damages.

During this period, OPC will be available to provide assistance with referrals to replacement sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please contact your relocation agent listed below if you have any questions regarding this notice or the relocation process. Upon vacating your unit, you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent.

Sincerely,

_________________________

Delivered on/by: ___________/____________

Received by

X________________________

Recipient’s Signature

Mailed/receipt received on: _______/_______

Date
EXHIBIT F

PUBLIC COMMENTS & RESPONSES

All eligible Project households received a copy of the draft Relocation Plan and an Advisory Notice regarding the public comment and Plan review period between Monday July 11, 2022 and Thursday, August 11, 2022. No comments or questions were received during the Plan review and comment period.
ATTACHMENT 7
20205 VENTURA RELOCATION PLAN
20205 Ventura Project
RELOCATION PLAN

Prepared For:
Housing Authority of the City of Los Angeles
2600 Wilshire Boulevard
Los Angeles, CA 90057
(213) 252-2500

Prepared By:
Overland, Pacific & Cutler, LLC
5000 Airport Plaza Drive, Suite 250
Long Beach, CA 90815
(562) 304-2000

August 2022
TABLE OF CONTENTS

INTRODUCTION 1

I. PROJECT DESCRIPTION 2
   A. REGIONAL LOCATION 2
   B. PROJECT SITE LOCATION AND DESCRIPTION 3
   C. GENERAL DEMOGRAPHIC & HOUSING CHARACTERISTICS 4

II. ASSESSMENT OF RELOCATION NEEDS 5
   A. SURVEY METHOD 5
   B. TENANT DATA 5
      1. Current Occupants 5
      2. Replacement Housing Needs 5
      3. Income 6
      4. Ethnicity/Language 6
      5. Senior/Handicapped Households 6
      6. Preferred Area to Relocate 6

III. RELOCATION RESOURCES 7
   A. METHODOLOGY 7
   B. REPLACEMENT HOUSING AVAILABILITY 7
      1. Residential Rental Housing 7
      2. Summary 7
   C. RELATED ISSUES 7
      1. Concurrent Residential Displacement 7

IV. THE RELOCATION PROGRAM 8
   A. ADVISORY ASSISTANCE 8
   B. RELOCATION BENEFITS 10
      1. Residential Moving Expense Payments 10
      2. Rental Assistance to Tenants Who Choose to Rent 11
      3. Downpayment Assistance to Tenants Who Choose to Purchase 13
   C. PROGRAM ASSURANCES AND STANDARDS 14
   D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS 14
   E. LAST RESORT HOUSING 15
   F. IMMIGRATION STATUS 16
   G. RELOCATION TAX CONSEQUENCES 16

V. ADMINISTRATIVE PROVISIONS 17
   A. NOTICES 17
   B. PRIVACY RECORDS 18
   C. GRIEVANCE PROCEDURES 18
   D. EVICTION POLICY 18
   E. CITIZEN PARTICIPATION 19
   F. PROJECTED DATE OF DISPLACEMENT 19
   G. ESTIMATED RELOCATION COSTS 19

LIST OF TABLES

TABLE 1: Availability and Cost of Replacement Rental Housing 7
TABLE 2: Schedule of Fixed Moving Payments 11
TABLE 3: Computation of Rental Assistance Payments – URA/State 12
LIST OF EXHIBITS

EXHIBIT A: HUD Income Levels – Los Angeles County
EXHIBIT B: Residential Informational Brochure
EXHIBIT C: General Information Notice
EXHIBIT D: Notice of Eligibility
EXHIBIT E: Notice to Vacate
EXHIBIT F: Public Comments & Responses
INTRODUCTION

The Housing Authority of the City of Los Angeles (HACLA) is in the process of acquiring a 146-unit hotel on behalf of the Los Angeles Housing Department (LAHD) to convert the rooms to housing for homeless persons and persons at risk of homelessness through the California State Homekey program. The Extended Stay America – Los Angeles Woodland Hills is located at 20205 Ventura Boulevard, Los Angeles, CA 91364 (“Project site” and together with the improvements the “Project”). The Project represents an expedited effort to create affordable housing by converting an underutilized hotel with individual kitchen facilities in the City of Los Angeles.

HACLA will transfer the Project to an LAHD-selected affordable housing owner and operator (“Selected Owner/Operator”) after the property has been acquired and relocation activities have been completed. Located in the City of Los Angeles, the Project will be acquired and temporarily held by HACLA, with funding from the City of Los Angeles through LAHD and the State of California through its Department of Housing and Community Development’s (HCD) Homekey program.

The Project is the proposed adaptive re-use of a 146-unit hotel to provide permanent supportive housing to individuals experiencing homelessness or who are at risk of homelessness and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases. Qualified households will have incomes at 30% or below area median income (AMI) for Los Angeles County as shown in Exhibit A.

After acquisition, the Selected Owner/Operator will make accessibility improvements, and will provide case management services to Project residents or will partner with a service provider to provide the case management services. The Project will be subject to legally enforceable affordability restrictions for 55 years for 144 studio units, and there will be one unit for an on-site property manager and one unit for on-site maintenance personnel. The proposed Project conforms with the local housing element.

HACLA anticipates utilizing HCD Homekey funding and funding from LAHD, which may include Homeless Housing, Assistance and Prevention (HHAP) funds, HHH funds and HOME-ARP funds. In addition, the Seller may contribute to a portion of the relocation costs, pursuant to an agreement with HACLA.

HACLA retained Overland, Pacific & Cutler, LLC (OPC) to investigate the presence of residents at the hotel (as opposed to “guests”), who would be eligible for relocation assistance if permanently displaced from the Project, and to determine who may be qualified to remain in a Project unit. The Seller of the property provided registration records and check-in dates for existing hotel occupants, and 60 households were identified as long-term residents. OPC was retained to by HACLA to prepare a Relocation Plan (“Plan”) to address existing tenant displacements.

This Plan conforms to the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, Handbook 1378 of the Department of Housing and Urban Development (HUD), the implementing regulations at 24 Code of Federal Regulations, Part 42, California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development as in Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).
As of the date of this Plan, the Project may cause the permanent (or temporary) displacement of 60 households who would be eligible for relocation assistance. The needs and characteristics of the Project tenants and HACLA’s program to provide assistance to each affected person are general subjects of this Relocation Plan (Plan).

This Plan is organized in five sections:

1. Project description (SECTION I);
2. Assessment of the relocation needs of persons subject to displacement (SECTION II);
3. Assessment of available comparable replacement housing units within proximity to the Project site (SECTION III);
4. Description of HACLA’s relocation program (SECTION IV);
5. Description of HACLA’s outreach efforts, Project timeline and budget (SECTION V).
I. PROJECT DESCRIPTION

A. REGIONAL LOCATION

The Project site is located in Los Angeles County within the City of Woodland Hills and is conveniently located just minutes from Interstate 405 and Highways 101 and 27. Surrounding communities include Reseda, Encino, Calabasas, and Canoga Park (Figure 1: Regional Project Location).

![Figure 1: Regional Project Location]

B. PROJECT SITE LOCATION AND DESCRIPTION

The Project site is located at 20205 Ventura Boulevard, Los Angeles, CA 91364 generally bordered by Ventura Boulevard, Winnetka Avenue, Serrania Avenue, and the 101 Freeway. The site is improved with one large building (hotel) on 2.75 acres. (Figure 2: Project Site Location and Figure 3: Extended Stay America - LAX). Currently there are 146 rooms, all of which have kitchenettes.
Figure 2: Project Site Location

Figure 3: Extended Stay America – Los Angeles-Woodland Hills
II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

To obtain information necessary for the preparation of this Plan, personal interviews with the households to be displaced were conducted by OPC staff in March – June 2022. OPC was successful in interviewing 34 of the 60 households. Despite multiple contact attempts in writing, via phone messages, in-person door knocking at the property and calling the residents from the hotel’s front desk, the other 26 households remained non-responsive and did not interview with OPC staff. The data in this section of the Plan are based on the responses of those individuals, who provided verbal information about the households, and information provided by the Seller, although, at this time, the information is unconfirmed.

Inquiries made of the residential occupants concerned household size and composition, income, monthly rent and estimated utility costs, length of occupancy, confirmation the hotel is their permanent and customary place of residence, ethnicity, home language, physical disabilities, relocation needs, and replacement housing preferences.

B. TENANT DATA

1. Current Occupants

There are currently 60 households living in the hotel, who may be long-term residents, who would be permanently or temporarily relocated for the Project and who would be eligible for relocation assistance and are the subjects of this Plan. The 34 interviewed households are comprised of 43 adults and one child (17 years or younger), and it is assumed there is at least one adult in each of the rooms where the occupants were not interviewed, for a total of at least 70 Project occupants. All the households occupy hotel rooms with kitchenettes, including full refrigerators, microwave, sink and 2-burner cooktop.

2. Income

Verbal information regarding gross household income was provided by the 34 interviewed household. According to income standards for Los Angeles County (Exhibit A) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), the Project households may qualify as follows: 11 households may qualify as Extremely Low Income (30% or less AMI), 14 households may qualify as Very Low Income (31% - 50% AMI), seven households may qualify at Low Income (51% - 80% AMI), two households may qualify at above Low Income (greater than 80% AMI), and the income for 26 households is unknown. At this time, based on unconfirmed responses, 11 households or more may qualify to remain in a Project unit and would not be permanently displaced, because their income is at or below 30% AMI.

3. Preferred Language

English is the preferred language of the interviewed households.
4. Senior/Handicapped Households

Ten of the interviewed households have a senior head of household or spouse (62 years or older), and 10 households stated they have a member with a disability, including mobility challenges (tenants use walker, cane and wheelchair), vision impairment, hand, arm and back injuries. One tenant is immobile and is in a hospital bed with a caregiver.

As specific special needs are identified when the project occupants are ultimately displaced, appropriate steps will be taken to accommodate those needs and to locate or modify suitable replacement housing. Mobility challenges will be addressed as it relates to replacement housing, including the need for a first-floor unit or unit in a building with an elevator, as well as identifying an ADA compliant unit ADA, as applicable. Transportation assistance will also be provided to the tenants, including arranging for medical transport, if necessary.

5. Replacement Housing Needs

Replacement housing needs, as expressed in this plan, are defined by the total number of required replacement units and distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing current data for household size with HACLA’s replacement housing occupancy standards. These standards, generally, allow for up to two persons in a studio unit, 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.

When determining the comparable size of the replacement unit under the State relocation programs, the number of all household members is taken into consideration regardless of legal presence status. Under the URA, when determining the size of the replacement unit needed, only the legally present members of the household are considered, based on the occupancy standard above. All households will potentially have a choice of two relocations programs, including the Federal URA or the State program, under which to submit claims for assistance and under which the size of the comparable replacement unit will be determined.

The replacement units required for the current population based on known occupancy counts for 34 households plus an assumption of studio replacements for the 26 non-interviewed tenants, include 60 studio units. In addition, the tenants will need to be offered furnished units (limited to what they currently have in their rooms), or a furniture allowance payment.

The hotel is in the City of Woodland Hills in the San Fernando Valley within a densely populated mixed-use area adjacent to an Interstate with retail shopping, personal services, restaurants, medical facilities, parks, schools, social services, other hotels/motels and public transportation.

6. Preferred Area to Relocate

The interviewed households expressed an interest in remaining in proximity to the Project site as well as moving to Reseda, Chatsworth, Studio City, Sherman Oaks, Santa Monica, Valencia, West Hills, Long Beach or anywhere in the San Fernando Valley to remain close to public transport, medical facilities, school, family, shopping and employment.
III. RELOCATION RESOURCES

A. METHODOLOGY

For residential housing, a resource survey was conducted to identify available comparable rental units within proximity to the Project site. The following sources were utilized:

- Classified rental listings from local newspapers and For Rent publications
- Internet sources of rental opportunities

B. REPLACEMENT HOUSING AVAILABILITY

1. Residential Rental Housing

The replacement housing survey over a one-week period in May 2022 considered available studio and one-bedroom units (in case of overcrowding) for rent in Los Angeles and in proximity to the Project site. The data for unfurnished units ultimately located within five miles of the Project site is summarized in Table 1 below.

<table>
<thead>
<tr>
<th># of Bedrooms</th>
<th>Studio</th>
<th>One</th>
</tr>
</thead>
<tbody>
<tr>
<td># Found</td>
<td>30</td>
<td>49</td>
</tr>
<tr>
<td>Rent Range</td>
<td>$1,345 - $2,908</td>
<td>$2,270 - $2,992</td>
</tr>
<tr>
<td>Median Rent</td>
<td>$1,904</td>
<td>$2,670</td>
</tr>
</tbody>
</table>

The data for furnished units ultimately located within five miles of the Project site is summarized in Table 2 below.

<table>
<thead>
<tr>
<th># of Bedrooms</th>
<th>Studio</th>
<th>One</th>
</tr>
</thead>
<tbody>
<tr>
<td># Found</td>
<td>8</td>
<td>41</td>
</tr>
<tr>
<td>Rent Range</td>
<td>$1,780 - $3,703</td>
<td>$1,748 - $3,193</td>
</tr>
<tr>
<td>Median Rent</td>
<td>$2,846</td>
<td>$2,600</td>
</tr>
</tbody>
</table>

The available units identified were in residential and mixed-use neighborhoods with access to restaurants, retail stores, schools, medical facilities, social services, public transportation, parks and opportunities for employment. To address potential needs of senior or disabled tenants, some of the available units identified were first floor units and/or were within buildings with an elevator.

Although limited furnished units were identified, they were significantly farther away from the Project site, and they were in substantially newer and better buildings with many upgrades not currently enjoyed by the motel room residents.

The median rent amount shown in the table is among the figures used to make benefit and budget projections for the Plan. This amount is, naturally, subject to change according to the market rates prevailing at the time of displacement.
2. Summary

Considering the above-described availability of replacement housing resources gathered, it appears there are an adequate number of replacement units for the residential occupants. In addition, no Project households will be required to relocate without comparable housing being available to them.

While adequate replacement resources exist for the tenants, based on survey results of rental opportunities and the tenants’ current rent, some tenants may have an increase in monthly rent. Possible increases, if any, will be met through HACLA’s obligation under the relocation regulations, including Last Resort Housing (LHR) requirements. (See Section IV, E).

C. RELATED ISSUES

1. Concurrent Residential Displacement

There are no known public projects anticipated in the Project area that will cause significant displacements during the timeframe of anticipated initiation of Project displacements. No residential displacee will be required to move without both adequate notice and access to available, comparable, affordable, decent, safe and sanitary housing.
IV. THE RELOCATION PROGRAM

HACLA’s Relocation Program is designed to minimize hardship, be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, consistently apply all regulatory criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The relocation program to be implemented by HACLA will conform with the standards and provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, HUD Handbook 1378, the California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development and Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

HACLA has retained OPC, a multi-lingual consulting firm, to administer the Relocation Program for the Project residents. OPC has worked on more than 5,000 public acquisition and relocation projects for more than 42 years. Experienced HACLA staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning eligibility and benefit determinations per applicable program requirements.

OPC staff will be available to assist any relocated person and/or household with questions about the relocation process, relocation counseling and/or assistance in relocating. Relocation staff can be contacted at (800) 400-7356 from 8:00 am to 5:00 pm Monday through Friday and are available via voicemail and/or cellular phones after hours. Relocation staff will assist tenants at hours convenient for the residents. The Relocation Office is located at 5000 Airport Plaza Drive, Suite 250, Long Beach, CA 90815.

Eligible individuals, who need to permanently move from their existing home, will receive relocation assistance. The relocation program consists of two principal constituents: advisory assistance and financial assistance (Relocation Benefits).

A. ADVISORY ASSISTANCE

Advisory assistance services are intended to:

- inform displacees about the relocation program
- help in the process of finding appropriate replacement accommodations
- facilitate claims processing
- maintain a communication link with HACLA
- coordinate the involvement of outside service providers

To follow through on the advisory assistance component of the relocation program and assure that HACLA meets its obligations under the law, relocation staff will perform the following functions:
1. Distribute appropriate written information concerning HACLA’s relocation program;

2. Inform eligible project occupants of the nature of, and procedures for, obtaining available relocation assistance and benefits (Exhibit B);

3. Determine the needs of each displacee eligible for assistance;

4. Provide the residential displacees with at least three referrals to comparable replacement housing within a reasonable time prior to displacement. Generally, a comparable replacement dwelling must satisfy the following criteria:

   (a) The unit is decent, safe and sanitary - electrical, plumbing and heating systems are in good repair - no major, observable hazards or defects. The unit is adequate in size and is comparable to the acquired dwelling with respect to number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person. The unit is functionally equivalent, including principle features.

   (b) The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural, or man-made sources, and not generally less desirable with respect to public utilities, transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person’s place of employment.

   (c) The unit is available both on the private market and to all persons regardless of race, color, sex, marital status, religion or, national origin.

   (d) The monthly rental rate is within the financial means of the displaced residential tenant.

5. Maintain an updated database of available housing resources, and distribute referral information to displacees for the duration of the Project;

6. Provide transportation to the residential displacee, if necessary, to inspect replacement sites within the local area;

7. Inspect replacement housing to assure it meets decent, safe and sanitary standards as described in the URA and per HACLA standards and requirements;

8. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;

9. Assist eligible occupants in the preparation, and submission, of relocation assistance claims;

10. Provide additional reasonable services necessary to successfully relocate occupants;
11. Make benefit determinations and payments in accordance with applicable relocation law and HACLA’s adopted relocation guidelines;

12. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;

13. Inform all persons subject to displacement of HACLA’s policies with regard to eviction and property management;

14. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of HACLA’s decisions with respect to relocation assistance; and

15. Provide assistance that does not result in different or separate treatment based on or due to an individual’s sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

B. RELOCATION BENEFITS

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all tenants. In the course of a personal interview and follow-up visits, each household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Relocation benefits will be provided in accordance with the provisions of the URA, State Relocation Law and Guidelines, and HACLA rules, regulations and procedures pertaining thereto. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with HACLA’s normal administrative procedures.

HACLA will process advance payment requests to mitigate 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 will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

Tenants who are permanently displaced will be eligible for the following assistance:

1. Residential Moving Expense Payments

All eligible residential occupants to be permanently relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move, or a fixed payment based on a room-count schedule, or a combination of both.

a. Actual Cost (Professional Move)

Displacees may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be compensated by HACLA in the form of a direct payment to the moving company upon presentation of an
invoice. Transportation costs are limited to a distance of 50 miles in either case. In addition to the actual move, costs associated with utility re-connections (i.e., gas, water, electricity, telephone, and cable, if any), are eligible for reimbursement.

b. Fixed Payment (based on Room Count Schedule)

An occupant may elect to receive a fixed payment for moving expenses which is based on the number of rooms occupied in the displacement dwelling or ancillary structures on the property. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above.

The current schedule for fixed moving payments is set forth in Table 2 following:

| TABLE 2: Schedule of Fixed Moving Payments (effective as of August 2021) |
|---------------------------------|----------------|
| **Unfurnished Dwelling**        |               |
| One room                        | $780          |
| Two rooms                       | $1,000        |
| Three rooms                     | $1,250        |
| Four rooms                      | $1,475        |
| Five rooms                      | $1,790        |
| Six rooms                       | $2,065        |
| Seven rooms                     | $2,380        |
| Eight rooms                     | $2,690        |
| each additional room            | $285          |
| **Furnished Dwelling**          |               |
| First Room                      | $510          |
| Each additional room            | $100          |

2. Rental Assistance for Tenant Occupants Who Choose to Rent

To be eligible to receive the rental assistance benefits, the displaced tenant household has to rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date they move from the displacement dwelling.

Except in the case of Last Resort Housing situations (Section E, Page 15), payments to households will be payable over a 42-month period and limited to a total maximum payment of $7,200 as stated under URA guidelines. (More information regarding rental assistance and Last Resort Housing will be provided in detail in the informational brochure (Exhibit B) that will be provided to each household at the initiation of relocation activities.) Table 3 below portrays an example of a benefits determination under the URA and State relocation programs (including State income deductions):
### TABLE 3: Example Computation of Rental Assistance Payments

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Old Rent</td>
<td>$650</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or</td>
</tr>
<tr>
<td>2.</td>
<td>Ability to Pay</td>
<td>$700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or</td>
</tr>
<tr>
<td>3.</td>
<td>Lesser of lines 1 or 2</td>
<td>$650</td>
</tr>
<tr>
<td></td>
<td>Base Monthly Rental</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subtracted From:</strong></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Actual New Rent</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or</td>
</tr>
<tr>
<td>5.</td>
<td>Comparable Rent</td>
<td>$775</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Determined by District (includes utilities)</td>
</tr>
<tr>
<td>6.</td>
<td>Lesser of lines 4 or 5</td>
<td>$750</td>
</tr>
<tr>
<td>7.</td>
<td>Yields Monthly Need:</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>Rental Assistance</td>
<td>$4,200</td>
</tr>
</tbody>
</table>

*Gross adjusted income means the total amount of annual income of a household less the following: (1) a deduction 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 incapacitate family members when determined to be necessary to employment of head of household or spouse, except that the amount 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 Assistance payment amounts are equal to 42 times the difference between the base monthly rent 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.

The base monthly rent 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 HACLA; or

(ii) Thirty percent (30%) of the displaced person’s average, monthly gross household income if the amount is classified as “low income” by the U. S. Department of Housing and Urban Development’s (HUD) Annual Survey of Income Limits for the Public Housing and Section 8 Programs under the URA. (HUD’s Survey is shown as Exhibit A.) If a tenant refuses to provide appropriate evidence of income
or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or

(iii) The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities

3. **Downpayment Assistance to Tenants Who Choose to Purchase**

The displaced household may opt to apply the entire benefit amount for which they are eligible toward the purchase of a replacement unit (Guidelines 49 CFR 24.402(b) and HUD 1378).

Residential tenants, who are otherwise eligible to receive the Rental Assistance Payment described above, may choose to receive a lump sum payment equal to forty-two months of rental subsidy (including Last Resort Housing benefits) to purchase a new home.

A displaced household, who chooses to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a home, will have the funds deposited in an open escrow account, provided that the entire amount is used for the downpayment and eligible, incidental costs associated with the purchase of a decent, safe, and sanitary replacement home. A provision shall be made in the escrow arrangements for the prompt return of HACLA funds, in the event escrow should fail to close within a reasonable period of time.

Final determination about the type of relocation benefits and assistance for which the household is eligible will be determined upon verification of the household’s occupants, length of occupancy and income.

4. **Furniture Allowance Payment**

If reasonably distanced comparable replacement housing options provided to the tenants to be displaced are unfurnished, HACLA will also offer an additional furniture allowance payment equal to the cost of purchasing the same amount and quality of furniture they currently have in the motel room.

5. **Temporary Relocation**

If an existing Project household has a gross annual income at 30% or less AMI, they may qualify to remain in a Project unit and would not be permanently displaced. The household may be required to temporarily relocate into another Project unit during renovations of their current unit, but any costs associated with temporarily changing units would be paid for by HACLA, and the tenant would receive assistance with packing and moving. The household would return to their current unit post-renovation, or they will be moved one time into a newly renovated unit as their permanent unit.
C. PROGRAM ASSURANCES AND STANDARDS

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

D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with HACLA no later than 18 months after the date the tenant moves from the Project site. 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. Relocation staff will review all necessary documentation including, but not limited to, scopes-of-service, invoices, lease documents and escrow material before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by relocation staff and presented to the claimant for review. Signed claims and supporting documentation will be returned to relocation staff and submitted to HACLA;
4. HACLA will review and approve claims for payment, or request additional information;
5. HACLA (or OPC via a Trust Account) will issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Final payments to residential displacees will be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment and all claims materials will be maintained in the relocation case file.

E. LAST RESORT HOUSING

Based on housing cost and income data derived from the occupants and costs of replacement housing resources, it is anticipated that “comparable replacement housing” may not be available as required for the households. Specifically, for renters, when the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person’s average monthly income, Last Resort Housing must be provided.
Therefore, if the Project is to go forward, HACLA will authorize funds to provide housing of last resort. In this situation, funds will be used to make payments in excess of the monetary limit specified in the statute ($7,200); hence, satisfying the requirement that “comparable replacement housing” is available.

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceed 30% of the person’s average monthly income (financial means) or when a tenant fails to meet the 90-day occupancy requirement and comparable replacement rental housing is not available within the displaced person’s financial means. Calculations of Last Resort rental assistance benefits for tenants who fail to meet the 90-day occupancy requirement will be based solely on household income. Non-90-day qualifiers must meet basic eligibility requirements applied to all other displacees.

Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

F. IMMIGRATION STATUS

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the URA to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by HACLA to negatively affect the alien’s spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, relocation staff will be required to seek immigration status information from each displacee 18 years and older by having them self-certify as to their legal status. There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State program regardless of immigration status.

G. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by HACLA or OPC. Tenants are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.
V. ADMINISTRATIVE PROVISIONS

A. NOTICES

Each notice, which HACLA is required to provide to a Project site occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested or email with confirmation and documented in the case file. Each notice will be written in plain, understandable language. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are four principal notices:

1) General Information Notice,
2) Information Statement
3) Notice of Relocation Eligibility, and
4) Vacate Notice.

The General Information Notice (GIN) is intended to provide potential relocatees with a general written description of HACLA’s relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (Exhibit C) A GIN was issued to the eligible tenants in early March 2022 and to additional tenants identified as long-term in June 2022.

The Informational Statement is intended to provide potential relocatees with a general written description of HACLA’s relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (Exhibit B). The households will receive Informational Notices once the Project and funding have been approved.

A Notice of Relocation Eligibility (NOE) will be distributed to each displaced household (Exhibit D). The NOE to the residential tenants contains a determination of eligibility for relocation assistance under specific relocation programs and a computation of maximum entitlements based on information provided by the affected household and the analysis of comparable replacement properties identified by relocation staff. The households will receive NOEs once the Project and funding has been approved and HACLA has acquired the Project.

No lawful occupant will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary (Exhibit E). The 90-day vacate notice will either state a specific date as the earliest date by which the occupant may be required to move or state that the occupant will receive a further notice indicating, at least 60 days in advance, the specific date of the required move. A date-specific vacate notice will not be issued to any tenants before comparable replacement dwellings have been made available to them.

In addition to the four principal notices, relocation staff will issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

1) are eligible for monetary benefits,
2) have moved from the acquired property, and
3) have not filed a claim for benefits.
A Reminder Notice will be issued to all non-responsive relocatees no later than within the last six months prior to the filing expiration date.

**B. PRIVACY OF RECORDS**

All information obtained from tenants is considered confidential and will not be shared without the consent of the tenant or HACLA. HACLA and relocation staff will comply with federal regulations concerning the safeguarding of relocation files and their contents.

**C. GRIEVANCE PROCEDURES**

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, the failure to provide comparable housing, or HACLA’s property management practices may file a Relocation Assistance Appeal Form or any other written form of appeal with HACLA and have the right of administrative review. The HACLA’s appeal policies will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines.

Requests for administrative review and informal hearings will be directed to HACLA’s Director of Asset Management. All requests for review will receive written responses from HACLA 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.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan or HCD can be contacted at 916-263-2769.

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.

**D. EVICTION POLICY**

1. Eviction may cause the forfeiture of a tenant’s right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.

2. Eviction may be undertaken for one or more of the following reasons:
   
   (a) Failure to pay rent, except in those cases where the failure to pay is due to HACLA’s failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation, or a substantial interruption of services;
   
   (b) Performance of a dangerous, and/or illegal act in the unit;
   
   (c) A material breach of the rental agreement, and failure upon notification to correct said breach within 30 days of Notice;
   
   (d) Maintenance of a nuisance, and failure to abate such nuisance upon notification within a reasonable time following Notice;
(e) Refusal to accept one of a reasonable number of offers of replacement dwellings; and/or,
(f) A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of HACLA.

E. RESIDENT/CITIZEN PARTICIPATION

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

1. Provide affected tenants with full and timely access to documents relevant to the relocation program;
2. Allow meaningful participation in reviewing the relocation plan and monitoring the relocation assistance program; including the Project area occupants, neighborhood groups and community organizations forming a relocation committee, if applicable;
3. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials (the Project households were provided with a copy of the Relocation Plan for review and comment);
4. Issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval (the Project households were provided an Advisory Notice regarding the comment period with a copy of the Relocation Plan); and
5. Include written or oral comments concerning the Plan as an attachment (Exhibit F) when it is forwarded to the Housing Authority Board and the Community Development Department of the State of California (HCD) for approval.

F. PROJECTED DATE OF DISPLACEMENT

90-Day Vacate Notices will be issued to the Project tenants no earlier than September 2022.

G. ESTIMATED RELOCATION COSTS

The total budget estimate for tenant relocation benefits payments for this Project, including a 15% contingency, is $5,435,000 (rounded). Relocation benefits will be paid with Homekey funds, Seller-provided funds and LAHD funds. The estimated relocation budget does not include any payments related to property acquisition. If any of the Project households do in fact qualify to remain in a Project unit, the estimated relocation costs will be reduced significantly.

If the Project is implemented, and circumstances arise that should change either the number of residential occupants and/or the amount of relocation benefits’ entitlements estimated, HACLA will authorize any additional funds that may need to be appropriated. HACLA pledges to acquire on a timely basis, pursuant to a Professional Services Agreement between HACLA and the City of Los Angeles and actions undertaken by the Mayor and Council of the City of Los Angeles, the funds necessary to ensure the successful completion of the Project, including funds necessary for LRH as indicated in Section IV, E, of this Plan to meet its obligation under the relocation regulations.
The following figures are approved by the U. S. Department of Housing and Urban Development (HUD) for use in the **County of Los Angeles** to define and determine housing eligibility by income level.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Extremely Low</th>
<th>Very Low</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>25,050</td>
<td>41,700</td>
<td>66,750</td>
</tr>
<tr>
<td>2 Person</td>
<td>28,600</td>
<td>47,650</td>
<td>76,250</td>
</tr>
<tr>
<td>3 Person</td>
<td>32,200</td>
<td>53,600</td>
<td>85,800</td>
</tr>
<tr>
<td>4 Person</td>
<td>35,750</td>
<td>59,550</td>
<td>95,300</td>
</tr>
<tr>
<td>5 Person</td>
<td>38,650</td>
<td>64,350</td>
<td>102,950</td>
</tr>
<tr>
<td>6 Person</td>
<td>41,500</td>
<td>69,100</td>
<td>110,550</td>
</tr>
<tr>
<td>7 Person</td>
<td>44,350</td>
<td>73,850</td>
<td>118,200</td>
</tr>
<tr>
<td>8 Person</td>
<td>47,200</td>
<td>78,650</td>
<td>125,800</td>
</tr>
</tbody>
</table>

Figures are per the Department of Housing and Urban Development (California), **updated in April 2022**.
EXHIBIT B

INFORMATIONAL STATEMENT
Displacing Entity:
Housing Authority of the City of Los Angeles

Project Name:
20205 Ventura Project

Displacing Agency Representative:
OPC
5000 Airport Plaza Drive, Suite 250
Long Beach, CA 90815
Phone: 800.400.7356

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. Qualification For And Filing Of Relocation Claims
7. Last Resort Housing Assistance
8. Rental Agreement
9. Evictions
10. Appeal Procedures – Grievance
11. Tax Status of Relocation Benefits
12. Legal Presence Requirement
13. Non-Discrimination and Fair Housing
14. Additional Information And Assistance Available

Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente.
1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Displacing Agency using federal 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 federal 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 **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 OPC, 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 to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the Displacing Agency acquires the property, you will also be 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 agent 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 (Self-Move)**
   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 $510.00 for one furnished room to $2,690.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

   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-ups and other related moving fees.

<table>
<thead>
<tr>
<th>Fixed Moving Schedule</th>
<th>CALIFORNIA (Effective 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Occupant Owns Furniture:</strong></td>
<td></td>
</tr>
<tr>
<td>1 room</td>
<td>$780</td>
</tr>
<tr>
<td>2 rooms</td>
<td>$1,000</td>
</tr>
<tr>
<td>3 rooms</td>
<td>$1,250</td>
</tr>
<tr>
<td>4 rooms</td>
<td>$1,475</td>
</tr>
<tr>
<td>5 rooms</td>
<td>$1,790</td>
</tr>
<tr>
<td>6 rooms</td>
<td>$2,065</td>
</tr>
<tr>
<td>7 rooms</td>
<td>$2,380</td>
</tr>
<tr>
<td>8 rooms</td>
<td>$2,690</td>
</tr>
<tr>
<td>Each additional room</td>
<td>$285</td>
</tr>
<tr>
<td><strong>Occupant does NOT Own Furniture:</strong></td>
<td></td>
</tr>
<tr>
<td>1 room</td>
<td>$510</td>
</tr>
<tr>
<td>Each additional room</td>
<td>$100</td>
</tr>
</tbody>
</table>

B. **Actual Moving Expense (Commercial 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 agent will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a “mover” scope of services for Displacing Agency approval.

4. REPLACEMENT HOUSING PAYMENT – TENANTS AND CERTAIN OTHERS

You may be eligible for a payment up to $7,200.00 (payment may be larger under Last Resort Housing) to assist in renting or purchasing a comparable replacement dwelling. To qualify, you must be a tenant who has occupied the present dwelling for at least 90 days immediately prior to the initiation of negotiations.

A. **Rental Assistance.** If you 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 or thirty percent (30%) of your monthly household income if your total gross income is classified as “low income” by the U. S. Department of Housing and Urban Development’s (HUD) Annual Survey of Income Limits for Public Housing and Section 8 Programs. You will be required to provide your relocation agent 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 agent will clarify procedures necessary to apply for this payment.
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 agent will provide counseling and other advisory services along with moving benefits.

6. 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 the Displacing Agency fulfills its obligation to make available comparable replacement dwellings.

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.

7. 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 agent 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.

8. 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.

9. EVICTIONS

Eviction for cause must conform to applicable State and local law. Any person who lawfully occupies the real property on the date of initiation of negotiations, is presumed to be entitled to relocation benefits, unless the Displacing Agency determines that:
The person received an eviction notice prior to the initiation of negotiations and, as a result, was later evicted; or
- The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease; and
- The eviction was not undertaken for the purpose of evading relocation assistance regulations.

Except for the causes of eviction set forth above, no person lawfully occupying property to be purchased by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Displacing Agency.

10. APPEAL PROCEDURES - GRIEVANCE

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

11. 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 17001) 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. 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)

12. LAWFUL PRESENCE REQUIREMENT

In order to be eligible to receive relocation benefits in federally funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. Any member of the household who is not lawfully present in the United States or declines to provide this information may be denied relocation benefits, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child, any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the Displacing Agency to negatively affect the alien’s spouse, parent or child. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State relocation program regardless of immigration status.
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 agent at OPC.
EXHIBIT C

GENERAL INFORMATION NOTICE
General Information Notice

March 3, 2022

Occupants
20205 Ventura Boulevard, Room ___
Woodland Hills, CA 91364

Dear Occupants:

The Housing Authority of the City of Los Angeles (called here the “Displacing Agency”) is interested in acquiring and rehabilitating the property you currently occupy at 20205 Ventura Boulevard, Woodland Hills, CA 91364 (Property). This notice is to inform you of your rights under Federal and or State law. If the Displacing Agency moves forward with the acquisition of the Property through the State of California's Homekey program, and you are displaced from the Property, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code.

However, you do not have to move now.

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

The Displacing Agency has retained the professional firm of Overland, Pacific & Cutler, LLC (OPC) to represent the Agency and assist in the relocation process.

If the Displacing Agency displaces you, and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement dwelling. **Guests of the hotel are not eligible for relocation assistance. You will be required to provide written documentation that supports any claim of permanent residency at the hotel.**

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

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency’s Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

Note that pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.
However, the Displacing Agency will provide relocation assistance to otherwise eligible tenants with non-federal funds.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the Displacing Agency decides not to purchase the property, you will be notified in writing.

If you have any questions about this or any other relocation issues, please contact <<OPC AGENT NAMES>> with OPC at <<NUMBERS>>.

Sincerely,

____________________________

Delivered on/by: ____________/_____________

Received by

X___________________________

Posted on/by: ____________/_____________

Recipient’s Signature

____________________________

Mailed/receipt received on: _________/________

Date
EXHIBIT D

NOTICE OF ELIGIBILITY
Dear <<NAME>>:

The Housing Authority of the City of Los Angeles ("HACLA") is proceeding with the project known as the <<NAME>> Project located at 20205 Ventura Boulevard, Woodland Hills, CA 91364.

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

This is a notice of eligibility for relocation assistance. You are eligible for relocation assistance and benefits under the Developer’s Relocation Assistance Program.

When you do move, and depending on your eligibility for specific programs, you may choose assistance under either the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), or the California Code of State Regulations Title 25, Division 1, Chapter 6 (Title 25).

Due to the federal funding of this project, under the URA, persons not lawfully present in the United States are not eligible for relocation payments or advisory assistance, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by HACLA to negatively affect the alien’s spouse, parent or child. Under Title 25, this requirement does not apply.

Therefore, the entitlements stated below under the URA will reflect the number of legally present persons that have been identified in the Certification of Lawful Presence in the U.S. form provided by you, and/or persons for whom a hardship exemption has been approved. Under the URA, there are ___ household members out of the total of ___ who are entitled to assistance and benefits. These eligible household members are <<NAMES>>.

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

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

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

   **Under the URA**
A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your pro-rated entitlement under this option for ____ rooms is $_________ (x/x of $__________) or

B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; prorated to reflect the number of eligible household members (X/X); or

C. A combination of both (in some cases).

**Under Title 25**

A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for ____ rooms is $________; or

B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; or

C. A combination of both (in some cases).

3. **REPLACEMENT HOUSING ASSISTANCE:** You are eligible for a replacement housing payment to rent or purchase a replacement home. The payment will be based on several factors, including the cost of a "comparable replacement dwelling" and your average household income.

You are entitled to choose a replacement housing payment under the URA or Title 25. These two options are explained below.

**A. Replacement Housing Assistance Under the URA**

If you choose assistance under the URA and rent replacement housing, you may file a claim for a RENTAL ASSISTANCE payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by HACLA) and the base monthly rent, multiplied by 42 months (see table below).

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of $__________ (rent of $__________ and utilities of $_____ ) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

1. $__________, which represents the average monthly rent ($______) and average monthly utilities ($______) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); or

2. $__________, which represents thirty (30) percent of your gross monthly household income if your household income is classified as "low income" by the U. S. Department of Housing and Urban Development’s Annual Survey of Income Limits for the Public Housing and Section 8 Programs. (If "N/A", income was not used in the calculation because you have been determined to not be "low income" and/or are a dependent, or the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is $___________, and your maximum rental assistance payment is calculated as follows:
Maximum URA Rental Assistance Payment Calculation

<table>
<thead>
<tr>
<th></th>
<th>1 Comparable Dwelling Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Base Monthly Rent</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Monthly Difference (Line 1 minus Line 2)</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Maximum payment (difference times 42 months)</td>
<td>$</td>
</tr>
</tbody>
</table>

Your actual payment depends on the cost of the replacement dwelling you decide to rent. If you rent and occupy a replacement dwelling which rents for less than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling which rents for more than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

Please find attached a listing of available comparable replacement dwellings that you may want to consider renting that reflect replacement housing needs under the URA. If you need any assistance or transportation to inspect these referrals, please contact the relocation agent identified below.

B. Replacement Housing Assistance Under Title 25

If you choose assistance under the State Regulations and rent replacement housing, you may file a claim for a RENTAL ASSISTANCE payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by the Developer) and the base monthly rent, multiplied by 42 months.

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of $_______ (rent of $_______ and utilities of $______) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

1. $_______, which represents the average monthly rent ($_______) and average monthly utilities ($___) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); or
2. $_______, which represents thirty (30) percent of your gross monthly adjusted household income (If “N/A”, income was not used in the calculation because it has been determined the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is $_______ and your maximum rental assistance payment is calculated on the following page:

Maximum Rental Assistance Payment Calculation

<table>
<thead>
<tr>
<th></th>
<th>1 Comparable Dwelling Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Base Monthly Rent</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Monthly Difference (Line 1 minus Line 2)</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Maximum payment (difference times 42 months)</td>
<td>$</td>
</tr>
</tbody>
</table>
Your actual payment depends on the cost of the replacement dwelling you decide to rent. If you rent and occupy a replacement dwelling which rents for less than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling which rents for more than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

If you BUY replacement housing (Downpayment Assistance)

You may use the amount of your rental assistance payment under either the URA or Title 25 for down payment assistance. Should you choose to buy (rather than rent) a decent, safe and sanitary replacement home under the URA or Title 25, you may use the full amount of your rental assistance payment ($____________), as calculated above for a down payment and incidental expenses (typically known as “closing costs”) associated with the purchase of a replacement dwelling. You are not limited in the type of home you choose.

If you have received any amount as rental supplements, then those amounts will be deducted from all eligible down payment calculations. Let us know if you would prefer to buy a replacement home, and we will help you find such housing.

To be eligible for a replacement housing payment described above, you must rent or purchase and occupy a decent, safe and sanitary replacement dwelling within 12 months, as well as file claims for replacement housing or moving payments within 18 months from the date you move from your displacement dwelling. Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.

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

In addition to the rental assistance and moving assistance payments available to you, you are eligible to claim a furniture allowance payment up to the amount of $_________________. This amount is based on the cost to replace the furniture and appliances provided to you within your motel room. You must actually purchase the same type of items of furniture and/or appliances and submit receipts in order to claim this payment. You may purchase less items than were in your room and claim a partial payment, if you choose.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you.

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Developer’s Relocation Assistance Program may have the appeal application reviewed by the Developer in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from your relocation agent.

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

<<NAME>>
<<ADDRESS>>
Sincerely,

Attachment (referrals)

<table>
<thead>
<tr>
<th>ACKNOWLEDGMENT BY OCCUPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was personally contacted by the Relocation Agent for HACLA. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

I (We) elect to receive relocation benefits under the Uniform Relocation Act (URA). I understand my URA benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of $___________ RAP and $___________ FMP.

Signature: Date:

I (We) elect to receive relocation benefits under the State Regulations. I understand my State benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of $___________ RAP and $___________ FMP.

Signature: Date:
EXHIBIT E

NOTICE TO VACATE
<<DATE>>

<<NAME>>
20205 Ventura Boulevard, Room ___
Woodland Hills, CA 91364

Dear <<NAMES>>:

The Housing Authority of the City of Los Angeles (“HACLA”) acquired the property which you occupy at 20205 Ventura Boulevard, Woodland Hills, CA 91364 (called here the “Premises”). HACLA has now determined that it will be necessary for you to vacate the Premises.

Notice is hereby given that HACLA elects to terminate your tenancy beginning <<DATE>> and ending <<DATE>>>, and you are hereby to quit and deliver up possession of the property you occupy on or before <<DATE>>. If you do not vacate the Premises by that date, HACLA will initiate legal proceedings to recover possession of the Premises, along with any rents and damages.

During this period, OPC will be available to provide assistance with referrals to replacement sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please contact your relocation agent listed below if you have any questions regarding this notice or the relocation process. Upon vacating your unit, you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent.

Sincerely,

_________________________

Delivered on/by: ___________/__________

Received by

X_________________________

Recipient’s Signature

Post on/by: ___________/__________

Mailed/receipt received on: _______/_______

Date
EXHIBIT F

PUBLIC COMMENTS & RESPONSES

All eligible Project households received a copy of the draft Relocation Plan and an Advisory Notice regarding the public comment and Plan review period between Monday July 11, 2022 and Thursday, August 11, 2022. No comments or questions were received during the Plan review and comment period.
ATTACHMENT 8
19325 LONDELIUS RELOCATION PLAN
19325 Londelius Project
RELOCATION PLAN

PREPARED FOR:
Housing Authority of the City of Los Angeles
2600 Wilshire Boulevard
Los Angeles, CA 90057
(213) 252-2500

PREPARED BY:
Overland, Pacific & Cutler, LLC
5000 Airport Plaza Drive, Suite 250
Long Beach, CA 90815
(562) 304-2000

August 2022
## TABLE OF CONTENTS

### INTRODUCTION

I. PROJECT DESCRIPTION
   A. REGIONAL LOCATION
   B. PROJECT SITE LOCATION AND DESCRIPTION
   C. GENERAL DEMOGRAPHIC & HOUSING CHARACTERISTICS

II. ASSESSMENT OF RELOCATION NEEDS
   A. SURVEY METHOD
   B. TENANT DATA
      1. Current Occupants
      2. Replacement Housing Needs
      3. Income
      4. Ethnicity/Language
      5. Senior/Handicapped Households
      6. Preferred Area to Relocate

III. RELOCATION RESOURCES
   A. METHODOLOGY
   B. REPLACEMENT HOUSING AVAILABILITY
      1. Residential Rental Housing
      2. Summary
   C. RELATED ISSUES
      1. Concurrent Residential Displacement

IV. THE RELOCATION PROGRAM
   A. ADVISORY ASSISTANCE
   B. RELOCATION BENEFITS
      1. Residential Moving Expense Payments
      2. Rental Assistance to Tenants Who Choose to Rent
      3. Downpayment Assistance to Tenants Who Choose to Purchase
   C. PROGRAM ASSURANCES AND STANDARDS
   D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS
   E. LAST RESORT HOUSING
   F. IMMIGRATION STATUS
   G. RELOCATION TAX CONSEQUENCES

V. ADMINISTRATIVE PROVISIONS
   A. NOTICES
   B. PRIVACY RECORDS
   C. GRIEVANCE PROCEDURES
   D. EVICTION POLICY
   E. CITIZEN PARTICIPATION
   F. PROJECTED DATE OF DISPLACEMENT
   G. ESTIMATED RELOCATION COSTS

### LIST OF TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE 1</td>
<td>Availability and Cost of Replacement Rental Housing</td>
<td>7</td>
</tr>
<tr>
<td>TABLE 2</td>
<td>Schedule of Fixed Moving Payments</td>
<td>11</td>
</tr>
<tr>
<td>TABLE 3</td>
<td>Computation of Rental Assistance Payments – URA/State</td>
<td>12</td>
</tr>
<tr>
<td>EXHIBIT</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>EXHIBIT A</td>
<td>HUD Income Levels – Los Angeles County</td>
<td></td>
</tr>
<tr>
<td>EXHIBIT B</td>
<td>Residential Informational Brochure</td>
<td></td>
</tr>
<tr>
<td>EXHIBIT C</td>
<td>General Information Notice</td>
<td></td>
</tr>
<tr>
<td>EXHIBIT D</td>
<td>Notice of Eligibility</td>
<td></td>
</tr>
<tr>
<td>EXHIBIT E</td>
<td>Notice to Vacate</td>
<td></td>
</tr>
<tr>
<td>EXHIBIT F</td>
<td>Public Comments &amp; Responses</td>
<td></td>
</tr>
</tbody>
</table>
INTRODUCTION

The Housing Authority of the City of Los Angeles (HACLA) is in the process of acquiring a 117-unit hotel on behalf of the Los Angeles Housing Department (LAHD) to convert the rooms to housing for homeless persons and persons at risk of homelessness through the California State Homekey program. The Extended Stay America – Los Angeles - Northridge is located at 19325 Londelius Street, Northridge, CA 91324 (“Project site” and together with the improvements the “Project”). The Project represents an expedited effort to create affordable housing by converting an underutilized hotel with individual kitchen facilities in the City of Los Angeles.

HACLA will transfer the Project to an LAHD-selected affordable housing owner and operator (“Selected Owner/Operator”) after the property has been acquired and relocation activities have been completed. Located in the City of Los Angeles, the Project will be acquired and temporarily held by HACLA, with funding from the City of Los Angeles through LAHD and the State of California through its Department of Housing and Community Development’s (HCD) Homekey program.

The Project is the proposed adaptive re-use of a 117-unit hotel to provide permanent supportive housing to individuals experiencing homelessness or who are at risk of homelessness and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases. Qualified households will have incomes at 30% or below area median income (AMI) for Los Angeles County as shown in Exhibit A.

After acquisition, the Selected Owner/Operator will make accessibility improvements, and will provide case management services to Project residents or will partner with a service provider to provide the case management services. The Project will be subject to legally enforceable affordability restrictions for 55 years for 115 studio units, and there will be one unit for an on-site property manager and one unit for on-site maintenance personnel. The proposed Project conforms with the local housing element.

HACLA anticipates utilizing HCD Homekey funding and funding from LAHD, which may include Homeless Housing, Assistance and Prevention (HHAP) funds, HHH funds and HOME-ARP funds. In addition, the Seller may contribute to a portion of the relocation costs, pursuant to an agreement with HACLA.

HACLA retained Overland, Pacific & Cutler, LLC (OPC) to investigate the presence of residents at the hotel (as opposed to guests), who would be eligible for relocation assistance if permanently displaced from the Project, and to determine who may be qualified to remain in a Project unit. The Seller of the property provided registration records and check-in dates for existing hotel occupants, and 35 households were identified as long-term residents. OPC was retained to by HACLA to prepare a Relocation Plan (“Plan”) to address existing tenant displacements.

This Plan conforms to the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, Handbook 1378 of the Department of Housing and Urban Development (HUD), the implementing regulations at 24 Code of Federal Regulations, Part 42, California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development as in Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).
As of the date of this Plan, the Project may cause the permanent (or temporary) displacement of
35 households who would be eligible for relocation assistance. The needs and characteristics of
the Project tenants and HACLA’s program to provide assistance to each affected person are general
subjects of this Relocation Plan (Plan).

This Plan is organized in five sections:

1. Project description (SECTION I);
2. Assessment of the relocation needs of persons subject to displacement (SECTION II);
3. Assessment of available comparable replacement housing units within proximity to the
   Project site (SECTION III);
4. Description of HACLA’s relocation program (SECTION IV);
5. Description of HACLA’s outreach efforts, Project timeline and budget (SECTION V).
I. PROJECT DESCRIPTION

A. REGIONAL LOCATION

The Project site is located in Los Angeles County within the City of Northridge and is conveniently located just minutes from Interstate 405 and Highways 101, 118 and 27. Surrounding communities include Chatsworth, Canoga Park, Reseda, Woodland Hills, Panorama City and Granada Hills (Figure 1: Regional Project Location).

![Figure 1: Regional Project Location](image)

B. PROJECT SITE LOCATION AND DESCRIPTION

The Project site is located at 19325 Londelius Street, Northridge, CA 91324 generally bordered by Londelius Street, Shirley Avenue, Tampa Avenue and Business Center Drive. The site is improved with one large building (hotel) on 1.67 acres (Figure 2: Project Site Location and Figure 3: Extended Stay America - LAX). Currently there are 117 rooms, all of which have kitchenettes.
Figure 2: Project Site Location

Figure 3: Extended Stay America – Los Angeles - Northridge
II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

To obtain information necessary for the preparation of this Plan, personal interviews with the households to be displaced were conducted by OPC staff in March – June 2022. OPC was successful in interviewing 23 of the 35 households. Despite multiple contact attempts in writing, via phone messages, in-person door knocking at the property and calling the residents from the hotel’s front desk, the other 12 households remained non-responsive and did not interview with OPC staff. The data in this section of the Plan are based on the responses of those individuals, who provided verbal information about the households, and information provided by the Seller, although, at this time, the information is unconfirmed.

Inquiries made of the residential occupants concerned household size and composition, income, monthly rent and estimated utility costs, length of occupancy, confirmation the hotel is their permanent and customary place of residence, ethnicity, home language, physical disabilities, relocation needs, and replacement housing preferences.

B. TENANT DATA

1. Current Occupants

There are currently 35 households living in the hotel, who may be long-term residents, who would be permanently or temporarily relocated for the Project and who would be eligible for relocation assistance and are the subjects of this Plan. The 23 interviewed households are comprised of 38 adults, and seven children (17 years or younger), and it is assumed there is at least one adult in each of the rooms where the occupants were not interviewed, for a total of at least 57 Project occupants. All the households occupy hotel rooms with kitchenettes, including full refrigerators, microwave, sink and 2-burner cooktop.

2. Income

Verbal information regarding gross household income was provided by the households to be displaced. According to income standards for Los Angeles County (Exhibit A) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), the interviewed households may qualify as follows: nine households may qualify as Extremely Low Income (30% or less AMI), eight households may qualify as Very Low Income (31% - 50% AMI), three households may qualify at Low Income (51% - 80% AMI), three households may qualify at above Low Income (greater than 80% AMI), and the income for 12 households is unknown. At this time, based on unconfirmed responses, nine households may qualify to remain in a Project unit and would not be permanently displaced, because their income is at or below 30% AMI.

3. Language

English is the preferred language of the interviewed households.
4. Senior/Handicapped Households

Fifteen of the interviewed households have a senior head of household or spouse (62 years or older), and six households stated they have a member with a disability, including mobility challenges (use of walker, wheelchair), heart issues, knee and foot injuries, and blindness. As specific special needs are identified when the project occupants are ultimately displaced, appropriate steps will be taken to accommodate those needs and to locate or modify suitable replacement housing. Mobility challenges will be addressed as it relates to replacement housing, including the need for a first-floor unit or unit in a building with an elevator, as well as potentially identifying an ADA compliant unit ADA, as applicable.

5. Replacement Housing Needs

Replacement housing needs, as expressed in this plan, are defined by the total number of required replacement units and distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing current data for household size with HACLA’s replacement housing occupancy standards. These standards, generally, allow for up to two persons in a studio unit, 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.

When determining the comparable size of the replacement unit under the State relocation programs, the number of all household members is taken into consideration regardless of legal presence status. Under the URA, when determining the size of the replacement unit needed, only the legally present members of the household are considered, based on the occupancy standard above. All households will potentially have a choice of two relocations programs, including the Federal URA or the State program, under which to submit claims for assistance and under which the size of the comparable replacement unit will be determined.

The replacement units required for the current population based on known occupancy counts for 23 households plus an assumption of studio replacements for the 12 non-interviewed tenants, include 31 studio units, two one-bedroom apartment units, one two-bedroom apartment unit and one three-bedroom apartment unit. In addition, the tenants will need to be offered furnished units (limited to what they currently have in their rooms), or a furniture allowance payment.

The hotel is in the City of Northridge within a densely populated mixed-use area on a major thoroughfare with retail shopping, personal services, restaurants, medical facilities, parks, schools, social services, other hotels/motels and public transportation.

6. Preferred Area to Relocate

The interviewed households expressed an interest in remaining in moving to Encino, Woodland Hills, Studio City, Panorama City, Burbank, Toluca Lake, Chatsworth, Van Nuys, Balboa and Glendale to be close to medical facilities, employment and family. Only one household expressed an interest in remaining in Northridge.
III. RELOCATION RESOURCES

A. METHODOLOGY

For residential housing, a resource survey was conducted to identify available comparable rental units within proximity to the Project site. The following sources were utilized:

-- Classified rental listings from local newspapers and *For Rent* publications
-- Internet sources of rental opportunities

B. REPLACEMENT HOUSING AVAILABILITY

1. Residential Rental Housing

The replacement housing survey over a one-week period in late May 2022 considered available studio, one-bedroom, two-bedroom and three-bedroom apartment units for rent in Los Angeles and in proximity to the Project site. The data for unfurnished units ultimately located within seven miles of the Project site is summarized in Table 1 below.

<table>
<thead>
<tr>
<th># of Bedrooms</th>
<th>Studio</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
</tr>
</thead>
<tbody>
<tr>
<td># Found</td>
<td>20</td>
<td>15</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Rent Range</td>
<td>$1,345 - $2,300</td>
<td>$1,625 - $2,300</td>
<td>$2,200 - $2,850</td>
<td>$2,895 - $3,750</td>
</tr>
<tr>
<td>Median Rent</td>
<td>$1,776</td>
<td>$1,925</td>
<td>$2,563</td>
<td>$3,098</td>
</tr>
</tbody>
</table>

The data for furnished units ultimately located within seven miles of the Project site is summarized in Table 2 below.

<table>
<thead>
<tr>
<th># of Bedrooms</th>
<th>Studio</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
</tr>
</thead>
<tbody>
<tr>
<td># Found</td>
<td>20</td>
<td>14</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Rent Range</td>
<td>$1,195 - $2,833</td>
<td>$1,555 - $2,848</td>
<td>$2,499 - $3,977</td>
<td>$3,098 - $4,700</td>
</tr>
<tr>
<td>Median Rent</td>
<td>$1,770</td>
<td>$2,160</td>
<td>$2,820</td>
<td>$4,247</td>
</tr>
</tbody>
</table>

The available units identified were in residential and mixed-use neighborhoods with access to restaurants, retail stores, schools, medical facilities, social services, public transportation, parks and opportunities for employment. To address potential needs of senior or disabled tenants, some of the available units identified were first floor units and/or were within buildings with an elevator.

Although limited furnished units were identified, they were significantly farther away from the Project site, and they were in substantially newer and better buildings with many upgrades not currently enjoyed by the motel room residents.

The median rent amount shown in the table is among the figures used to make benefit and budget projections for the Plan. This amount is, naturally, subject to change according to the market rates prevailing at the time of displacement.
2. Summary

Considering the above described availability of replacement housing resources gathered, it appears there are an adequate number of replacement units for the residential occupants. In addition, no Project households will be required to relocate without comparable housing being available to them.

While adequate replacement resources exist for the tenants, based on survey results of rental opportunities and the tenants’ current rent, some tenants may have an increase in monthly rent. Possible increases, if any, will be met through HACLA’s obligation under the relocation regulations, including Last Resort Housing (LHR) requirements. (See Section IV, E).

C. RELATED ISSUES

1. Concurrent Residential Displacement

There are no known public projects anticipated in the Project area that will cause significant displacements during the timeframe of anticipated initiation of Project displacements. No residential displacee will be required to move without both adequate notice and access to available, comparable, affordable, decent, safe and sanitary housing.
IV. THE RELOCATION PROGRAM

HACLA’s Relocation Program is designed to minimize hardship, be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, consistently apply all regulatory criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The relocation program to be implemented by HACLA will conform with the standards and provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, HUD Handbook 1378, the California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), and the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development and Title 25, California Code of Regulations Section 6000, et seq. (Guidelines).

HACLA has retained OPC, a multi-lingual consulting firm, to administer the Relocation Program for the Project residents. OPC has worked on more than 5,000 public acquisition and relocation projects for more than 42 years. Experienced HACLA staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning eligibility and benefit determinations per applicable program requirements.

OPC staff will be available to assist any relocated person and/or household with questions about the relocation process, relocation counseling and/or assistance in relocating. Relocation staff can be contacted at (800) 400-7356 from 8:00 am to 5:00 pm Monday through Friday and are available via voicemail and/or cellular phones after hours. Relocation staff will assist tenants at hours convenient for the residents. The Relocation Office is located at 5000 Airport Plaza Drive, Suite 250, Long Beach, CA 90815.

Eligible individuals, who need to permanently move from their existing home, will receive relocation assistance. The relocation program consists of two principal constituents: advisory assistance and financial assistance (Relocation Benefits).

A. ADVISORY ASSISTANCE

Advisory assistance services are intended to:

- inform displacees about the relocation program
- help in the process of finding appropriate replacement accommodations
- facilitate claims processing
- maintain a communication link with HACLA
- coordinate the involvement of outside service providers

To follow through on the advisory assistance component of the relocation program and assure that HACLA meets its obligations under the law, relocation staff will perform the following functions:
1. Distribute appropriate written information concerning HACLA’s relocation program;

2. Inform eligible project occupants of the nature of, and procedures for, obtaining available relocation assistance and benefits (Exhibit B);

3. Determine the needs of each displacee eligible for assistance;

4. Provide the residential displacees with at least three referrals to comparable replacement housing within a reasonable time prior to displacement. Generally, a comparable replacement dwelling must satisfy the following criteria:

   (a) The unit is decent, safe and sanitary - electrical, plumbing and heating systems are in good repair - no major, observable hazards or defects. The unit is adequate in size and is comparable to the acquired dwelling with respect to number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person. The unit is functionally equivalent, including principle features.

   (b) The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural, or man-made sources, and not generally less desirable with respect to public utilities, transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person’s place of employment.

   (c) The unit is available both on the private market and to all persons regardless of race, color, sex, marital status, religion or, national origin.

   (d) The monthly rental rate is within the financial means of the displaced residential tenant.

5. Maintain an updated database of available housing resources, and distribute referral information to displacees for the duration of the Project;

6. Provide transportation to the residential displacee, if necessary, to inspect replacement sites within the local area;

7. Inspect replacement housing to assure it meets decent, safe and sanitary standards as described in the URA and per HACLA standards and requirements;

8. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;

9. Assist eligible occupants in the preparation, and submission, of relocation assistance claims;

10. Provide additional reasonable services necessary to successfully relocate occupants;
11. Make benefit determinations and payments in accordance with applicable relocation law and HACLA’s adopted relocation guidelines;

12. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;

13. Inform all persons subject to displacement of HACLA’s policies with regard to eviction and property management;

14. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of HACLA’s decisions with respect to relocation assistance; and

15. Provide assistance that does not result in different or separate treatment based on or due to an individual’s sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

B. RELocation BENEFITS

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all tenants. In the course of a personal interview and follow-up visits, each household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Relocation benefits will be provided in accordance with the provisions of the URA, State Relocation Law and Guidelines, and HACLA rules, regulations and procedures pertaining thereto. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with HACLA’s normal administrative procedures.

HACLA will process advance payment requests to mitigate 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 will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

Tenants who are permanently displaced will be eligible for the following assistance:

1. Residential Moving Expense Payments

All eligible residential occupants to be permanently relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move, or a fixed payment based on a room-count schedule, or a combination of both.

a. Actual Cost (Professional Move)

Displacees may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be compensated by HACLA in the form of a direct payment to the moving company upon presentation of an
Transportation costs are limited to a distance of 50 miles in either case. In addition to the actual move, costs associated with utility re-connections (i.e., gas, water, electricity, telephone, and cable, if any), are eligible for reimbursement.

b. Fixed Payment (based on Room Count Schedule)

An occupant may elect to receive a fixed payment for moving expenses which is based on the number of rooms occupied in the displacement dwelling or ancillary structures on the property. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above.

The current schedule for fixed moving payments is set forth in Table 2 following:

<table>
<thead>
<tr>
<th>TABLE 2: Schedule of Fixed Moving Payments (effective as of August 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unfurnished Dwelling</strong></td>
</tr>
<tr>
<td>One room</td>
</tr>
<tr>
<td>Two rooms</td>
</tr>
<tr>
<td>Three rooms</td>
</tr>
<tr>
<td>Four rooms</td>
</tr>
<tr>
<td>Five rooms</td>
</tr>
<tr>
<td>Six rooms</td>
</tr>
<tr>
<td>Seven rooms</td>
</tr>
<tr>
<td>Eight rooms</td>
</tr>
<tr>
<td>each additional room</td>
</tr>
<tr>
<td><strong>Furnished Dwelling</strong></td>
</tr>
<tr>
<td>First Room</td>
</tr>
<tr>
<td>Each additional room</td>
</tr>
</tbody>
</table>

2. Rental Assistance for Tenant Occupants Who Choose to Rent

To be eligible to receive the rental assistance benefits, the displaced tenant household has to rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date they move from the displacement dwelling.

Except in the case of Last Resort Housing situations (Section E, Page 15), payments to households will be payable over a 42-month period and limited to a total maximum payment of $7,200 as stated under URA guidelines. (More information regarding rental assistance and Last Resort Housing will be provided in detail in the informational brochure (Exhibit B) that will be provided to each household at the initiation of relocation activities.) Table 3 below portrays an example of a benefits determination under the URA and State relocation programs (including State income deductions):
### TABLE 3: Example Computation of Rental Assistance Payments

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Old Rent</td>
<td>$650</td>
<td>Old Rent and Utilities</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ability to Pay</td>
<td>$700</td>
<td>30% of Monthly Gross Income (if Low Income – URA) or 30% Adjusted, Monthly, Gross Household Income (State)*</td>
</tr>
<tr>
<td>3. Lesser of lines 1 or 2</td>
<td>$650</td>
<td>Base Monthly Rental</td>
</tr>
<tr>
<td>Subtracted From:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Actual New Rent</td>
<td>$750</td>
<td>Actual New Rent and Utilities</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Comparable Rent</td>
<td>$775</td>
<td>Determined by District (includes utilities)</td>
</tr>
<tr>
<td>6. Lesser of lines 4 or 5</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>7. Yields Monthly Need:</td>
<td>$100</td>
<td>Subtract line 3 from line 6</td>
</tr>
<tr>
<td>Rental Assistance</td>
<td>$4,200</td>
<td>Multiply line 7 by 42 months</td>
</tr>
</tbody>
</table>

*Gross adjusted income means the total amount of annual income of a household less the following: (1) a deduction 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 incapacitate family members when determined to be necessary to employment of head of household or spouse, except that the amount 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 Assistance payment amounts are equal to 42 times the difference between the base monthly rent 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.

The base monthly rent 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 HACLA; or

(ii) Thirty percent (30%) of the displaced person’s average, monthly gross household income if the amount is classified as “low income” by the U. S. Department of Housing and Urban Development’s (HUD) Annual Survey of Income Limits for the Public Housing and Section 8 Programs under the URA. (HUD’s Survey is shown as Exhibit A.) If a tenant refuses to provide appropriate evidence of income
or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or

(iii) The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities

3. **Downpayment Assistance to Tenants Who Choose to Purchase**

The displaced household may opt to apply the entire benefit amount for which they are eligible toward the purchase of a replacement unit (Guidelines 49 CFR 24.402(b) and HUD 1378).

Residential tenants, who are otherwise eligible to receive the Rental Assistance Payment described above, may choose to receive a lump sum payment equal to forty-two months of rental subsidy (including Last Resort Housing benefits) to purchase a new home.

A displaced household, who chooses to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a home, will have the funds deposited in an open escrow account, provided that the entire amount is used for the downpayment and eligible, incidental costs associated with the purchase of a decent, safe, and sanitary replacement home. A provision shall be made in the escrow arrangements for the prompt return of HACLA funds, in the event escrow should fail to close within a reasonable period of time.

Final determination about the type of relocation benefits and assistance for which the household is eligible will be determined upon verification of the household’s occupants, length of occupancy and income.

4. **Furniture Allowance Payment**

If reasonably distanced comparable replacement housing options provided to the tenants to be displaced are unfurnished, HACLA will also offer an additional furniture allowance payment equal to the cost of purchasing the same amount and quality of furniture they currently have in the motel room.

5. **Temporary Relocation**

If an existing Project household has a gross annual income at 30% or less AMI, they may qualify to remain in a Project unit and would not be permanently displaced. The household may be required to temporarily relocate into another Project unit during renovations of their current unit, but any costs associated with temporarily changing units would be paid for by HACLA, and the tenant would receive assistance with packing and moving. The household would return to their current unit post-renovation, or they will be moved one time into a newly renovated unit as their permanent unit.
C. PROGRAM ASSURANCES AND STANDARDS

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

D. GENERAL INFORMATION REGARDING THE PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with HACLA no later than 18 months after the date the tenant moves from the Project site. 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. Relocation staff will review all necessary documentation including, but not limited to, scopes-of-service, invoices, lease documents and escrow material before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by relocation staff and presented to the claimant for review. Signed claims and supporting documentation will be returned to relocation staff and submitted to HACLA;
4. HACLA will review and approve claims for payment, or request additional information;
5. HACLA (or OPC via a Trust Account) will issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Final payments to residential displacees will be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment and all claim materials will be maintained in the relocation case file.

E. LAST RESORT HOUSING

Based on housing cost and income data derived from the occupants and costs of replacement housing resources, it is anticipated that “comparable replacement housing” may not be available as required for the households. Specifically, for renters, when the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person’s average monthly income, Last Resort Housing must be provided.
Therefore, if the Project is to go forward, HACLA will authorize funds to provide housing of last resort. In this situation, funds will be used to make payments in excess of the monetary limit specified in the statute ($7,200); hence, satisfying the requirement that “comparable replacement housing” is available.

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds $7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceed 30% of the person’s average monthly income (financial means) or when a tenant fails to meet the 90-day occupancy requirement and comparable replacement rental housing is not available within the displaced person’s financial means. Calculations of Last Resort rental assistance benefits for tenants who fail to meet the 90-day occupancy requirement will be based solely on household income. Non-90-day qualifiers must meet basic eligibility requirements applied to all other displacees.

Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

F. IMMIGRATION STATUS

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the URA to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by HACLA to negatively affect the alien’s spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, relocation staff will be required to seek immigration status information from each displacee 18 years and older by having them self-certify as to their legal status. There is no legal presence requirement in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State program regardless of immigration status.

G. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by HACLA or OPC. Tenants are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.
V. ADMINISTRATIVE PROVISIONS

A. NOTICES

Each notice, which HACLA is required to provide to a Project site occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested or email with confirmation and documented in the case file. Each notice will be written in plain, understandable language. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are four principal notices:

1) General Information Notice,  
2) Information Statement  
3) Notice of Relocation Eligibility, and  
4) Vacate Notice.

The General Information Notice (GIN) is intended to provide potential relocatees with a general written description of HACLA’s relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (Exhibit C). A GIN was issued to long-term tenants in early March 2022 and to additional tenants identified as long-term in June 2022.

The Informational Statement is intended to provide potential relocatees with a general written description of HACLA’s relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (Exhibit B). The households will receive Informational Notices once the Project and funding have been approved.

A Notice of Relocation Eligibility (NOE) will be distributed to each displaced household (Exhibit D). The NOE to the residential tenants contains a determination of eligibility for relocation assistance under specific relocation programs and a computation of maximum entitlements based on information provided by the affected household and the analysis of comparable replacement properties identified by relocation staff. The households will receive NOEs once the Project and funding has been approved and HACLA has acquired the Project.

No lawful occupant will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary (Exhibit E). The 90-day vacate notice will either state a specific date as the earliest date by which the occupant may be required to move or state that the occupant will receive a further notice indicating, at least 60 days in advance, the specific date of the required move. A date-specific vacate notice will not be issued to any tenants before comparable replacement dwellings have been made available to them.

In addition to the four principal notices, relocation staff will issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

1) are eligible for monetary benefits,  
2) have moved from the acquired property, and  
3) have not filed a claim for benefits.
A Reminder Notice will be issued to all non-responsive relocatees no later than within the last six months prior to the filing expiration date.

B. PRIVACY OF RECORDS

All information obtained from tenants is considered confidential and will not be shared without the consent of the tenant or HACLA. HACLA and relocation staff will comply with federal regulations concerning the safeguarding of relocation files and their contents.

C. GRIEVANCE PROCEDURES

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, the failure to provide comparable housing, or HACLA’s property management practices may file a Relocation Assistance Appeal Form or any other written form of appeal with HACLA and have the right of administrative review. The HACLA’s appeal policies will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines.

Requests for administrative review and informal hearings will be directed to HACLA’s Director of Asset Management. All requests for review will receive written responses from HACLA 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.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan or HCD can be contacted at 916-263-2769.

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.

D. EVICTION POLICY

1. Eviction may cause the forfeiture of a tenant’s right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.

2. Eviction may be undertaken for one or more of the following reasons:
   (a) Failure to pay rent, except in those cases where the failure to pay is due to HACLA’s failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation, or a substantial interruption of services;
   (b) Performance of a dangerous, and/or illegal act in the unit;
   (c) A material breach of the rental agreement, and failure upon notification to correct said breach within 30 days of Notice;
   (d) Maintenance of a nuisance, and failure to abate such nuisance upon notification within a reasonable time following Notice;
(e) Refusal to accept one of a reasonable number of offers of replacement dwellings; and/or,
(f) A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of HACLA.

E. RESIDENT/CITIZEN PARTICIPATION

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

1. Provide affected tenants with full and timely access to documents relevant to the relocation program;
2. Allow meaningful participation in reviewing the relocation plan and monitoring the relocation assistance program; including the Project area occupants, neighborhood groups and community organizations forming a relocation committee, if applicable;
3. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials (the Project households were provided with a copy of the Relocation Plan for review and comment);
4. Issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval (the Project households were provided an Advisory Notice regarding the comment period with a copy of the Relocation Plan); and
5. Include written or oral comments concerning the Plan as an attachment (Exhibit F) when it is forwarded to the Housing Authority Board and the Community Development Department of the State of California (HCD) for approval.

F. PROJECTED DATE OF DISPLACEMENT

90-Day Vacate Notices will be issued to the Project tenants no earlier than September 2022.

G. ESTIMATED RELOCATION COSTS

The total budget estimate for tenant relocation benefits payments for this Project, including a 15% contingency, is $3,074,000 (rounded). Relocation benefits will be paid with Homekey funds, Seller-provided funds and LAHD funds. The estimated relocation budget does not include any payments related to property acquisition. If any of the Project households do in fact qualify to remain in a Project unit, the estimated relocation costs will be reduced significantly.

If the Project is implemented, and circumstances arise that should change either the number of residential occupants and/or the amount of relocation benefits’ entitlements estimated, HACLA will authorize any additional funds that may need to be appropriated. HACLA pledges to acquire on a timely basis, pursuant to a Professional Services Agreement between HACLA and the City of Los Angeles and actions undertaken by the Mayor and Council of the City of Los Angeles, the funds necessary to ensure the successful completion of the Project, including funds necessary for LRH as indicated in Section IV, E, of this Plan to meet its obligation under the relocation regulations.
EXHIBIT A

HUD INCOME LIMITS – LOS ANGELES COUNTY

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

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Extremely Low</th>
<th>Very Low</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>25,050</td>
<td>41,700</td>
<td>66,750</td>
</tr>
<tr>
<td>2 Person</td>
<td>28,600</td>
<td>47,650</td>
<td>76,250</td>
</tr>
<tr>
<td>3 Person</td>
<td>32,200</td>
<td>53,600</td>
<td>85,800</td>
</tr>
<tr>
<td>4 Person</td>
<td>35,750</td>
<td>59,550</td>
<td>95,300</td>
</tr>
<tr>
<td>5 Person</td>
<td>38,650</td>
<td>64,350</td>
<td>102,950</td>
</tr>
<tr>
<td>6 Person</td>
<td>41,500</td>
<td>69,100</td>
<td>110,550</td>
</tr>
<tr>
<td>7 Person</td>
<td>44,350</td>
<td>73,850</td>
<td>118,200</td>
</tr>
<tr>
<td>8 Person</td>
<td>47,200</td>
<td>78,650</td>
<td>125,800</td>
</tr>
</tbody>
</table>

Figures are per the Department of Housing and Urban Development (California), updated in April 2022.
EXHIBIT B

INFORMATIONAL STATEMENT
Displacing Entity:
Housing Authority of the City of Los Angeles

Project Name:
19325 Londelius Project

Displacing Agency Representative:
OPC
5000 Airport Plaza Drive, Suite 250
Long Beach, CA 90815
Phone: 800.400.7356

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. Qualification For And Filing Of Relocation Claims
7. Last Resort Housing Assistance
8. Rental Agreement
9. Evictions
10. Appeal Procedures – Grievance
11. Tax Status of Relocation Benefits
12. Legal Presence Requirement
13. Non-Discrimination and Fair Housing
14. Additional Information And Assistance Available

Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente.
1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Displacing Agency using federal 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 federal 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 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 OPC, 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 to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the Displacing Agency acquires the property, you will also be 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 agent 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 (Self-Move)**

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 $510.00 for one furnished room to $2,690.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

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-ups and other related moving fees.

<table>
<thead>
<tr>
<th>Fixed Moving Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CALIFORNIA (Effective 2021)</strong></td>
</tr>
<tr>
<td><strong>Occupant Owns Furniture:</strong></td>
</tr>
<tr>
<td>1 room</td>
</tr>
<tr>
<td>2 rooms</td>
</tr>
<tr>
<td>3 rooms</td>
</tr>
<tr>
<td>4 rooms</td>
</tr>
<tr>
<td>5 rooms</td>
</tr>
<tr>
<td>6 rooms</td>
</tr>
<tr>
<td>7 rooms</td>
</tr>
<tr>
<td>8 rooms</td>
</tr>
<tr>
<td>Each additional room</td>
</tr>
<tr>
<td><strong>Occupant does NOT Own Furniture:</strong></td>
</tr>
<tr>
<td>1 room</td>
</tr>
<tr>
<td>Each additional room</td>
</tr>
</tbody>
</table>

B. **Actual Moving Expense (Commercial 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 agent will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a “mover” scope of services for Displacing Agency approval.

4. REPLACEMENT HOUSING PAYMENT – TENANTS AND CERTAIN OTHERS

You may be eligible for a payment up to $7,200.00 (payment may be larger under Last Resort Housing) to assist in renting or purchasing a comparable replacement dwelling. To qualify, you must be a tenant who has occupied the present dwelling for at least 90 days immediately prior to the initiation of negotiations.

A. **Rental Assistance.** If you 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 or thirty percent (30%) of your monthly household income if your total gross income is classified as “low income” by the U. S. Department of Housing and Urban Development’s (HUD) Annual Survey of Income Limits for Public Housing and Section 8 Programs. You will be required to provide your relocation agent 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 agent will clarify procedures necessary to apply for this payment.
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 agent will provide counseling and other advisory services along with moving benefits.

6. 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 the Displacing Agency fulfills its obligation to make available comparable replacement dwellings.

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.

7. 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 agent 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.

8. 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.

9. EVICTIONS

Eviction for cause must conform to applicable State and local law. Any person who lawfully occupies the real property on the date of initiation of negotiations, is presumed to be entitled to relocation benefits, unless the Displacing Agency determines that:
- The person received an eviction notice prior to the initiation of negotiations and, as a result, was later evicted; or
- The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease; and
- The eviction was not undertaken for the purpose of evading relocation assistance regulations.

Except for the causes of eviction set forth above, no person lawfully occupying property to be purchased by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Displacing Agency.

**10. APPEAL PROCEDURES - GRIEVANCE**

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency’s Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

**11. 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 17001) 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. 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)*

**12. LAWFUL PRESENCE REQUIREMENT**

In order to be eligible to receive relocation benefits in federally funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. Any member of the household who is not lawfully present in the United States or declines to provide this information may be denied relocation benefits, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child, any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the Displacing Agency to negatively affect the alien’s spouse, parent or child. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

**There is no legal presence requirement** in order to be eligible for relocation assistance under the State Relocation Program, and all eligible Project occupants will be offered assistance under the State relocation program regardless of immigration status.
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 agent at OPC.
March 3, 2022

Occupants
19325 Londelius Street, Room ___
Northridge, CA 91324

Dear Occupants:

The Housing Authority of the City of Los Angeles (called here the “Displacing Agency”) is interested in acquiring and rehabilitating the property you currently occupy at 19325 Londelius, Northridge, CA 91324 (Property). This notice is to inform you of your rights under Federal and or State law. If the Displacing Agency moves forward with the acquisition of the Property through the State of California's Homekey program, and you are displaced from the Property, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code.

However, you do not have to move now.

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

The Displacing Agency has retained the professional firm of Overland, Pacific & Cutler, LLC (OPC) to represent the Agency and assist in the relocation process.

If the Displacing Agency displaces you, and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement dwelling. Guests of the hotel are not eligible for relocation assistance. You will be required to provide written documentation that supports any claim of permanent residency at the hotel.

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

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency’s Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

Note that pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.
However, the Displacing Agency will provide relocation assistance to otherwise eligible tenants with non-federal funds.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the Displacing Agency decides not to purchase the property, you will be notified in writing.

If you have any questions about this or any other relocation issues, please contact <<OPC AGENT NAMES>> with OPC at <<NUMBERS>>.

Sincerely,
EXHIBIT D

NOTICE OF ELIGIBILITY
Notice of Eligibility

<<DATE>>

<<NAME>>
19325 Londelius Street, Room ___
Northridge, CA 91324

Dear <<NAME>>:

The Housing Authority of the City of Los Angeles ("HACLA") is proceeding with the project known as the 19325 Londelius Project located at 19325 Londelius Street, Northridge, CA 91324.

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

This is a notice of eligibility for relocation assistance. You are eligible for relocation assistance and benefits under the Developer’s Relocation Assistance Program.

When you do move, and depending on your eligibility for specific programs, you may choose assistance under either the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), or the California Code of State Regulations Title 25, Division 1, Chapter 6 (Title 25).

Due to the federal funding of this project, under the URA, persons not lawfully present in the United States are not eligible for relocation payments or advisory assistance, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien’s spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by HACLA to negatively affect the alien’s spouse, parent or child. Under Title 25, this requirement does not apply.

Therefore, the entitlements stated below under the URA will reflect the number of legally present persons that have been identified in the Certification of Lawful Presence in the U.S. form provided by you, and/or persons for whom a hardship exemption has been approved. Under the URA, there are ___ household members out of the total of ____ who are entitled to assistance and benefits. These eligible household members are <<NAMES>>.

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

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

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

A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your pro-rated entitlement under this option for ___ rooms is $_________ (x/x of $__________) or
B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; prorated to reflect the number of eligible household members (X/X); or
C. A combination of both (in some cases).

Under Title 25

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

3. REPLACEMENT HOUSING ASSISTANCE: You are eligible for a replacement housing payment to rent or purchase a replacement home. The payment will be based on several factors, including the cost of a "comparable replacement dwelling" and your average household income.

You are entitled to choose a replacement housing payment under the URA or Title 25. These two options are explained below.

A. Replacement Housing Assistance Under the URA

If you choose assistance under the URA and rent replacement housing, you may file a claim for a RENTAL ASSISTANCE payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by HACLA) and the base monthly rent, multiplied by 42 months (see table below).

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of $__________ (rent of $__________ and utilities of $______) was the most representative of your current dwelling.

Base monthly rent is defined as the lesser of:

(1) $__________, which represents the average monthly rent ($______) and average monthly utilities ($______) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); or
(2) $__________, which represents thirty (30) percent of your gross monthly household income if your household income is classified as "low income" by the U. S. Department of Housing and Urban Development’s Annual Survey of Income Limits for the Public Housing and Section 8 Programs. (If “N/A”, income was not used in the calculation because you have been determined to not be “low income” and/or are a dependent, or the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is $__________, and your maximum rental assistance payment is calculated as follows:
## Maximum URA Rental Assistance Payment Calculation

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<tr>
<td>1</td>
<td>Comparable Dwelling Cost</td>
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<tr>
<td>2</td>
<td>Base Monthly Rent</td>
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<tr>
<td>3</td>
<td>Monthly Difference (Line 1 minus Line 2)</td>
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<tr>
<td>4</td>
<td>Maximum payment (difference times 42 months)</td>
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Your actual payment depends on the cost of the replacement dwelling you decide to rent. If you rent and occupy a replacement dwelling which rents for **less** than the comparable dwelling, your rental assistance payment will be based on the actual cost of your replacement dwelling. If you rent and occupy a replacement dwelling which rents for **more** than the comparable dwelling, your rental assistance payment will be limited by the cost of the comparable dwelling.

Please find attached a listing of available comparable replacement dwellings that you may want to consider renting that reflect replacement housing needs under the URA. If you need any assistance or transportation to inspect these referrals, please contact the relocation agent identified below.

### B. Replacement Housing Assistance Under Title 25

If you choose assistance under the State Regulations and rent replacement housing, you may file a claim for a **RENTAL ASSISTANCE** payment, equal to the difference between the monthly rent and utilities necessary to rent a comparable replacement dwelling (as determined by the Developer) and the base monthly rent, multiplied by 42 months.

A study was completed to determine the cost of a comparable replacement dwelling for eligible occupants most nearly representative of your current dwelling. The study indicated that the dwelling located at <<ADDRESS>> with a monthly rent and estimated utilities of $_______ (rent of $________ and utilities of $______) was the most representative of your current dwelling.

**Base monthly rent** is defined as the lesser of:

1. $________, which represents the average monthly rent ($_______) and average monthly utilities ($____) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); or
2. $________, which represents thirty (30) percent of your gross monthly adjusted household income (If “N/A”, income was not used in the calculation because it has been determined the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is $_______ and your maximum rental assistance payment is calculated on the following page:

## Maximum Rental Assistance Payment Calculation

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**If you BUY replacement housing (Downpayment Assistance)**

You may use the amount of your rental assistance payment under either the URA or Title 25 for down payment assistance. Should you choose to buy (rather than rent) a decent, safe and sanitary replacement home under the URA or Title 25, you may use the full amount of your rental assistance payment ($____________), as calculated above for a down payment and incidental expenses (typically known as “closing costs”) associated with the purchase of a replacement dwelling. You are not limited in the type of home you choose.

If you have received any amount as rental supplements, then those amounts will be deducted from all eligible down payment calculations. Let us know if you would prefer to buy a replacement home, and we will help you find such housing.

To be eligible for a replacement housing payment described above, you must rent or purchase and occupy a decent, safe and sanitary replacement dwelling within 12 months, as well as file claims for replacement housing or moving payments within 18 months from the date you move from your displacement dwelling. Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.

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

In addition to the rental assistance and moving assistance payments available to you, you are eligible to claim a **furniture allowance payment** up to the amount of $____________. This amount is based on the cost to replace the furniture and appliances provided to you within your motel room. You must actually purchase the same type of items of furniture and/or appliances and submit receipts in order to claim this payment. You may purchase less items than were in your room and claim a partial payment, if you choose.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you.

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Developer’s Relocation Assistance Program may have the appeal application reviewed by the Developer in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from your relocation agent.

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

<<NAME>>
<<ADDRESS>>
Sincerely,

Attachment (referrals)

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<tr>
<th>ACKNOWLEDGMENT BY OCCUPANTS</th>
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<td>I was personally contacted by the Relocation Agent for HACLA. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.</td>
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<tr>
<th>Name:</th>
<th>Signature:</th>
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I (We) elect to receive relocation benefits under the Uniform Relocation Act (URA). I understand my URA benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of $______________ RAP and $___________ FMP.

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<th>Signature:</th>
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I (We) elect to receive relocation benefits under the State Regulations. I understand my State benefits include a Notice of Eligibility and Conditional Entitlement Letter (NOE) that states a maximum relocation benefit payment of $______________ RAP and $___________ FMP.

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EXHIBIT E

NOTICE TO VACATE
<<DATE>>

<<NAME>>
19325 Londelius Street, Room ___
Northridge, CA 91324

Dear <<NAMES>>:

The Housing Authority of the City of Los Angeles (“HACLA”) acquired the property which you occupy at 19325 Londelius Street, Northridge, CA 91324 (called here the “Premises”). HACLA has now determined that it will be necessary for you to vacate the Premises.

Notice is hereby given that HACLA elects to terminate your tenancy beginning <<DATE>> and ending <<DATE>>, and you are hereby to quit and deliver up possession of the property you occupy on or before <<DATE>>. If you do not vacate the Premises by that date, HACLA will initiate legal proceedings to recover possession of the Premises, along with any rents and damages.

During this period, OPC will be available to provide assistance with referrals to replacement sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please contact your relocation agent listed below if you have any questions regarding this notice or the relocation process. Upon vacating your unit, you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent.

Sincerely,

_________________________

Delivered on/by: ___________/____________

Received by

X________________________

Posted on/by: ___________/____________

Recipient’s Signature

Mailed/receipt received on: _______/_______

Date
EXHIBIT F

PUBLIC COMMENTS & RESPONSES

All eligible Project households received a copy of the draft Relocation Plan and an Advisory Notice regarding the public comment and Plan review period between Monday July 11, 2022 and Thursday, August 11, 2022. No comments or questions were received during the Plan review and comment period.