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1. Introduction

The construction of a new development in an urbanized setting often requires the relocation of site occupants, for purposes of the Jordan Down’s Project the relocation of tenants will be necessary. This Relocation Plan sets forth procedures to assure the fair, uniform and equitable treatment of persons displaced from their homes when development occurs. It identifies the administrative requirements for conducting relocation and sets forth relocation standards, occupancy standards, methods for obtaining replacement housing, payments available and other related provisions of relocation practices.

The Housing Authority of the City of Los Angeles (HACLA) plans to revitalize the Jordan Downs community, an obsolete 670-unit public housing community located between Grape and Alameda Streets, 97th and 103rd Streets in the City of Los Angeles. HACLA proposes to develop a newly revitalized mixed-income community with a highly-organized recreation and enrichment center that will offer quality education, exceptional training and employment opportunities, to support the residents and their children in their effort to break the intergenerational cycle of poverty. The revitalized community is expected to house approximately 1,410 units of rental and ownership housing units, 120,000+ square feet of retail and approximately eight acres of open space. HACLA has selected Michaels Development Company and BRIDGE Housing Corporation as its co-developers. The following plan demonstrates how HACLA intends to comply with the regulatory requirements, as well as the spirit and intent of the Uniform Relocation Act.

The key opportunity at Jordan Downs is that HACLA owns a vacant 21-acre former industrial parcel of land within Jordan Downs. With this large parcel of vacant land, HACLA has committed to a “Build First” strategy for redevelopment and relocation. The redevelopment will proceed in phases which will allow new construction work to begin without dislocating existing households. It is the intent to sequence the delivery of new units with the demolition of existing obsolete units, to avoid the need for temporary relocation. HACLA is committed to a sensitive and choice-based relocation process. All applicable relocation options are available to the families at the site, whether they choose to move into a newly constructed unit or take the opportunity to move permanently off-site. The redevelopment is designed to occur in six distinct phases over a course of 10 years. The current phasing plan (see Attachment 1) anticipates the ability to manage a build-first approach throughout construction. This phasing plan may change based upon the pattern of building vacancies and tenant absorption. The first phase of construction began in May 2017. The relocation of Phase 1 is broken into 3 different phases, Phase 1A, Phase 1B and Phase 1C, the planning stage for which began in March 2018. The overall relocation process for the entire Phase 1 segment is estimated at 18 months with an expected completion date of August 2019.

Funding for the project is anticipated to come from: affordable housing tax credits; bonds; conventional loans; private and public grants including competitive State and Federal grants such as Choice Neighborhood Implementation grants, Community Development Block Grants, Affordable Housing Sustainable Communities funds, HUD Replacement Housing Factor funds and Demolition or Disposition Transitional Funding. In addition, HACLA has been approved for 190
units under the Rental Assistance Demonstration (RAD) program. Due to the funding sources and nature of funds involved, the requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended ("URA") and corresponding relocation requirements at 49 CFR Part 24, HUD Handbook 1378, California Government Code 7260, and Title 25 of the California Code of Regulations apply to the relocation planning and implementation components of this Project.

Any change of funding sources may require the plan to be updated accordingly to reflect compliance and statutory requirements adequate to the funding source.

2. PROJECT AREA DESCRIPTION

a) Regional Location
   The Jordan Downs site is located east of the I-110 Freeway, west of the I-710 Freeway, south of the I-10 Freeway and north of the I-105 Freeway within the City of Los Angeles. The Project site is in the south Los Angeles area in the Watts neighborhood and is neighboring the communities of South Gate, Westmont, Willowbrook, Lynwood and Cudahy. (See Figure 1 Project Regional Location)
b) Project Site Location
The existing site is a 670-unit public housing community of Jordan Downs is located between Grape and Alameda Streets and 97th and 103rd Streets in the City of Los Angeles (See Figure 2 Project Site Boundary and Figure 3 Project Site Aerial Photo.)

Figure 2 Project Site Boundary

Figure 3 Project Site Aerial Photo
3. GENERAL DEMOGRAPHIC AND HOUSING CHARACTERISTICS

According to the 2016 U.S. Census, the population of the City of Los Angeles is 3,976,322, and based on 2010 information, the population of the impacted Census Tract 2421 is 2,714 (see Table 1: 2010 Census Population – City of Los Angeles & Impacted Tract). Corresponding Census data concerning the housing mix is shown in Table 2: 2010 Census Housing Units – City of Los Angeles & Impacted Tract.

<table>
<thead>
<tr>
<th>Population</th>
<th>Tract 2421</th>
<th>City</th>
<th>%</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population</td>
<td>2,714</td>
<td>3,792,621</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>White</td>
<td>573</td>
<td>1,888,158</td>
<td>21.1%</td>
<td>49.8%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>881</td>
<td>365,118</td>
<td>32.5%</td>
<td>9.6%</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>26</td>
<td>28,215</td>
<td>1.0%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Asian</td>
<td>17</td>
<td>426,959</td>
<td>0.6%</td>
<td>11.3%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>0</td>
<td>5,577</td>
<td>0.0%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Some Other Race</td>
<td>1,056</td>
<td>902,959</td>
<td>38.9%</td>
<td>23.8%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>161</td>
<td>175,635</td>
<td>5.9%</td>
<td>4.6%</td>
</tr>
<tr>
<td>Hispanic or Latino (of Any Race)</td>
<td>1,808</td>
<td>1,838,822</td>
<td>66.6%</td>
<td>48.5%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, QT-PL. Race, Hispanic or Latino, and Age: 2010
2016 Census Data Not Available for Tract 2421

<table>
<thead>
<tr>
<th>Type</th>
<th>Tract 2421</th>
<th>City</th>
<th>%</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units</td>
<td>708</td>
<td>1,413,995</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total Occupied Units</td>
<td>698</td>
<td>1,318,168</td>
<td>98.6%</td>
<td>93.2%</td>
</tr>
<tr>
<td>Owner-Occupied</td>
<td>6</td>
<td>503,863</td>
<td>0.2%</td>
<td>38.2%</td>
</tr>
<tr>
<td>Renter-Occupied</td>
<td>692</td>
<td>814,305</td>
<td>99.1%</td>
<td>61.8%</td>
</tr>
<tr>
<td>Vacant Housing Units</td>
<td>10</td>
<td>95,827</td>
<td>1.4%</td>
<td>6.8%</td>
</tr>
<tr>
<td>Available for Sale Only (of Total Vacant Units)</td>
<td>0</td>
<td>10,930</td>
<td>0.0%</td>
<td>0.8%</td>
</tr>
<tr>
<td>Available for Rent – Full Time Occupancy (of Total Vacant Units)</td>
<td>6</td>
<td>53,309</td>
<td>0.8%</td>
<td>3.8%</td>
</tr>
<tr>
<td>Sold or Rented – Not Occupied</td>
<td>1</td>
<td>5,038</td>
<td>0.1%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Otherwise Not Available (e.g. seasonal, recreational, migratory, occasional use)</td>
<td>0</td>
<td>7,540</td>
<td>0.0%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Other Vacant</td>
<td>3</td>
<td>19,010</td>
<td>0.4%</td>
<td>1.3%</td>
</tr>
</tbody>
</table>

2016 Census Data Not Available for Tract 2421
4. **ASSESSMENT OF IMPACTED RESIDENTS AND RELOCATION NEEDS**

a) Survey Method

Information necessary for the preparation of this Plan was obtained through personal interviews conducted with the residents of Jordan Downs between March 3, 2018 and April 10, 2018 as well as electronic resident data provided by HACLA. Inquiries of residential occupants concerned; household size and composition, income, monthly rent obligation, length of occupancy, ethnicity, home language, disabilities/health problems, transportation needs, pets, legal presence status, and general information regarding the resident’s attitudes towards the Jordan Downs community and their desire to either remain within the community or relocate to a different development.

The descriptive data in this Plan concerning residents is based solely on the verbal information provided by the interviewed residents. Multiple attempts (in writing, in person, and phone calls) were made to contact and interview each household. As of April 10, 2018, the relocation consultant was successful at interviewing 203 households out of 666 occupied households or 30% of households for the purpose of updating this relocation plan.

b) Project Survey Data

As of April 2018, there are currently 666 occupied units, and 4 vacant units. Of those 4 vacant units, 1 has been designated for non-residential use (RAC), and 3 are pending new occupancy. Most tenants are currently paying 30% of their gross household monthly income towards rent, while the balance of the rent is subsidized. (Mixed Family Households with both legally and non-legally present persons in the United States will pay more than 30%.)

I. Housing Mix

   Table 3: Unit Bedroom Sizes outlines the existing breakdown of bedrooms by units occupied in Jordan Downs.

<table>
<thead>
<tr>
<th># of Bedooms</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Units</td>
<td>77</td>
<td>239</td>
<td>265</td>
<td>62</td>
<td>23</td>
</tr>
</tbody>
</table>

   II. Project Rents

   Monthly rents in the Jordan Downs Project are based on tenants' ability to pay at an adjusted 30% of annual gross household income. Based on data provided by HACLA, below, Table 4: Actual Project Rents represents the average, rounded, monthly rent payments of the 666 occupied tenant households.
### Table 4: Actual Project Rents

<table>
<thead>
<tr>
<th>Bedrooms</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average</td>
<td>Rent</td>
<td>$251.03</td>
<td>$351.80</td>
<td>$530.57</td>
<td>$600.31</td>
</tr>
</tbody>
</table>

### III. Occupancy

The Project households interviewed that reported number of occupants and data received by HACLA consist of 2,297 individuals among 666 households, 1,224 of whom are adults and 1,073 of whom are children (Under the age of 18). The average household size is 3.44 persons per unit. The distribution of household sizes is provided in Table 5: Current Household Sizes.

### Table 5: Current Household Sizes

<table>
<thead>
<tr>
<th># of People in Household</th>
<th># Households</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>100</td>
<td>15.02</td>
</tr>
<tr>
<td>Two</td>
<td>137</td>
<td>20.57</td>
</tr>
<tr>
<td>Three</td>
<td>124</td>
<td>18.62</td>
</tr>
<tr>
<td>Four</td>
<td>123</td>
<td>18.47</td>
</tr>
<tr>
<td>Five</td>
<td>89</td>
<td>13.36</td>
</tr>
<tr>
<td>Six</td>
<td>55</td>
<td>8.26</td>
</tr>
<tr>
<td>Seven</td>
<td>23</td>
<td>3.45</td>
</tr>
<tr>
<td>Eight</td>
<td>13</td>
<td>1.95</td>
</tr>
<tr>
<td>Nine</td>
<td>1</td>
<td>.15</td>
</tr>
<tr>
<td>Ten</td>
<td>1</td>
<td>.15</td>
</tr>
</tbody>
</table>

### IV. Replacement Housing Needs

Replacement housing needs, as expressed in this Plan, are defined by the total number of required replacement units and the distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing survey data relative to household size with HACLA’s replacement housing occupancy standards. These standards, allow for occupancy based on HACLA’s “new admissions” policy and is reflected in Table 6: Occupancy Standard:

### Table 6: Occupancy Standard

<table>
<thead>
<tr>
<th>Size of Family</th>
<th>Number of Bedrooms in Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>1</td>
</tr>
<tr>
<td>3-4</td>
<td>2</td>
</tr>
<tr>
<td>5-6</td>
<td>3</td>
</tr>
</tbody>
</table>
Table 6: Occupancy Standard

<table>
<thead>
<tr>
<th>Size of Family</th>
<th>Number of Bedrooms in Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-8</td>
<td>4</td>
</tr>
<tr>
<td>9-10</td>
<td>5</td>
</tr>
<tr>
<td>11-12</td>
<td>6</td>
</tr>
</tbody>
</table>

In addition, where a live-in aide has been approved, HACLA will first determine the appropriate number of bedrooms for the family in accordance with the above chart. HACLA will then approve one additional bedroom to accommodate a live-in aide provided the aide has met the requirements of Section 6.12 of HACLA’s Administrative Plan.

Over-housed households will be eligible for HACLA subsidy based on the qualifying Section 8 Voucher size, not the size of the unit. Similarly, under-housed households may be required to move with a voucher for the number of bedrooms for which the household qualifies so they are right-sized. If a household cannot be immediately right-sized at the time of their relocation, HACLA will provide the household with the option to be temporarily over-housed in an on-site unit at no additional cost to the household. When a new unit becomes available in that phase or a future phase, the household will then be moved into the right-sized unit.

Table 7: Replacement Housing Needs, the following illustrates replacement housing needs adjusted for Section 8 Housing Choice Voucher (HCV) Program requirements based on the 203 conducted interviews and data provided by HACLA:

<table>
<thead>
<tr>
<th>Bedroom Size</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
</tr>
</thead>
<tbody>
<tr>
<td># Needed</td>
<td>237</td>
<td>247</td>
<td>144</td>
<td>36</td>
<td>2</td>
</tr>
</tbody>
</table>

Based strictly on number of occupants compared to number of current bedrooms, 16 units may be currently under-housed, and 355 units may be over-housed. Appropriate actions will be taken to accommodate households that are under- or over-housed.

V. Income

Income information was obtained via household interviews and information provided by HACLA. According to income standards for the County of Los Angeles (Attachment 2) adjusted for family size as published by the Department of Housing and Urban Development (HUD) in April 2018, Project household incomes are presented in Table 8: Household Incomes.

<table>
<thead>
<tr>
<th>Income Level</th>
<th>Extremely Low</th>
<th>Very Low</th>
<th>Low</th>
<th>Above Low</th>
</tr>
</thead>
<tbody>
<tr>
<td># Households</td>
<td>529</td>
<td>109</td>
<td>21</td>
<td>7</td>
</tr>
</tbody>
</table>
VI. **Ethnicity/Language**
Ethnicity and preferred language reported amongst the 203 households interviewed and data provided by HACLA is summarized in Table 9: Ethnicity and Table 10: Language. Although the majority of the residents within Jordan Downs Public Housing community are Hispanic/Latino, there are two other distinct ethnic groups of which the larger is African American and the “other” would consist of Asian American.

<table>
<thead>
<tr>
<th>Table 9: Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity</td>
</tr>
<tr>
<td>Households</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 10: Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Language</td>
</tr>
<tr>
<td>Households</td>
</tr>
</tbody>
</table>

Moving forward, all required notices and assistance will be provided in the language understood by the household or translation services will be provided.

VII. **Senior/Handicapped Households**
Based on the 203 conducted interviews and data provided by HACLA, there are 113 known senior households (head of household or spouse 62 years or older), and 159 households reported having a member with physical and/or psychological disabilities that could affect the relocation process. Care will be taken to meet the special needs of each household, particularly as these needs involve physical access to accommodations. HACLA will take into consideration the number of replacement units needed to house all families with approved Reasonable Accommodations. In all cases involving physical or mental impairments, extra efforts will be made to provide close individual case management and monitoring.

VIII. **Vehicles**
Based on the 203 conducted interviews, of those households, there are 180 automobiles and 12 motorcycles. No information was provided in determining the remaining 463 occupied units.

IX. **Pets / Animals**
Based on the 203 conducted interviews and data provided by HACLA, it was determined that there are 34 dogs (26 HACLA verified Assistance/ Support Animals “Dogs”), 3 cats (1 HACLA verified Assistance/ Support Animal “cats”) and 5 other small animals. Other animals include; fish, turtle, rabbit and birds.
5. **RELOCATION PROGRAM**

The following items are intended to guide the relocation effort. All households will be given notices and ongoing communications regarding the relocation process, the assistance available to them, and related timeframes for resident relocations. All households were provided with the HUD required General Information Notice (Attachment 3) coupled with invitations to multiple resident meetings held on site during the same time frame to discuss the Project plans, relocation process and available resident options. HACLA continues to track any change in tenancy and provide General Information Notices to new resident households upon execution of new leases.

In order to move forward with the first phase of new construction, improve management and security on-site, 28 households in four separate buildings were transferred to other locations on-site in preparation for phase 1 construction activities. HACLA utilized existing vacancies and prioritized previously submitted transfer requests to ensure that a sufficient number of units were available at Jordan Downs for on-site transfers. These on-site transfers were completed in May 2016. The on-site transfers were processed under the existing authority and are not a subject of this relocation plan.

All residents, who are in “good standing” under their current leases at Jordan Downs, that is, the household is not evicted or terminated from housing assistance, will be eligible to move into new units once the new construction has been completed. HACLA will provide counseling through many outlets to help families during the entire relocation process, from initial briefings through the re-occupancy period. A Relocation Consultant will be assigned to each household prior to their scheduled relocation and will work with each household throughout the relocation process. In addition, during the transition to new housing, case managers through HACLA’s on-site service provider will assist the families with coordination of services, referrals to community resources as needed, and with the local schools for admission and transfers of resident students.

HACLA will also offer support for families during the transition to their newly constructed on-site unit and those residents who elected to move permanently off site by means of other assisted housing or under the Housing Choice Voucher (HCV) Program.

Residents electing to move offsite will also receive assistance with their housing search. The Relocation Agent will provide housing referrals, transportation, Section 8 inspection and contracting coordination and assist with rental negotiations, for those electing to move from the Jordan Downs development via the HCV program.

As part of the relocation process, HACLA or its development partners will provide a moving allowance or provide payment for the actual cost of a moving company (Actual Move) to move to a new unit as part of the relocation process, up to a 50-mile radius of Jordan Downs.

Regardless of whether existing Jordan Downs residents decide to move to the newly constructed housing or opt to move off site, HACLA intends to provide 700 units of replacement housing within the larger redevelopment.
The replacement unit breakdown of the initial 700 units is stated in Table 11: New Unit Sizes below.

<table>
<thead>
<tr>
<th>Unit Size</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 bedroom</td>
<td>81</td>
</tr>
<tr>
<td>2 bedrooms</td>
<td>257</td>
</tr>
<tr>
<td>3 bedrooms</td>
<td>276</td>
</tr>
<tr>
<td>4 bedrooms</td>
<td>62</td>
</tr>
<tr>
<td>5 bedrooms</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

The first phase of the redevelopment of Jordan Downs commenced in May 2017. Under HACLA’s redevelopment plan, Jordan Downs will be preserved as affordable housing with RAD Vouchers and Project Based Vouchers. If HACLA does not receive all RAD vouchers, the balance of units will be ACC units (Annual Contributions Contract – Section 9 Housing.)

HACLA has determined that no resident will be involuntarily displaced, because all residents, in good standing, will be eligible to be relocated on site in the designated replacement units. The following steps will be implemented during the relocation process:

a) **Relocation Staff**
   Implementation of this Relocation Plan will be the responsibility of the Relocation Consultant, or other individual(s) identified by HACLA. The Relocation Consultant will be the primary contact person for the residents. This person will be responsible for preparing and distributing all required relocation notices, maintaining the original list of households to be relocated, establishing and maintaining a recordkeeping system, identifying replacement units and coordinating the relocation of households within the required timelines.

b) **Develop Individual Move Plans with each Head-of-Household**
   The Relocation Consultant will meet with all households to confirm their options and relocation plans/needs and will provide all necessary assistance throughout the relocation process. Prior to, and upon completion of, the newly constructed units, the Relocation Consultant will do the following:
   - Assist residents with the completion of any necessary forms, whether for assistance or otherwise;
   - Identify an appropriate replacement unit on site that meets HACLA occupancy requirements, which is suitable in its living conditions and has comparable amenities to the current unit.
   - Identify at least three off-site comparable housing options with at least one option for an off-site comparable housing opportunity located in an area that is not minority-concentrated or poverty-concentrated and has access to community assets such as public transit, employment opportunities and education for each household. (A census tract is
considered an opportunity tract, if <40% of the population is living below the poverty level and <40.1% of the population is non-white.)

- Conduct relocation information sessions with each head-of-household;
- Facilitate and schedule resident moves, and assist with utility transfers, completion of change of address forms, etc.

c) **Moving Expense Payments**
Moving assistance will be provided to all households moving to newly constructed Project units or off-site to other permanent units. This assistance includes:

- Transportation for the households and any personal property;
- Packing, crating, uncrating and unpacking of personal property for people who request reasonable accommodations;
- Storing of personal property (if applicable);
- Disconnecting, dismantling, removing, reinstalling, and reassembling, and reinstallation of relocated household appliances and other personal property as long as they have been installed with the approval of management and are in compliance with the lease;
- Reinstallation of utilities and/or services, i.e. telephone, gas and cable service;
- Insurance for the replacement value of the property in connection with the move and necessary storage;
- The replacement value of property lost, stolen or damaged in the process of moving (not through the fault or negligence of the displaced person) where insurance covering such loss, theft or damage is not reasonably available;
- Other moving related expenses deemed reasonable by the Relocation Coordinator, including any approved reasonable accommodations.

All residential occupants to be 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, a fixed payment based on a room-count schedule, or a combination of both.

I. **Actual Cost (Professional Move)**
Residents 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 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.

II. **Actual Cost (Room Count)**
The Relocation Consultant will contract with 3 separate movers and provide a fee schedule according to eligible rooms. In this case, the approved mover would be compensated by HACLA in the form of a direct payment to move the occupant to the replacement unit based on the number of eligible rooms.
III. Fixed Payment (based on Room Count Schedule)
A household may elect to receive a fixed payment for moving expenses which is based on the number of rooms occupied in the displacement dwelling. 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 fixed payment is a one-time, all-inclusive allowance that does not require back-up documentation. The current schedule for fixed payments is set forth in Table 12: Schedule of Fixed Moving Payments on the following page:

<table>
<thead>
<tr>
<th>Table 12: Schedule of Fixed Moving Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unfurnished Dwelling</strong></td>
</tr>
<tr>
<td>Room count</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td><strong>Furnished Dwelling</strong></td>
</tr>
<tr>
<td>Room count</td>
</tr>
<tr>
<td>Amount</td>
</tr>
</tbody>
</table>

Source: California Department of Transportation, August 2015

d) Right to Return
All tenants in good standing will be afforded the “right to return” and move into a newly constructed Project unit (Attachment 4). Although all Jordan Downs residents retain the right to remain within the Jordan Downs Project and will be offered a one-time direct move into a newly constructed Project unit, they will also be offered three other permanent replacement housing options.

Residents may elect to receive a tenant-based Section 8 voucher and move to a comparable replacement unit in a community within in a 50-mile radius, or they may choose to move to an available comparable public housing unit within a different public housing development owned by HACLA, if a unit is available at the time of their relocation.

Relocation counselors will have pre-identified areas in the surrounding metro that meet the qualifications of not being minority or poverty concentrated areas and will access listings from the Housing Authority (public housing developments and Section 8 units) and market resources (including Section 8 units) in those areas and ensure that options are provided for families to move to those areas. If either of these alternative options is selected by the resident, they will forfeit their right to return to a Project unit.

When interviewed, the residents were asked to state their preferred choice as of the date of the interview. Residents were also advised they will be offered the three choices again closer to the time they are actually being required to move, and they may choose differently at that
time. The summary of the choices indicated by the 203 households interviewed is stated in Table 13: Resident Choices - Permanent Housing below:

<table>
<thead>
<tr>
<th>Choice</th>
<th>New Jordan Downs Unit</th>
<th>Other Public Housing Unit</th>
<th>Tenant-based Section 8 Voucher</th>
<th>Undecided</th>
</tr>
</thead>
<tbody>
<tr>
<td># Households</td>
<td>167</td>
<td>6</td>
<td>16</td>
<td>14</td>
</tr>
<tr>
<td>%</td>
<td>82.27</td>
<td>2.96</td>
<td>7.88</td>
<td>6.90</td>
</tr>
</tbody>
</table>

e) Resident Owned Fixtures
In all relocation methods, residents are responsible for disconnecting items that they have installed or attached inside or outside or their unit such as ceiling fans, wall-mounted televisions or other electronic devices, and exterior security gates or bars. Items that have been disconnected and removed from the fixed mounting will be packed and moved with all other furnishings. Items not removed will be considered abandoned and unclaimed and will be removed as part of the rehabilitation work. Assistance with removing personal items will be provided as needed pursuant to a request for reasonable accommodations.

6. DEFINITIONS

- **Act** - The United States Housing Act of 1937, as amended (42 U.S.C. 1401 et seq.)
- **Authority / HACLA** – The Housing Authority of the City Los Angeles.
- **CRAL** – California Government Code Section 7260 et seq. and the California Relocation Assistance and real Property Acquisition Guidelines, Title 15, CCR, Section 6000 et seq., the Guidelines and collectively the California Relocation Law.
- **Development Partners** - The selected development teams for each phase of the Jordan Downs Project
- **Eligible Resident** - Any resident of the project at the time of Initiations of Negotiations (ION) that is not unlawfully occupying a unit and is in good standing as a tenant in the Jordan Downs housing community.
- **Extended Temporary Relocation** – Relocation twelve months or more, in which the tenant retains their right to return to the RAD converted property.
- **HUD** - The United States Department of Housing and Urban Development
- **Ineligible Residents** – A resident that is unlawfully occupying a unit shall not be eligible for relocation assistance
- **ION Date** - Initiation of Negotiations for RAD projects is the date of the issuance of the RAD Conversion Commitment (RCC). Initiation of Negotiations under the State of California is the date of the Option to Lease and Purchase Agreement for each property.
- **PBV** – Project Based Vouchers; the form of subsidy to be provided to the property post-RAD conversion under a Housing Assistance Payment (HAP) Contract.
- **HCV** – Housing Choice Vouchers
- **On-site Moves** - A transfer to another unit on-site without moving off of the property.
• **Off-site Moves** - A transfer to another unit, either an approved section 8 unit or to another HACLA development.

• **Program** - A program or project undertaken by the Housing Authority of the City of Los Angeles to redevelop Jordan Downs.

• **Public Housing** – Housing developed under Section 9 of the 1937 Housing Act governed by an Annual Contributions Contract (ACC) between HUD and HACLA.


• **Redevelopment/Renovation** - The act or process of revitalizing the entire Jordan Downs site includes the demolition of 700 (670 Existing, 30 Previously Demolished) units of obsolete public housing and the construction of 1,410 new apartment and homeownership units for a mixed income community.

• **Rehabilitation** - A construction program to make physical improvements to the property necessary to extend the development’s long-term viability which may require residents to relocate.

• **Relocation** - Resident required moves as a result of a Rental Assistance Demonstration conversion under the Public Housing component of the demonstration.

• **Relocation Consultant** - A representative or agent of the Housing Authority of the City of Los Angeles, whose specific task, as a result of the redevelopment, is to relocate each resident, monitor and coordinate all relocation activity, and implement the relocation plan to ensure compliance with applicable relocation regulations, guidelines and laws.

• **Relocation Period** - The period during which residents may need to be relocated, determined by the period of rehabilitation or construction and specific to each property.

• **Relocation Plan** - The written document adopted by the Board of Commissioners of the Housing Authority of the City of Los Angeles that governs the policies and procedures to be utilized by the Relocation Agents, HACLA Staff and Developer in the implementation of the relocation program.

• **Right to Return** - The right of Eligible Residents that are relocated (through temporary relocation or extended temporary relocation) to return to a property converted under RAD after completion of the rehabilitation and/or construction.

• **Temporary Relocation** - Relocation of less than twelve months in which the resident retains their right to return to the property.

• **Temporary Relocation Assistance** – All relocation assistance and payments required under URA and CRAL for temporary relocation.

• **Unlawful Occupancy** - Unlawful occupancy is: (1) occupancy by a person that has been ordered to move by a court of competent jurisdiction; (2) or, if the person’s tenancy has been lawfully terminated by HACLA for cause, the tenant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.

• **Voluntary Permanent Relocation** - Relocation option based on resident choice when relocation time period will exceed 12 months and resident chooses not to proceed with extended temporary relocation as confirmed by written consent of resident, relinquishing their right to return.

7. **RELOCATION SCHEDULE**

The relocation schedule is designed to provide minimum disruptions to residents without compromising the redevelopment.

Following receipt of all necessary HUD approvals, all households will receive notices on a rolling basis as determined by when their units are scheduled to be demolished within the phasing plan. The delivery of the first phase of replacement housing is anticipated in late 2018.

Although only 38% of the replacement units will be RAD units, all Project households will receive a RAD Relocation Notice and at least 90 days’ written notice to vacate per RAD and URA requirements. Because the proposed redevelopment is both a RAD conversion and a Section 18 disposition, HACLA has adopted the policy of following the RAD guidelines and providing relocation assistance as required under the URA to all Project occupants, regardless of whether or not they are designated to move into a RAD unit. HACLA’s policy includes the right to return, no-rescreening, relocation assistance, and resident choices regarding replacement housing.

8. **RELOCATION SERVICES**

Through the Relocation Consultant, the following services will be provided to all households prior to the commencement of each applicable phase of the redevelopment of the property:

- One-on-one meetings to identify household needs and preferences;
- Identifying and responding to special needs and reasonable accommodation issues and requests;
- Identifying available units that meet the needs of the households;
- Ensuring decent, safe and sanitary conditions in replacement dwellings;
- Scheduling moves and working closely with moving contractors to ensure moves are completed on schedule;
- Delivering all relevant relocation notices required in accordance with applicable federal, state and local regulations and maintaining all required documentation in household relocation files;
- Providing referrals to social service provider(s) as needed to address social service-related barriers to relocation.
- All persons with Limited English Proficiency Needs will be identified and translation services will be provided on a case by case basis.

Relocation staff will be available to assist any displaced household with questions and or assistance in relocation. Relocation staff will be located at the Jordan Downs Community Center.
located at 2010 E. 101st Street, Los Angeles, CA 90002 and available Monday thru Friday between the hours of 8:00am and 4:30pm.

9. PROGRAM ASSURANCES AND STANDARDS

Adequate funds are available to relocate all displaced 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.

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

b) Grievances Procedures
   HACLA’s appeals process will be consistent with the Provisions of Article 5 of the State relocation guidelines (Appendix A). The right to appeal shall be described in all relocation explanatory material distributed to displacees. HACLA’s grievance procedures are provided in detail in Attachment 5.

c) Eviction Policy
   I. Eviction will cause the forfeiture of a displacees right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.
   
   II. 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 the owner’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 to Correct;
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 circumstance

d) Termination of Public Housing Lease
Upon receipt of the RAD Conversion Commitment (RCC), the Development Teams shall provide each tenant with a 30-Day Notice of Termination of the Public Housing Lease Agreement from HACLA. The specific reason for termination of the Public Housing lease agreement is cited as follows:

“The property you currently occupy is participating in the Department of Housing and Urban Development’s (HUD) Rental Assistance Demonstration (RAD) Program. HUD will issue the RAD Conversion Commitment (RCC) to convert your property from Public Housing to Project Based Vouchers. Thus, your Public Housing Dwelling Lease will terminate 30 days from the date of this notice.”

Jointly with the issuance of the termination of the Public Housing lease agreement, the Development Team shall issue an offer of a new lease. All tenants will be required to execute the new lease effective the first of the month after closing of the RAD transaction. Each Development Team will utilize a lease of their choice but will include certain terms and conditions that will be consistent among all RAD converted properties and will include, as a minimum, the following documentation.

- HUD Project Based Voucher Tenancy Addendum
- RAD PBV lease rider
- PBV Statement of Family Obligations
- RAD House Rules

e) Termination of Lease During Temporary Relocation
A material breach of the lease agreement or temporary housing lease agreement and failure to correct such breach, within the stated notice requirements under the lease, state law or federal regulation may result in eviction action during the temporary relocation period.

f) Record Keeping
HACLA shall be responsible for retention of all General Information Notices issued prior to the implementation of the relocation program. The Relocation Consultant shall be responsible for all other records related to the resident relocation process. Records and documentation shall be kept in sufficient detail to demonstrate compliance with all CRAL, URA and RAD requirements. Such records shall include all notices and claim forms including evidence of payment of claims, and shall be retained for at least three years after the latest date of (1) the issuance of all payments to affected tenants; (2) the date of project completion; or (3) resolution of all issues resulting from litigation, negotiation, audit, or other action.
10. **SUMMARY**

This Plan will be provided to each household and will be made available to the public for the mandatory thirty (30) day review period. Comments to this Plan will be included as a Plan addendum prior to submission to the HACLA Board of Commissioners for its review and approval. A copy of the approved Plan will be forwarded to the California Department of Housing and Community Development (HCD).

HACLA proposes to revitalize the aging Jordan Downs development via the new construction of sustainable subsidized housing units within an expanded existing Project site. A variety of funding sources, including the RAD program, will be utilized to convert the public housing units to a mixed-finance housing development.

HACLA and its co-developers have adopted a build-first program, which will eliminate the need for existing Project residents to relocate temporarily. Residents will have the right to move one time into a newly constructed Project unit, or they may choose to move off-site into another public housing development or via a tenant-based Section 8 voucher to another community of their choice. Moving assistance and advisory services will be provided to all Project occupants.

All relocation noticing and relocation activities will be conducted in compliance with RAD program and URA requirements. A qualified relocation consultant will be hired to provide relocation assistance services to the Project residents via the relocation program and plan described herein. Further, details are provided in the Frequently Asked Questions and Answers provided to the residents at the community meetings and presented in Attachment 6.

Residents who are relocated under temporary, extended temporary or voluntary permanent relocation, as a result of the rehabilitation shall be relocated to other decent, safe, sanitary and affordable housing (at rents no higher than permitted under the Act) on a non-discriminatory basis without regard to race, color, religion, creed, national origin, handicap, age, familial status, sex, sexual preference, sexual orientation or gender identity and in compliance with Federal, State and Local laws.
ATTACHMENT 1 – PHASING PLAN
The overall number units shall be 1,410 replacing 700 existing public housing units while respecting the scale and character of the surrounding neighborhoods.
Existing Conditions
Phase 1

Phase 1A: 115 Units
- New Construction: 115 Units
- Demolition for Phase 1A: None
- Cumulative Housing: 115 Units
- No relocation

Phase 1B: 135 Units
- New Construction: 135 Units
- Demolition for Phase 1B: None
- Cumulative Housing: 250 Units
- Phase 1C pre-development: Relocate 30 families
Phase 1

Phase 1C: Primestor Retail Center
- New Construction: Primestor Retail Center
- Demolition for Phase 1C: 30 Units
- Cumulative Housing: 250 Units
- Cumulative Demolition: 30 Units
- No relocation

Phase 1D: Community Center
- New Construction: Community Center & Gymnasium: 60,000 sq ft
- Demolition for Phase 1D: None
- Cumulative Housing: 250 Units
- Cumulative Demolition: 30 Units
- Phase 2A pre-development: Relocate 52 families and existing Community Center
Phase 2

Phase 2A: 130 Units
- New Construction: 130 Units
- Demolition for Phase 2A: 52 Units and existing Community Center
- Cumulative Housing: 380 Units
- Cumulative Demolition: 82 Units
- Phase 2B pre-development: Relocate 23 families and existing Maintenance Facility and Grape Street Gymnasium
- Phase 2C pre-development: Relocate 52 Families

Phase 2B + 2C: 135 Units and Central Park A
- New Construction: 135 Units
- Demolition for Phase 2B: 23 Units and existing Maintenance Facility and Grape Street Gymnasium
- Demolition for Phase 2C: 52 Units
- Cumulative Housing: 515 Units
- Cumulative Demolition: 157 Units
- Phase 3A pre-development: Relocate 104 families
Phase 3

Phase 3A: 135 Units
- New Construction: 135 Units
- Demolition for Phase 3A: 104 units
- Cumulative Housing: 650 Units
- Cumulative Demolition: 261 Units
- Phase 3B pre-development: Relocate 63 families
  Phase 3C pre-development: Relocate 26 families

Phase 3B + 3C: 130 Units and Central Park B
- New Construction: 130 Units
- Demolition for Phase 3B: 63 units
- Demolition for Phase 3C: 26 units
- Cumulative Housing: 780 Units
- Cumulative Demolition: 350 Units
- Phase 4A + 4B pre-development: Relocate 120 families
Phase 4

Phase 4A + 4B: 10 + 80 Home Ownership Units

- New Construction: 10 and 80 Units
- Demolition for Phase 4A: 90 Units
- Demolition for Phase 4B: 30 units
- Cumulative Housing: 870 Units
- Cumulative Demolition: 470 Units
- No relocation

Phase 4C: 60 Home Ownership Units

- New Construction: 60 Units
- Demolition for Phase 4C: None
- Cumulative Housing: 930 Units
- Cumulative Demolition: 470 Units
- Phase 5A pre-development: Relocate 43 families
Phase 5

Phase 5A: 95 Units
- New Construction: 95 Units
- Demolition for Phase 5A: 43 Units
- Cumulative Housing: 1,025 Units
- Cumulative Demolition: 513 Units.

Phase 5B: 135 Units
- New Construction: 135 Units
- Demolition for Phase 5B: 52 Units
- Cumulative Housing: 1,160 Units
- Cumulative Demolition: 565 Units.

Phase 5B pre-development: Relocate 52 families

Phase 6A pre-development: Relocate 75 families
Phase 6

Phase 6A: 125 Units
- New Construction: 125 Units
- Demolition for Phase 6A: 75 Units
- Cumulative Housing: 1,285 Units
- Cumulative Demolition: 640 Units.

Phase 6B: 125 Units
- New Construction: 125 Units
- Demolition for Phase 6B: 60 Units
- Cumulative Housing: 1,410 Units
- Cumulative Demolition: 700 Units.

Phase 6B pre-development: Relocate 60 families
Attachment 2 – HUD Income Limits

2018 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>$20,350</td>
<td>$33,950</td>
<td>$54,250</td>
</tr>
<tr>
<td>2 Person</td>
<td>$23,250</td>
<td>$38,800</td>
<td>$62,000</td>
</tr>
<tr>
<td>3 Person</td>
<td>$26,150</td>
<td>$43,650</td>
<td>$69,750</td>
</tr>
<tr>
<td>4 Person</td>
<td>$29,050</td>
<td>$48,450</td>
<td>$77,500</td>
</tr>
<tr>
<td>5 Person</td>
<td>$31,400</td>
<td>$52,350</td>
<td>$83,700</td>
</tr>
<tr>
<td>6 Person</td>
<td>$33,740</td>
<td>$56,250</td>
<td>$89,900</td>
</tr>
<tr>
<td>7 Person</td>
<td>$38,060</td>
<td>$60,100</td>
<td>$96,100</td>
</tr>
<tr>
<td>8 Person</td>
<td>$42,380</td>
<td>$64,000</td>
<td>$102,300</td>
</tr>
</tbody>
</table>

Figures are per the Department of Housing and Urban Development (California) and updated on April 1, 2018
ATTACHMENT 3 – SAMPLE GENERAL INFORMATION NOTICE
[DATE]

[Tenant Name]
[Address], Unit [Unit]
[City], [State] [Zip]

Dear [Tenant Name],

The property you currently occupy is being proposed for participation in the Department of Housing and Urban Development (HUD) Rental Assistance Demonstration (RAD) program. At this time, we expect that the proposed demolition and new construction of Jordan Downs Phase II may require you to be relocated permanently from your unit. We will provide further details to you as plans develop.

This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance or a notice to vacate. The remainder of this letter only applies to situations where you will need to be relocated from your unit.

This notice serves to inform you of your potential rights under RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed RAD project receives HUD approval, and if you a displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- Relocation advisory services that include referrals to replacement properties, help in filling payment claims and other necessary assistance to help you successfully relocate;
- At least 90 days’ advance written notice of the date you will be required to move;
- Payment for moving expenses; and
- Payments to enable you to rent a similar replacement home.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extreme unusual hardship to a qualifying spouse, parent, or child as defined at 49 CRF 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or and immigrant lawfully present in the United States.

As a resident of a property participating in RAD, you have the right to return to the project after the project is complete. If you are in good standing under your current lease, you will be able to lease and occupy a unit in the converted project when the new construction is complete.

If you are permanently displaced from your home, you will not be required to move until you are given at least 90 days’ advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. Although it is not anticipated, if you are temporarily relocated, and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any
assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received.

If you are required to relocate from the property in the future, you will be informed in writing. HACLA or their designated representative will inform you of the assistance and payments for which you are eligible, if you will be relocated because of RAD and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any and all other requirements specified in your lease. If you fail to do so, HACLA may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

HACLA has retained the professional firm of Del Richardson & Associates, Inc. (DRA) to assist in the relocation planning process. In order to assess and better plan for the relocation needs of displaced residential occupants in the Project, HACLA has prepared a relocation plan. To revise this relocation plan, DRA staff will need to meet with you in your home to assess your relocation needs. DRA will be in the area beginning the week of [Interview Date] and will be trying to contact you then. If you would like to schedule an appointment, please call the relocation agent identified below.

[Relocation Agent]
(310) 645-3729

You will be contacted soon so that we can provide you with more information regarding the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions, please contact [Relocation Agent] at (310) 645-3729 or at [Relocation Agent Email Address]; 510 S. La Brea, Inglewood, CA 90301.

This letter is extremely important and should be retained.

Sincerely,

[HACLA STAFF]
[HACLA STAFF TITLE]

/ 

RECEIVED BY 

DELIVERED ON/BY: 

/ 

RECEPIENT SIGNATURE 

POSTED ON/BY 

/ 

DATE 

MAILED/RECEIPT RECEIVED ON
ATTACHMENT 4 – SAMPLE RIGHT TO RETURN CERTIFICATE
Declaration of Right to Retain Tenancy

GRANTED THIS DAY, AUGUST 15, 2016, THE HOUSING AUTHORITY OF THE CITY OF LOS ANGELES DECLARES YOUR HOUSEHOLD IS ELIGIBLE TO RETURN TO THE NEWLY REDEVELOPED JORDAN DOWNS.

HEAD OF HOUSEHOLD:

- This certificate provides your household the right to a new unit in the redeveloped Jordan Downs with the number of bedrooms you are eligible for at the time of move-in and your payment toward rent will continue to be based on 30% of your adjusted income.
- The right is retained as long as your household is not evicted or terminated from housing assistance.
- The right is transferable only through a HACLA-approved change in the head of household.
- This right means that you will not be “re-screened” for any reason as a condition to your return, although you may be requested to update your income information for record-keeping purposes.
- The right will apply to the rental housing developed by the Master Developer and its affiliates under its Master Development Agreement for Jordan Downs.
Relocation - Appeals Policy and Procedures

Purpose and Governing Law
Any person who is aggrieved by a determination as to eligibility, the amount of payment, the failure of the Housing Authority of the City of Los Angeles (HACLA) to provide comparable permanent or adequate temporary replacement housing or the HACLA's property management practices may, at his/her election have his/her claim reviewed and reconsidered by HACLA or an authorized designee (other than the person who made the determination in question) in accordance with the procedures set forth here.

The Grievance Officer shall promptly hear all complaints brought by aggrieved persons of a redevelopment project area relating to relocation and shall determine if HACLA has complied with the provisions of these Rules and Regulations and where applicable, with federal law and regulations as codified in 24 CFR 966 Subpart B.

The grievance procedure's purpose is to set requirements, standards, and criteria to make sure that the tenants of HACLA's public housing program are afforded an opportunity for an appeals procedure.

Reasonable Accommodations
HACLA shall provide reasonable accommodations to Tenants with disabilities such as providing qualified sign language interpreters, readers, and selecting accessible locations. If the Tenant is visually impaired, any notice that is required under this procedure will be in an accessible format.

Informal Conference
A. An Informal Conference is provided to the Tenant so that both the tenant and the HACLA have an opportunity to discuss and settle a relocation grievance without the need for a Formal Hearing.
B. A request for an Informal Conference will be required by the Tenant to the designated HACLA Relocation Manager.
C. Within fourteen (14) calendar days after the Tenant requests an informal conference, the Tenant will be given an opportunity to personally present his/her grievance, either orally or in writing, to the designated HACLA Relocation Manager or a supervisor of the designated HACLA Relocation Manager.
D. The person who conducted the Informal Conference and heard the Tenant's Grievance shall prepare a written Manager's Decision regarding the Informal Conference. It shall specify:
   I. The date of the meeting;
   II. The names of the participants;
   III. The nature of the Grievance;
   IV. The proposed disposition of the Grievance and specific reasons therefor; and
   V. A brief statement of the procedure the Tenant must follow in order to obtain a Formal Hearing should the Tenant be dissatisfied with the Manager's Decision.
E. The Manager's Decision will be mailed, first class mail, proof of mailing required, within thirty (30) calendar days of the date of the Informal Conference. Additionally, the mailing
shall include (i) a Tenant Request for a Formal Hearing, a copy of which is attached hereto to this Grievance Procedure.

F. Failure to timely request or attend an Informal Conference shall be deemed a waiver of the Tenant’s right to proceed under the Grievance Procedure. However, such waiver shall not affect any other rights or remedies the Tenant may have under the law.

**Formal Hearings**

A. The Formal Hearing’s purpose is to provide a Tenant with an opportunity to have his/her Grievance resolved by HACLA when dissatisfied with the Manager’s Decision.

B. A Tenant has to complete the Informal Conference procedure before requesting a Formal Hearing.

C. Time, Place and Manner of Requesting a Formal Hearing.

   I. In order to obtain a Formal Hearing regarding the Tenant’s Grievance, the Tenant shall timely submit completed Tenant Request For A Formal Hearing, which shall:

   a) Specify the nature of the Grievance;
   b) The action or relief sought;
   c) The need and type of interpreter services, if any; and
   d) The need and nature of any reasonable accommodation, if the Tenant is disabled and desires an accommodation.

   II. A Tenant Request for a Formal Hearing shall be submitted to HACLA by certified mail, return receipt requested, within thirty (30) days following the mailing of the Manager’s Decision. The Tenant Request for a Formal hearing shall be addressed to the HACLA's Director of Development, at the central administrative offices of HAC LA, ATTN: Grievance Administrator.

   III. Failure to timely request a Formal Hearing shall be deemed a waiver of the Tenant’s right to proceed under the Grievance Procedure. However, such waiver shall not affect any other rights or remedies the Tenant may have under the law.

   IV. The Grievance Administrator shall reject any Tenant Request for a Formal Hearing not made in accordance with the Grievance Procedure or involve matters that are not in relation to relocation process. In either event, the Tenant shall be notified in writing of the rejection and the reasons therefore.

D. Formal Hearing Setting, Continuances and Failure to Appear

   I. A date for the Formal Hearing will be set within thirty (30) calendar days of receipt of a request by the Grievance Administrator.

   II. A Notice of Formal Hearing shall be sent first class mail not less than fourteen (14) calendar days before the date of the Formal Hearing to the Tenant, or if represented, the Tenant’s Formal Representative, and the Housing Authority’s Formal Representative. Such notice shall state the date, time and place for the Formal Hearing.

   III. Continuances may be granted:

   a) Only by a written agreement between HACLA’s Formal Representative and the Tenant, or the Tenant’s Formal Representative, received by the Grievance Administrator at least five (5) calendar days before the scheduled Formal Hearing; or

   b) By agreement of HACLA's Formal Representative and the Tenant, or the Tenant’s Formal Representative, at the time of the Formal Hearing; or
c) Upon a showing of good cause to the Hearing Officer at the time of the Formal Hearing; but, in no event may the Hearing Officer continue the Formal Hearing more than (i) five (5) calendar days where the Tenant fails to appear at the time of the Formal Hearing.

IV. If the Tenant fails to appear at the time of the Formal Hearing, the Hearing Officer may either continue the case, as set forth above, or deem the Tenant’s failure to appear as a waiver of the Tenant’s right to a Formal Hearing. However, such waiver shall not affect any other rights or remedies the Tenant may have under the law.

E. Exchange of Evidence
As soon as the Tenant’s request for a Formal Hearing is made and no later than ten (10) business days before the Formal Hearing, both the Tenant or the Tenant's Formal Representative and HACLA’s Formal Representative may request of the other, in writing, copies of all relevant documents and regulations intended to be used by the other at the time of the Formal Hearing. The cost of such copies shall be at the expense of the requestor. The Tenant's right to request documents, as set forth above, shall be in addition to the right that the Tenant has to obtain, upon timely request, copies of any and all documents that are within the tenant file HACLA keeps with respect to the Tenant. If the complainant requests more time to gather and prepare additional material for consideration review and demonstrate a reasonable basis therefore, the complainant should be granted additional time.

F. Rules Governing the Hearing
The following rules shall govern the hearing:

I. Formal Hearing shall be set before an impartial and independent Hearing Office, selected in accordance with Grievance Procedure. The Manager’s Decision and a completed Tenant Request for a Formal Hearing shall serve as the pleadings, to frame the issues, before the Hearing Officer.

II. Unless the Tenant requests a public hearing, the tenant shall have the right to a private hearing.

III. Only documents provided in accordance with the Grievance Procedure may be presented at the time of the Formal Hearing.

IV. The Tenant has the right to be represented by counsel or other persons chosen by the Tenant to present evidence and arguments on his/her behalf. Counsel, the individual who held the Informal Conference with the Tenant, or by some other person approved by the Director of HACLA’s Director of Development, may represent HACLA.

V. The Tenant has the right to present evidence and arguments in support of his/her Grievance, to controvert evidence relied upon by HACLA and to confront and cross-examine all witnesses upon whose testimony or information HACLA relies.

VI. The Hearing shall be conducted informally. Oral and documentary evidence pertinent to the facts and issues raised by complainant may be received as evidence without regard to admissibility under the rules of evidence which apply to judicial proceedings.

VII. Testimony shall be given under oath. The Hearing Officer will administer oaths.

VIII. The Hearing Officer shall hear all the testimony and accept the records, reports, documents and materials into evidence as submitted by the Tenant and HACLA. The Hearing Officer shall evaluate and give weight to the evidence to the extent
of its relevance. The Hearing Officer shall have the right to examine any persons testifying and evidence submitted at the hearing. If a party or witness refuses to answer or comply with a request by the Hearing Officer for the opportunity to examine the evidence, the Hearing Officer may disregard the testimony of that person or that evidence.

IX. The Grievance Administrator must electronically record the Formal Hearing and either HACLA or the Tenant may request to have a written transcript of the proceedings prepared at its expense.

X. The Hearing Officer shall require all individuals at the Formal Hearing to adhere to orderly conduct. Failure to comply with the direction of the Hearing Officer may result in the disorderly party being excluded from the hearing.

XI. The parties to the grievance may stipulate to any or all factual allegations. Where all factual allegations are agreed, the Hearing Officer may make a decision without holding a hearing.

XII. The Hearing Officer may make a decision without holding a hearing if the Hearing Officer determines that the issue has been decided in a previous grievance hearing.

XIII. A settlement may be reached at any time, provided such settlement is not contrary to law, regulation or a contract between HACLA and HUD.

G. The Decision

I. The Hearing Officer shall prepare a written decision. Such decision shall be:

a) Made within thirty (30) calendar days of the conclusion of the Formal Hearing;

b) State the reasons for the decision and the evidence relied upon (the Hearing Officer may only consider testimony and evidence presented at the time of the hearing);

c) Dated and signed by the Hearing Officer who presided over the Formal Hearing; and

d) Delivered to the Grievance Administrator who shall, within ten (10) calendar days thereafter, mail a copy to the Tenant, or the Tenant's representative, and deliver a copy to the Director of Development.

II. If the Hearing Officer is unable to reach a decision within the time allowed, the relief sought by the Tenant shall be granted.

H. Effect of Decision

I. The decision of the Hearing Officer shall be binding on HACLA and HACLA shall take all actions, or refrain from actions, necessary to carry out that decision, unless the Housing Authority Board of Commissioners determines and notifies the Tenant within sixty (60) calendar days following the decision that:

a) The Tenant dispute did not constitute a grievance as defined in this Grievance Procedure; OR,

b) The decision is contrary to applicable, law, regulations, or contract between the Housing Authority and HUD.

II. A decision by the Hearing Officer or HACLA Board of Commissioners in favor of HACLA or one which denies the relief requested by the Tenant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the Tenant may have to pursue and appropriate judicial proceeding thereafter.
Selection of a Hearing Officer
When a Formal hearing is required, the Grievance Administrator shall select an impartial Hearing Officer from a list of certified Hearing Officers who:
   a) Neither made nor approved HACLA's action under review, or is a subordinate or such a person described; or
   b) Does not reside or is employed at the same development as the Tenant.

Grievance Administrator
The Director of Development, or his or her designee, shall serve as the Grievance Administrator and shall administer all aspects of the Formal Hearing Grievance Procedure. Duties shall include, without limitation:
   a) Receiving Formal Hearing requests;
   b) Setting the date, time and place of Formal Hearings;
   c) Maintaining a list of certified Hearing Officers;
   d) Selecting a certified Hearing Officer for each Formal Hearing;
   e) Providing Notice of Formal Hearing;
   f) Mailing copies of Decisions to all parties;
   g) Issuing subpoenas requiring the attendance of witnesses or the production of books and papers at the request of either the Tenant or HACLA;
   h) Maintaining all documents directly relevant to the Formal Hearing submitted evidence and the original decision of the Hearing Officer; and
   i) Maintaining copies of all decisions, with all names and identifying references deleted, for the purpose of inspection by prospective Tenants and Hearing Officers.

Certification Procedure of Hearing Officers
To be certified as a Hearing Officer, a person:
   a) Must be recommended by the Director of Development;
   b) Must be selected after consultation with resident organizations and consideration of any comments submitted in response; and
   c) Must have a combination of three years working experience with the interpretation, implementation, management and/or application of public housing landlord-tenant rental agreements (i.e. a public housing manager or former manager) or three years working experience as a professional mediator or attorney.
TENANT REQUEST FOR A FORMAL HEARING

Date: __________________________

To:

Tenant Name:

Address Unit #

City, State Zip

PLEASE TAKE NOTICE that if you are dissatisfied with the Manager's Decision (delivered herewith) and wish a formal hearing in accordance with the Authority's grievance procedure, you may complete this Tenant Request for a Formal Hearing form and mail it, certified mail, return receipt requested, to The Director of Development, Housing Authority of the City of Los Angeles, 2600 Wilshire Boulevard, Los Angeles CA 90057: Attn: Grievance Administrator. You must mail this form within thirty (30) days of the mailing of the Manager's Decision to you. Failure to complete and mail this form within thirty (30) days will result in waiver of your rights to a formal hearing.

Pursuant to federal regulation and in accordance with the Housing Authority's grievance procedure, you must set forth below the specific reasons for your grievance and the action or relief you want. Simple statements such as, "I disagree with the decision" will be rejected as nonspecific.
Attachment 5 – Grievance Procedures

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
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_____________________________________________________________________________
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_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

IF NECESSARY, CONTINUE ON A SEPARATE SHEET OF PAPER

Date: __________________________

Resident Signature: _______________________

Address where I desire to receive notices concerning this request and/or the scheduling of the hearing is:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Jordan Downs Redevelopment and Relocation

1. **What is the new Jordan Downs redevelopment project?**
   The Jordan Downs redevelopment project involves the development of a new, mixed-use and mixed-income urban village adjacent to and on the existing Jordan Downs public housing site. Jordan Downs and Watts residents worked with HACLA for two years to create the Jordan Downs Community-Based Master Plan (Master Plan). The Master Plan includes up to 1,800 affordable and market-rate housing units, including 700 replacement housing units for existing residents, new parks, new streets, and a new neighborhood hubs with retail, child care, after school programs, and recreation and fitness for the entire family.

2. **How will the revitalization take place?**
   The first phase of this project will be built on a 21-acre former industrial property adjacent to Jordan Downs Public Housing, purchased by HACLA in 2008. The first phase will include 250 units of housing, approximately 115,000 square feet of retail, the extension of Century Boulevard to Tweed Street and a series of new open and recreation spaces. Future phases will be developed over time as residents relocate into the new units built. HACLA has partnered with BRIDGE Housing and Michaels Development Company to plan, construct and manage the housing and Primestor Inc. to plan, construct and manage the retail center. Funding for the development will come from public and private sources and will include loans and grants.

3. **When will construction for the revitalization of Jordan Downs begin? How long will it take?**
   Construction of the initial affordable housing development, Housing Phase 1A started in May 2017 and is anticipated to be completed by December 2018, while Housing Phase 1B is scheduled to start construction in mid-2018 and complete construction by December 2019. The construction at Jordan Downs will be divided into phases, with new streets and sidewalks, utilities, and housing. The next phase will include new parks and neighborhood serving facilities, such as a community center. The total construction period is approximately 10 years, depending on funding availability.

4. **Will my rent change once the new housing is built?**
   Rent levels for public housing replacement units in the new community will still be based on 30% of your household’s adjusted gross income, just as it is now. For the majority of households, your rent will only change for the same reasons it could change now: for instance, if your household income changes or your family size changes. However, if your household income is over 80% Area Median Income; you are currently paying a flat rent; or you have household members who are not legal residents, you may be subject to other rent adjustments. In these limited cases, if your rent increases more than 10% and requires you to pay more than $25 per month in additional rent, your new rent will be phased in over 3 years.
5. **Will the Housing Authority still be my landlord?**
   No, the Housing Authority will not be the landlord. Instead, an affiliate of Michaels Development Company or BRIDGE Housing is expected to manage the buildings with public housing replacement units. Michaels Development Corporation and BRIDGE Housing are affordable housing developers committed to providing permanent affordable housing to low-income households. While the buildings will not be owned, and managed by the Housing Authority of the City of Los Angeles, the Housing Authority will keep ownership of the land and lease the land to each building's new owner. By keeping ownership of the land, the Housing Authority can make sure that the housing always stays affordable and set standards and requirements for management and maintenance of the site.

6. **How will the design of each building be determined?**
   Each new affordable housing building constructed will be designed by architects selected by Michaels/BRIDGE and approved by HACLA. Michaels and BRIDGE will organize community design meetings of residents and neighbors to participate in the design. Funding sources for the new buildings set the standards for the size of unit each family will get. The unit size depends on the number of people who are in the household and on the lease. All units will be brand new, energy efficient, and adequately sized to meet each household's needs.

7. **Can I have a pet in my new apartment?**
   Michaels/BRIDGE will organize a series of community meetings in the future to address house rules, including policies about pets. You will be invited to participate in those meetings to provide input on house rules.

8. **How long will the new development remain affordable?**
   At minimum, the housing will remain affordable for a period of 75 years. It is the intention of both HACLA and Michaels/BRIDGE that the housing will remain affordable forever.

9. **Will the rebuilding of Jordan Downs generate employment opportunities for residents?**
   Yes. The Housing and Urban Development Department and HACLA require that construction and permanent jobs in the revitalization projects are made available to public housing residents, Watt's residents, and local businesses. Each developer must create a jobs plan and work with local non-profits and schools to help prepare residents, including both adults and youth, for construction-related jobs, as well as other employment opportunities that may arise through the development process.

10. **Will I have the opportunity to move into new housing?**
    All existing Jordan Downs households are provided a right to relocate in the new housing being developed as long as they are in Good Standing under their lease.

11. **What does good standing mean?**
    Good standing means the household has not been evicted or terminated from housing assistance by the Housing Authority of the City of Los Angeles by the time the household
receives a written Notice of Eligibility for relocation benefits, which is given to the household at least 90 days before it is time for the household to move and prior to the household executing its lease for a new unit. To help ensure that your household remains in good standing as well as remains eligible for relocation benefits, it is very important that each household is paying rent and complying with the HACLA lease until it is time for your household to move.

12. What is a Relocation Plan?
A Relocation Plan is a document that outlines the Housing Authority's and Michaels/BRIDGE's obligations to provide assistance to families who have to relocate because of new development. The Plan defines what laws apply, and estimates the budget necessary to carry out relocation activities. A Relocation Plan is required by HUD in order to carry out the revitalization of Jordan Downs.

13. Will residents have the opportunity to participate in the creation of the Relocation Plan?
Yes. Residents are invited to community meetings to learn about the Relocation Plan, and to provide input on its content. In addition, HACLA's Relocation Consultant will interview each household to learn how HACLA, Michael's and BRIDGE can meet the relocation needs of residents.

14. Who approves the Relocation Plan?
Once the Relocation Plan has been drafted, it will be made available to the public for comments during a 30-day public comment period. Following that comment period, the Relocation Plan must be approved by the HACLA Board of Commissioners in a public hearing.

15. When will I have to move?
Existing households will not have to move until demolition or construction is scheduled for the area where you live. The first phase of demolition that could trigger relocation is anticipated to begin in fall 2018 at the area between 99th Street and East 101st Street. Remaining households from the 30 units that were demolished and were transferred to other public housing units in Jordan Downs, may also get a preference to move into Phase 1A or 1B. Households living in different areas of Jordan Downs may relocate at different times. If redeveloped units become available after accommodating residents from the immediate next phase, HACLA may select right sized and income eligible households from those units that are located in the footprint of the following phases.

16. What moving assistance will be provided to my household?
Moving assistance will be provided in accordance with the Uniform Relocation Act (URA) and the State of California Relocation Assistance Guidelines (Guidelines). Each household will be provided 1) advisory assistance and services by HACLA's Relocation Coordinator to plan and execute your move; 2) assistance with reasonable increased out of pocket housing costs; and 3) actual and reasonable moving expenses. If a household chooses to be relocated to a unit outside of Jordan Downs, the household will be offered at least one
comparable housing unit, and where possible, three or more comparable units and will be provided with a Tenant Protection Voucher.

17. How will I be notified of what relocation assistance I will be eligible to receive?
You will get a written Notice of Eligibility (NOE) describing these relocation benefits at least 90 days before you will be required to move, and you will receive relocation advisory assistance before that. If you move before you receive a NOE you will not be eligible for relocation assistance and benefits.
Households should not move out of Jordan Downs until they receive a NOE. If they move prior to receiving the NOE, they may forfeit their rights to receiving relocation assistance and their right to return to a new unit at Jordan Downs.

18. What relocation assistance is available to households who voluntarily moved after they received the General Information Notice (GIN)?
Households who voluntarily move after the receipt of the GIN and prior to receiving a Notice of Eligibility (NOE), are not eligible to receive relocation assistance. Former residents that have already moved, who feel they are eligible to receive relocation assistance, may request a review of their case to the Housing Authority of the City of Los Angeles. Again, please note that households should not move out of Jordan Downs until they receive a NOE. Should they move prior to receiving the NOE they may forfeit their rights to receiving relocation assistance and their right to return to a new unit at Jordan Downs.

19. Will vouchers be available to families that do not want to move into the new units?
Tenant Protection Vouchers are expected to be available to residents who do not want to move into a new unit in the Jordan Downs redevelopment.

20. What are next steps?
The next step is to update the August 26, 2016 Jordan Downs Relocation Plan, release a draft for public review and comment and present it to the Housing Authority’s Board of Commissioners for its approval in May 2018. You are encouraged to participate in one of the upcoming Relocation Planning meetings, as well as to schedule your one-on-one conversation with one of HACLA’s Relocation Coordinators.

PRIMARY CONTACTS

The Housing Authority City of Los Angeles (HACLA)
John King, Community Relations Officer
(213) 252-5464
john.king@hacla.org

BRIDGE Housing
Van Scott, Director Jordan Downs,
(310) 422-2561
vscott@bridgehousing.com
Attachment 6 - Frequently Asked Questions

Kassie Bertumen, Community Development Manager
(415) 989-1111
kbertumen@bridgehousing.com

Michaels Development Company
Kecia Boulware, Vice President of Development
(213) 392-7745
kboulware@tmo.com

Mary Keshishian, Regional Vice President
Interstate Realty Management Co.
(916) 883-1100
mkeshishian@themichaelsorg.com

Relocation Consultant (Del Richardson & Associates, Inc.)
Del Richardson, Relocation Program Director
(310) 645-3729
del.richardson@drainc.com