

Rebuild Potrero HOPE SF

DRAFT RELOCATION PLAN

Prepared For:

**BRIDGE-Potrero Community Associates,
a California limited Liability Company**

and

**Housing Authority of the City and County of San Francisco,
a public body, corporate and politic**

Prepared By



Oakland, CA

June 2, 2016

Contents

INTRODUCTION.....	4
A. REGULATORY FRAMEWORK AND REQUIREMENT ANALYSIS	12
B. PROGRAM ASSURANCES AND STANDARDS.....	14
C. RELOCATION PLANNING AND NEEDS ASSESSMENT METHODOLOGY ...	15
D. GENERAL DEMOGRAPHICS AND OCCUPANT DATA & DESCRIPTIONS ...	17
E. RELOCATION ASSISTANCE ELIGIBILITY	22
F. REPLACEMENT HOUSING NEEDS & RESOURCES	25
G. CONCURRENT RESIDENTIAL RELOCATION.....	29
H. RELOCATION ASSISTANCE PROGRAM	30
J. LAWFUL PRESENCE IN THE UNITED STATES.....	39
K. EVICTION POLICY	40
L. APPEALS POLICY	40
M. PROJECTED RELOCATION SCHEDULE AND PHASING PLAN.....	40
N. ESTIMATED RELOCATION COSTS	43
O. RESIDENT PARTICIPATION/PLAN REVIEW.....	44

INDEX OF TABLES

Table 1: 2010 Census Population – City of San Francisco & Census Tract.....	18
Table 2: 2010 Census Housing Units – City of San Francisco & Census Tract	18
Table 3: Data Analysis Results - Population	19
Table 4: Needs Assessment Survey Results - Age Distribution Heads of Household...	19
Table 5: Needs Assessment Survey Results – Race Distribution of Households	20
Table 6: Needs Assessment Survey Results – Primary Language Spoken at Home....	20
Table 7: Needs Assessment Survey Results – Disabilities/Other Medical Conditions ..	20
Table 8: Units Existing to Be Demolished	21
Table 9: Total New Housing Units to Be Developed	28
Table 10: Replacement Housing Survey Results	29
Table 11: Federal Fixed Move Payment Schedule.....	34
Table 12: Example Computation of Rent Differential Payment *	35
Table 13: Relocation Phasing Analysis	42
Table 14: Proforma Relocation Cost Estimate *	44

INTRODUCTION

The existing Potrero Hill Public Housing Site, including Potrero Terrace and Annex (collectively, "Potrero") is one of San Francisco's largest public housing sites. It consists of a total of six hundred twenty (620) units. Of the six hundred twenty (620) units, six hundred six (606) are low-income public housing units, with the remaining fourteen (14) units being used for non-residential purposes. The collective 620 units are presently owned by the Housing Authority of City and County of San Francisco, a public body, corporate and politic ("SFHA" or "Authority"). Potrero is located in San Francisco's Potrero Hill neighborhood. A portion of Potrero Terrace opened in 1941, with the remaining portion opening in 1945. The Annex opened in the 1960's. Both were developed to serve low-income families in the neighborhood.

Figure 1 below provides the location of the neighborhood in relation to the City of San Francisco and other neighborhoods. Figure 2 provides Potrero's approximate location in the neighborhood.

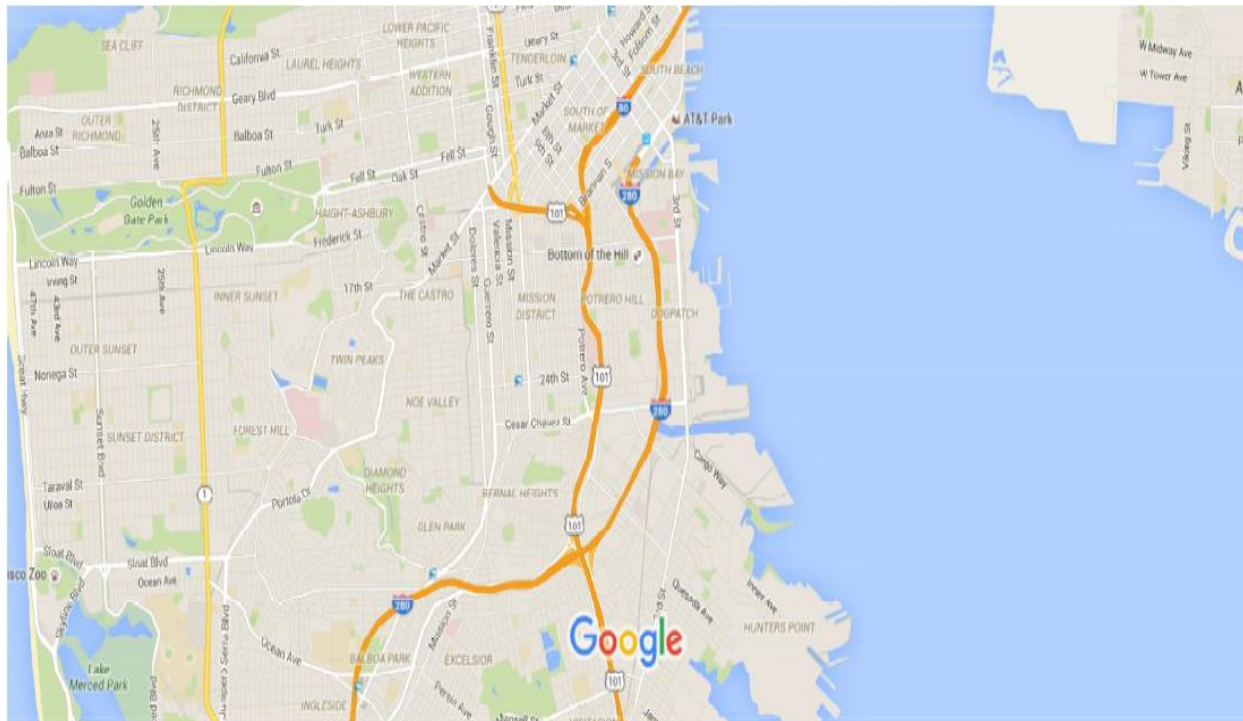


Figure 1: Area Map

Overview of the Project Requiring Relocation of Persons at Potrero

BRIDGE-Potrero Community Associates LLC, a California limited liability company (the "Developer") was selected in 2008 to develop the Rebuild Potrero Project (upon completion, the "Project"). The specific plans for the Project shall conform to HOPE SF principles, including replacement of the public housing units occupied by current

Households at Potrero (collectively, the "Replacement Public Housing Units," and individually, a "Replacement Public Housing Unit").

The Developer and SFHA entered into an Exclusive Negotiating Rights Agreement ("ENRA") in November 2008. The Project's Environmental Impact Report ("EIR") was approved by the San Francisco Planning Commission on December 10, 2015. The Project contemplated in the ENRA and the EIR includes a new mixed-income development consisting of:

- The ENRA contemplated one thousand two hundred eighty-one (1,281) replacement units. The EIR was approved to develop up to one thousand seven hundred (1,700) units. The Developer's plan contemplates 1,600-1,700 new residential units, including six hundred six (606) Replacement Public Housing Units, as well as low-income housing tax credit ("LIHTC") Units, and market rate housing units
- Approximately 15,000 square feet of commercial space
- Approximately 25,000-35,000 square feet of community space
- Approximately 3.5 acres of parks and open space
- A newly configured street grid with new utility infrastructure

The Project is comprised of five (5) primary phases (each, a "Phase") of construction of Replacement Public Housing Units and other housing units as described above. There are five total Phases of relocation within Phases 2, 3, 4, 5A, and 5 B/C. Phase 5 of the Project is divided into two sub-phases to achieve smaller groups of households to be relocated and quicker delivery of replacement and other new housing units.

During the construction of the applicable Phase of the Project, the Households shall be relocated from their current units to other on- and off-site housing units (collectively the "Relocation Housing Units," and individually, a "Relocation Housing Unit"). The estimated duration of the reconstruction of Potrero is from 2018-2028.

The Developer shall commence with the development of a seventy (70) to seventy-two (72) unit property on a site known as Block X (herein, "Block X"), which shall be a combination of Replacement Public Housing Units and LIHTC units on a presently underutilized parcel containing no residential units. Block X is also referred to as Phase I of the Project.

The Project shall require the relocation of approximately five hundred eighty-two (582) Households and two (2) non-profit community based organizations.

Households shall have numerous protections throughout the development process. Households shall have rights to federal and state relocation assistance in accordance with federal and state relocation assistance laws. Households, who remain in Good Standing, meaning those Households that have not been evicted, or having been served with a summons and complaint, have the right to return to a revitalized housing unit. These rights come from the City and County of San Francisco's Right to Return to Revitalized Public Housing Ordinance (Chapter 39 of the San Francisco Administrative Code) (the "Ordinance"), and the Authority's Resident Right to Return Policy for HOPE SF Revitalization Sites, adopted by Resolution 5390 on February 26, 2009 (the "Authority Resolution"). These protections are not extended to non-residential occupants.

In accordance with applicable relocation assistance laws to this Project (the 49 CFR Part 24 - Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended ("Part 24" – "URA" and California Government Code Title 1, Chapter 16, Section 7260-7277 – State of California Relocation Assistance Law (the "CRAL")), a household who is lawfully evicted will not be eligible to receive relocation assistance or would forfeit those relocation rights they have been made eligible for. NOTE: Throughout this Plan where a Household's "Good Standing" and "Right to Return" are described, the Plan is referring to the Household's rights additional rights under the Ordinance and the Authority Resolution, not the URA or CRAL. The URA and CRAL provide for the rights to relocation assistance. The Ordinance and the Authority Resolution, while acknowledging the rights to relocation assistance, also provide for the Household's Right to Return (right to be rehoused) to a revitalized unit.

Upon completion of the new units, each eligible Household shall be moved to a newly constructed unit that meets the needs of such Household within the Project. Some Households will have the opportunity to voluntarily and permanently move to affordable units in other neighborhoods. Under the Ordinance and the Authority Resolution, Households that move into the off-site units shall be provided a revitalized housing unit, and such Households' Right to Return shall be met. Current non-residential occupants shall also be required to relocate, and in some cases, will be able to take occupancy in a new space at the Project.

Non-residential occupants required to relocate shall be protected under federal and state relocation assistance law and guidelines.

Other than Block X, SFHA shall continue to own the land where all affordable units are located, including on-site Replacement Public Housing Units. SFHA shall execute long-term ground leases with limited partnerships in which affiliates of the Developer are general partners. The new housing shall be owned and managed by such entities which were established for such purposes.

To accomplish the revitalization and transformation of Potrero, several steps are required:

1. Preparation of this Relocation Plan (this "Plan") to address the overall relocation of the Households and non-residential occupants and preparation of subsequent Phase-specific relocation plans;
2. Release of this Plan for a period of thirty (30) calendar days for public review and written comment;
3. Evaluation of written comments and revision of this Plan accordingly;
4. Approval of this Plan by the Authority's Board of Commissioners (the "Board") and HUD;
5. Execution of a Development Agreement between the City and the Developer;
6. Execution of a Master Development Agreement between the Authority and the Developer.
7. Approval of the disposition and demolition application(s) by HUD;
8. Approval of the ground lease between the Authority and the Developer for each of the sites for the affordable and replacement housing;
9. Application, award and closing on all remaining financing for each Phase the Project;
10. Relocation of Households and non-residential occupants in accordance with this Plan; and
11. Development of Replacement Public Housing Units to serve the needs of the Households, site improvements, community space, and other residential units and non-residential spaces.

The Developer has engaged residents and neighbors in the design of the Project, including the new streets and infrastructure, the Replacement Public Housing Units and other new affordable and market rate units, as well as the preparation of this Plan. The

Developer shall continue to engage residents in preparation of subsequent plans that shall be required for the Project, such as property management plans, services plans, and Phase-specific relocation plans.

Proposed Project Funding Sources

The Developer shall consider all potential sources of capital to finance the Project. The Developer anticipates pursuing 4% and 9% low-income housing tax credits, tax-exempt bonds, funds from the Federal Home Loan Bank, and other equity and debt sources to finance the Project and the construction of the affordable housing units and other site improvements. The Project is expected to be or already has been assisted by federal, state and local funding as described below.

Federal:

- HUD Choice Neighborhoods Initiatives Planning ("CNI") grant
- Potential HOME Investment Partnerships Program ("HOME") and Community Development Block Grant ("CDBG") funds
- Potential Rental assistance from HUD's Rental Assistance Demonstration ("RAD") and/or project-based Section 8 programs.
- Other federal funding programs that would be applicable

State:

- State of California Department of Housing and Community Development ("HCD") Affordable Housing and Sustainable Communities Program ("AHSC")
- Other State funding programs that would be applicable

Local:

- City and County of San Francisco funds from HOPE SF, Proposition A, Inclusionary Housing Program, Jobs/Housing Linkage Program, hotel taxes, and other local housing funding programs.
- City and County of San Francisco department funds for infrastructure, including, without limitation, Public Works and the San Francisco Public Utilities Commission.

Scope of this Plan

Public agency participation (local, state, and/or federal) and the sources of project financing are critical in determining the rules and regulations to be followed in the relocation process and establishing the rights and assistance required to be provided to

those persons impacted. The Project is subject to federal, state and local relocation laws and regulations.

This Plan describes the roles and responsibilities of the Developer and SFHA. This Plan outlines the relocation rights and benefits that SFHA is obligated to provide to the persons impacted by the Project including the Households and non-residential occupants. This Plan also describes the relocation process and mitigation measures required to ensure that existing residents of Potrero are provided the relocation assistance that reasonably meets the needs of such residents. This Plan is limited to this scope, which is consistent with the guidance of both federal and state relocation guidelines.

Beyond being a legal requirement, a relocation plan is a communication and management tool for the stakeholders involved in the relocation process. Identified stakeholders include the residential and non-residential occupants of Potrero, SFHA, City and County of San Francisco Mayor's Office of Housing and Community Development, HOPE SF, community-based service organizations, housing counseling organizations and other interested parties.

This Plan is **ONLY** intended to address issues related to residential and non-residential relocation and provide the stakeholders with the following information and guidance:

1. Description of the project that is requiring the relocation of the residential and non-residential occupants, including its location, and financing;
2. Description and analysis of the laws, statutes and regulations governing the relocation of the Households and non-residential occupants at Potrero, including the requirements for a relocation plan;
3. Aggregate details regarding the persons impacted by the Project who shall be permanently relocated;
4. Description of the re-housing plan including the replacement housing resources available to re-house the residents;
5. Relocation program to be provided, including the rights of the Households at Potrero, required notifications, benefits, and other services they are eligible to receive, and criteria for eligibility for assistance;
6. Responsibilities of the Developer and SFHA in the implementation of this Plan;
7. Process to develop, approve and update this Plan;
8. Process for any appeals of the relocation benefits and services provided;

9. Preliminary schedule of relocation activities and a cost estimate for relocation assistance.

Overview of Relocation Planning and Implementation

Overland, Pacific & Cutler, Inc., a California corporation ("OPC"), a public real estate services consulting firm specializing in relocation planning and implementation services, was hired by the Developer to prepare this Plan on behalf of the Authority. This Plan serves as the master relocation plan for the Project.

OPC may be retained to implement this Plan and develop Phase-specific relocation plans. OPC and the Shanti Project ("Shanti") shall conduct interviews of Households to gather information required for future relocation planning purposes. Shanti shall provide vital long-term case management services to the Households. Shanti shall assist them obtain needed social services.

The draft version of this Plan shall be made available to Households and other interested parties for a period of thirty (30) calendar days. Each Household shall be notified in writing where and how they can review the draft Plan, with directions to provide written comments directly to OPC for analysis and inclusion in the final version of this Plan. Each Household shall also receive a summary of this Plan for their use.

Appendix A of this Plan provides definitions of many of the technical and regulatory relocation terms found in this Plan.

RELOCATION PLAN

A. REGULATORY FRAMEWORK AND REQUIREMENT ANALYSIS

The laws, regulations and statutes that may become applicable to the relocation of the Households at Potrero are listed below.

- Section 18 of the United States Housing Act of 1937, and the implementing regulations at 24 CFR Part 970 (collectively, "Section 18");
- 49 CFR Part 24 - Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended ("Part 24");
- Section 104(d) of the Housing and Community Development Act ("Section 104(d)") should HOME or CDBG funds be utilized;
- HUD Handbook 1378 - HUD's implementing guidelines of the URA;
- If applicable, RAD relocation guidelines;
- California Government Code Title 1, Chapter 16, Section 7260-7277 – State of California Relocation Assistance Law (the "CRAL");
- California Code of Regulations Title 25, Division 1, Chapter 6 - State of California Relocation Assistance and Real Property Acquisition Guidelines (the "Guidelines");
- San Francisco Ordinance No. 227-12 - Right to Return to Revitalized Public Housing ("Ordinance");
- Resolution No 5390 - Resident Right to Return Policy for HOPE SF Revitalization Sites, adopted by the Board on February 26, 2009 (the "Policy").

The primary relocation regulations that guide this Plan and the relocation process are the URA, the CRAL and the Guidelines. SFHA shall have the responsibility of making the final determination regarding the applicable laws, regulations and statutes applicable to the Project. Should HOME or CDBG funds be utilized, Section 104(d) shall also become applicable.

Disposition of public housing projects is subject to the provisions of Section 18, and is not subject to the Uniform Relocation Act (46 U.S.C. §4600 et seq.) and the implementing regulations of Part 24 (collectively, the "URA").

However, the Project has used, and expects to utilize, additional funds in the future, which trigger the URA and Section 104(d) requirements. Pursuant to both the federal

and state laws, relocation planning is required to minimize displacement of residents at Potrero.

SFHA as the Displacing Agency is a local public agency in the State of California making the Project subject to the CRAL and the Guidelines. Public housing residents impacted by projects such as this are also protected under the Ordinance.

The regulatory requirement for the preparation of a relocation plan, thirty (30) calendar day review and comment period, approval, and adoption of the plan by the appropriate local legislative body comes from the CRAL and the Guidelines.

It has been determined that the Board is the appropriate legislative body to approve this Plan, because it makes all legislative and policy decisions for the Authority, including those necessary and required for the disposition and demolition of the Project.

These regulations require that eligible persons relocated by a publicly-assisted project receive the following services and benefits, which are explained in detail throughout this Plan:

1. Required advanced notice of the relocation.
2. Written information statement describing their rights to relocation benefits and services for which they are eligible.
3. Placement in a Relocation Housing Unit that adequately meets their needs and is decent, safe and sanitary, and transfer to a permanent housing unit post reconstruction that is decent, safe and sanitary and meets the needs of the Household.
4. Assistance with moving to both the Relocation Housing Unit and the Replacement Public Housing Unit, including relocation of personal property and transfer of any utility accounts owned by the Household.
5. Right to appeal decisions made within the relocation program that affect them.

Appendix B of this Plan provides a side by side comparison of the URA, Section 18, California law, and RAD. Section 104(d) is a potentially important regulation for the Project and provides additional protections for Households to be relocated, including the ability to provide persons who are not lawfully present in the United States relocation assistance with federal funds, and the increased number of months used to calculate potential replacement housing payments. Section 104(d) is not analyzed in Appendix B

as it does not provide a comprehensive relocation regulation such as what is described under the URA, Section 18, California law, and RAD.

B. PROGRAM ASSURANCES AND STANDARDS

Adequate funds shall be made available for the relocation of all Households within the budget of the Project.

Relocation assistance services shall be provided to ensure that relocation 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, and the Unruh Act, as well as any otherwise arbitrary or unlawful discrimination. Relocation notices shall be provided in the primary language of each Household.

All eligible Households and non-residential occupants shall be provided relocation assistance and benefits under the URA and Section 104(d), where applicable. Where the Guidelines or the CRAL provide a higher level of benefit, the Households and/or non-residential occupants shall receive the greater benefits under the Guidelines or the CRAL.

The Ordinance and the Authority Resolution protect residents who are lawfully occupying the unit as documented on the lease of the Household with SFHA. All Households shall be protected under Section 39.2 of the Ordinance, and the Authority Resolution which expressly provide public housing households with a right to a revitalized housing unit after temporary relocation or displacement as a result of a public housing development project, so long as the household is not in the eviction process, having duly and properly been served with a summons and complaint by the SFHA, or has not been evicted from a unit that is managed by the SFHA. Furthermore, the Ordinance requires that relocation assistance be provided under the URA to eligible households. Persons not documented on the lease are not considered lawfully occupying the unit and not protected under the Ordinance.

The opportunity for review and to provide written comments to this Plan by the residents and other interested stakeholders for a period of no less than thirty (30) calendar days is required before any relocation may occur.

Each Household eligible for relocation assistance lawfully occupying a unit at Potrero as of the date of the initiation of negotiations ("ION" must be provided a Notice of Eligibility ("NOE") for relocation assistance prior to, or concurrently with, a 90-Day Notice. If a Household is deemed ineligible for relocation assistance, they must be informed in writing of the reasons why such Household is not eligible to receive relocation assistance and the procedures to appeal this decision.

Any Household or non-residential occupant who disagrees with the determination of eligibility or ineligibility for relocation assistance, or the type and amount of relocation assistance that is being offered, is afforded the right to appeal the decision to the Developer or SFHA, and if necessary have such appeal heard by the appropriate appellate body, which is the City and County of San Francisco Rent Stabilization & Arbitration Board (the "Rent Stabilization Board"), which has authority to provide a final recommendation to the Board.

C. RELOCATION PLANNING AND NEEDS ASSESSMENT METHODOLOGY

Early Resident Outreach

A relocation committee was not established for the Project. A series of informational community meetings in which all Households and non-residential occupants at Potrero were invited were held in February, March and April of 2016. During these sessions, the construction schedule and phasing was presented and the residents' Right to Return under the Ordinance and other applicable rules were described. Information was provided about the relocation counseling and benefits that Households are entitled to and residents were encouraged to schedule appointments for individual interviews of Households. These meeting were conducted in English, Spanish and Cantonese.

Additionally, focus group sessions were held with seniors, English, Chinese and Spanish speaking Households. These sessions were held in March and April 2016. The focus groups were intended to discuss the current details of the Project in smaller groups and address issues of particular concern to those residents.

At these meetings, resident input on the overall relocation planning process was solicited. The calendar for these meetings, the frequently asked questions provided, the Right-to-Return and Good Standing Requirements handout, and hand out of an overview of the relocation process were provided. These materials were provided to meeting participants in English, Spanish, and Chinese, and are included in Appendix C.

The questions, comments and concerns raised at these meetings were documented by the Developer and OPC, and shall be used to develop a list of policy questions for SFHA and the Developer to consider. Documentation of these meetings is provided in Appendix D.

Analysis of Existing Data

Utilizing existing household data, OPC was able to ascertain household information such as the number of households, the ages of members of the households, and special needs. This data has been used to describe the impacted residential population found later in this Plan. As this data is now more than two (2) years old, it shall require updating through the resident interview process as described below.

Resident Interview Process

An important process in relocation planning is collecting primary information from the impacted households. This typically occurs by conducting an interview with the household in their home or elsewhere at the project. Through these meetings, household composition, special needs, and specific concerns regarding relocation are gained, which shall be used by the relocation team to better plan for the Household's relocation needs on an individual basis.

OPC and Shanti staff (the "Interview Team") shall be responsible for conducting interviews with all Households impacted. The Interview Team started an interview sign-up and outreach process by actively engaging residents at the community meetings described above. The Interview Team was visible and available to schedule residents for interview appointments.

Each Household interview is expected to take approximately one (1) hour to complete. The Interview Team includes Spanish and Cantonese speaking personnel. Interviews shall be conducted in other languages as identified and needed.

The Interview Team's goal is to reach all Households and conduct interviews between April and June of 2016. OPC mailed an interview request letter to all addresses of Households at Potrero in April of 2016 requesting the current Household to contact the Interview Team to schedule an interview. The Interview Team shall use multiple methods to make contact with residents, including phone calls and door-to-door outreach to attempt to make contact with the Household and conduct the interview. The relocation team shall document the interview in the relocation file of such Household,

which shall be maintained by the relocation team. Interview process documents including an explanation of its purpose and the interview questionnaire are provided in Appendix C of this Plan.

Plan Preparation, Approval and Updates

In accordance with the Guidelines, this Plan shall be made available to the residents of the Project and other interested parties for a thirty (30) calendar day review and comment period prior to requesting approval of the Board and adoption of this Plan. Section O of this Plan describes the review and comment period in more detail. Adoption of this Plan is required before any notice to vacate can be served. No Household shall be served a 90-Day Notice to Vacate without being provided a relocation assistance eligibility letter (aka an "NOE") and at least one decent, safe and sanitary housing unit that meets the needs of the Household is made available to such Household.

This Plan shall be periodically reviewed for consistency with the goals and process of the Project as changes occur. Updates shall be made to this Plan if major substantive changes occur in the Project, such as, without limitation, enhanced levels of resident information, housing resource alternatives identification, elimination of a phased approach to the relocation, and/or regulatory changes that impact relocation requirements.

In accordance with the Guidelines, should implementation of this Plan not occur within twelve (12) months of approval of this Plan, this Plan must be updated. If substantial changes are made to this Plan once it is approved, it may be necessary to recirculate this Plan for public comment and re-submit this Plan to the Board for approval.

D. GENERAL DEMOGRAPHICS AND OCCUPANT DATA & DESCRIPTIONS

General Demographics and Housing Characteristics

According to the 2010 U.S. Census, the population of the City of San Francisco is 805,235, and the population of census tract where Potrero is located (614) is 5,395 (see **Table 1**). Corresponding U.S. Census data concerning the housing mix is shown in **Table 2**.

Table 1: 2010 Census Population – City of San Francisco & Census Tract

Population	Tract 614	%	City	%
Total Population	5,395	100.0%	805,235	100.0%
White	2,844	52.7%	390,387	48.5%
Black or African American	924	17.1%	48,870	6.1%
American Indian or Alaska Native	34	0.6%	4,024	0.5%
Asian	730	13.5%	267,915	33.3%
Native Hawaiian or Other Pacific Islander	132	2.4%	3,359	0.4%
Some Other Race	421	7.8%	53,021	6.6%
Two or More Races	310	5.7%	37,659	4.7%
Hispanic or Latino (of Any Race)	912	16.9%	121,774	15.1%

Source: U.S. Census Bureau, QT-PL. Race, Hispanic or Latino, and Age: 2010

Table 2: 2010 Census Housing Units – City of San Francisco & Census Tract

Type	Tract 614	%	City	%
Total Occupied Units	2,552	100.0%	376,942	100%
Owner-Occupied	1,047	44.5%	123,646	35.8%
Renter-Occupied	1,307	55.5%	222,165	64.2%
Vacant Housing Units	198	7.8%	31,131	8.3%
Available for Sale Only (of Total Vacant Units)	14	7.1%	2,984	9.6%
Available for Rent – Full Time Occupancy (of Total Vacant Units)	72	36.4%	12,832	41.2%
Sold or Rented – Not Occupied	3	1.5%	1,538	4.9%
Otherwise Not Available (e.g. seasonal, recreational, migratory, occasional use)	11	5.6%	5,569	17.9%
Other Vacant	98	49.5%	8,208	26.4%

Source: U.S. Census Bureau, QT-H1. General Housing Characteristics: 2010

Potrero Household Demographic and Housing Characteristics

OPC was able to obtain limited advanced demographic information pertaining to the current Households at Potrero. This section provides data related to the age, race/ethnicity, and languages spoken of approximately five hundred twenty-nine (529) of the five hundred eighty-two (582) heads of Household at Potrero. The data found in these tables shall be updated for the entire Household composition once the relocation interview process is complete.

The data provided in Tables 3-7 below represents the best available data at this time. The data shall be updated once the interview process described in Section B is completed.

Table 3: Data Analysis Results - Population

Data Point	Number of or %
Number of Households	589
Number of Persons	Total TBD
Average # of Persons Per Household	TBD
% Female	TBD
% Male	TBD

Table 4: Needs Assessment Survey Results - Age Distribution Heads of Household

Age Cohorts (years)	Number of Residents	% of Residents
5 and Under	N/A	N/A
6-17	N/A	N/A
18-26	74	14%
27-64	416	78%
65+	39	8%

Table 5: Needs Assessment Survey Results – Race Distribution of Households

Race	% of Households
Black/African American	TBD
Hispanic or Latino/a	TBD
Pacific Islander	TBD
Asian	TBD
White	TBD
Other Races	TBD

Table 6: Needs Assessment Survey Results – Primary Language Spoken at Home

Languages Spoken	# of Households
English	382
Spanish	122
Chinese	17
Vietnamese	8
Other Languages	0

Table 7: Needs Assessment Survey Results – Disabilities/Other Medical Conditions

Mobility Impaired Persons	TBD
Sight Impaired Persons	TBD
Hearing Impaired Persons	TBD
Persons w/ Other Medical Conditions to Be Considered	TBD

Existing Low Income Public Housing Units

Table 8 below shows the unit mix of the existing units at Potrero that are planned to be demolished. There are approximately five hundred eighty-two (582) occupied units, which shall be replaced by the Project.

Table 8: Units Existing to Be Demolished

Potrero Units	
BR Size	# of Units
1 BR	40
2 BR	433
3 BR	110
4 BR	18
5 BR	5
Non-Residential	14
Sub-Total	620

Description of Non-residential Occupants

There are approximately 2 (two) non-residential occupants that utilize space at Potrero, and such non-residential occupants shall also be relocated. The non-residential occupants are primarily comprised of community-based, nonprofit public benefit corporations. These organizations provide a wide range of services for the Households at Potrero, including health education and counseling, recreation services, after school programs, and youth employment services. At a future date, OPC is expected to meet with the non-residential occupants to assess the relocation needs of such entities. Primary needs are assumed to be adequate space to continue operations, advertisement of the new location, and moving assistance to relocate office furnishings and other fixtures and equipment related to the services provided by the organizations. There are no other businesses impacted by the Project.

E. RELOCATION ASSISTANCE ELIGIBILITY

Relocation Eligibility Under 24 CFR Part 970 and the URA

Part 970.5 (h) determines that it is the responsibility of SFHA to comply with the URA and to ensure compliance with the URA (not withstanding any third party contractual agreements). The Developer is providing relocation assistance to the residents on behalf of the Authority. However, the Authority is still responsible for meeting its obligations as the Displacing Agency.

As applied to this project, 970.5 (i) defines a relocated person as any person (household, business or non-profit organization) that moves from Potrero as a direct result of the demolition. Notwithstanding that definition, in accordance with 970.5 (i) (2) (v) (B) (3) a person does not qualify as a relocated person if they have been:

- Evicted for serious or repeated violation of the terms and conditions of their lease, violation of applicable federal, state or local law or other good cause, and SFHA determines that eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;
- The person moved into the property after submission of the application for demolition or disposition and the person was informed of the impact the Project could have on them in writing (also referred to as a move-in notice); or
- The person is otherwise ineligible for relocation assistance under the URA as described in in Section 24.2(9) (ii) of the URA.

For the purposes of this Plan, the ION date for the intent of establishing the earliest date a household may be eligible for relocation assistance shall be October 11, 2012. This date is used to establish the ION for determining relocation assistance eligibility. Households who were lawful tenants on this date shall be eligible to receive relocation assistance, so long as they are in Good Standing, did not sign a move in notice, and do not vacate the property prior to receiving a NOE from the relocation team.

SFHA issued a General Information Notice (the "GIN") to all Households in 2008 and elected to re-issue the notice to all current Households in April 2016. This notice advises the Household not to move until they receive further notice. This notice was served to the residents due to the length of time since the last notice was served and to ensure that persons who moved in after the original GIN was served were properly advised of their relocation rights.

Any Household or person who vacates after receiving this notice and prior to receiving an NOE or notice of ineligibility shall not be eligible to receive relocation assistance. After HUD approves the demolition and disposition of Potrero, the NOEs may be issued. The NOE shall be issued to each Household at least ninety (90) calendar days prior to the date that the Household must vacate before demolition of the unit.

Eligibility for a Revitalized Housing Unit Under the Ordinance

Under Section 39.2 of Chapter 39 of the San Francisco Administrative Code, public housing households have a right to a revitalized housing unit and relocation assistance after a displacement, so long as the household is in Good Standing. Figure 3 below provides a graphical representation of "Good Standing and Right to Return".

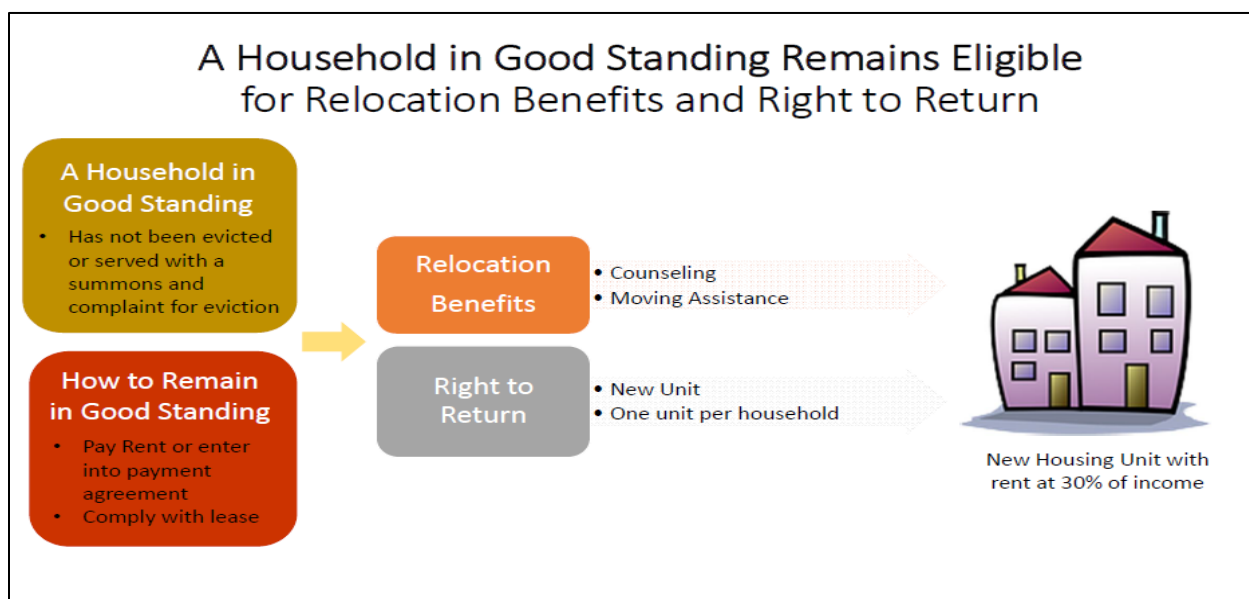


Figure 3: Right to Return Graphic

The Ordinance treats all lawful tenants residing within a unit as a household, and such household shall be eligible to return to a single revitalized housing unit and not separate replacement housing units. The Ordinance does not provide the right to return to a revitalized housing unit or relocation assistance to prior tenants who have already vacated Potrero.

Under Section 39.4 of the Ordinance, all current Households, whose tenancy at Potrero was not lawfully terminated prior to, or after, the date of first notice for eligibility for relocation assistance (the "Initiation Date"), shall have a right to, and the highest priority for, a Replacement Public Housing Unit at the Project.

In addition to the Ordinance, the Authority adopted a policy on February 26, 2009, known as the Resident Right to Return Policy for HOPE SF Revitalization Sites, which is applicable to revitalization sites like Potrero. Like the Ordinance, the Policy provides that Households in Good Standing have a right to return to a revitalized housing unit.

The intent of the rehousing strategy is to provide the opportunity to any Household relocated from their original unit that is in Good Standing with SFHA to move into one of the new units at the Project for which such Household meets the occupancy standards.

Under the Ordinance, there is no consideration to provide priority for additional units for Households who have members who want to move separately from each other or to accommodate persons not on the lease. Such a consideration would provide persons in those situations with an unreasonable and excessive housing benefit. This violates SFHA policy and is not required by either Section 39.3 of the Ordinance or the Policy. Persons not on the lease who wish to be considered a lawful tenant in a Household that is eligible for a Replacement Public Housing Unit under the Ordinance must work with SFHA property management to apply to be added to the lease under SFHA's "Add Lease" program.

Current Households in Good Standing have the priority for the Replacement Public Housing Units. Per Section 39.2(4) of the Ordinance, households cannot be required to go through additional eligibility or re-screening requirements to be considered for occupancy at one of the new units. While the Household may be required to be income certified for the LIHTC program or other programs in order to be eligible for the rental subsidy provided by these programs, such income certification cannot be used to deny housing. The Developer shall work with Households who are over-income for the LIHTC program to ensure that they move to an adequate Replacement Dwelling.

Relocation Eligibility Under RAD

The Replacement Public Housing Units may receive RAD rental assistance. RAD is a source of federal participation that requires relocation to be in accordance with the URA. Under the RAD program, a Household is eligible to receive permanent relocation assistance if they are relocated by a demolition project such as Potrero. The Household becomes eligible for relocation assistance once HUD issues a RAD Conversion Commitment ("RCC"). No RCC has been issued by HUD for the Project, and thus no Households are presently eligible for relocation assistance under the RAD program.

Should the Project be assisted by the RAD program, each Household shall receive a RAD Notice of Relocation after the RCC is issued. Such notice shall explain the relocation rights of Households under the RAD program, including the requirement that permanent relocation be in accordance with the URA and Section 104(d), the right to move to a Replacement Public Housing Unit or to receive permanent relocation assistance to move to other housing, and other benefits under the RAD program. The RAD Notice of Relocation shall be in addition to other notices required under the URA, the CRAL, Section 104(d), the Ordinance and the Policy.

Non-residential Relocation Eligibility

Non-residential occupants shall be eligible for relocation assistance due to the demolition of the spaces they utilize and occupy. In order to be eligible, the non-residential occupants must also be in good standing with the terms of the license agreement or lease of such entity with SFHA. If a non-residential occupant is relocated to space within the Project, it shall only be provided assistance with the move of personal property. Where new space is not available or taken, the Developer shall work with the non-residential occupant to locate a replacement space elsewhere. Eligible non-residential occupants shall receive full relocation assistance per the requirements of the URA and CRAL.

Ineligibility for Relocation Assistance

Any Household or non-residential occupant that has been evicted for cause, that voluntarily moves from the Project after receiving the GIN, or is not in lawful occupation of its unit, shall not be eligible to receive relocation assistance.

F. REPLACEMENT HOUSING NEEDS & RESOURCES

Replacement Housing Needs

The existing housing units at Potrero shall be replaced by the Project. All current Households in Good Standing shall be offered a Replacement Public Housing Unit within the Project. Most of the Replacement Public Housing Units shall be constructed within existing property lines of Potrero. However, a portion of the Replacement Public Housing Units may be located outside of the existing property lines of Potrero, including in the immediate area or in other neighborhoods within the jurisdiction of the City and County of San Francisco.

Replacement Housing and Re-housing Plan

All Households are expected to be relocated from their current or "original" units in order for the new units and infrastructure to be constructed. All of the relocation of existing Households, demolition of existing units and infrastructure, construction of the new housing and move in of Households in Good Standing into new housing units shall occur in phases. Not all six hundred six (606) Households shall move during the same period of time. All Households shall be required to vacate their original units to accommodate the demolition and construction process prior to the demolition and construction of the Phase applicable to their unit. The development is anticipated to occur in five (5) Phases between 2018 and 2025. The construction of units is expected to last longer than twelve (12) months per Phase. The primary replacement dwelling resource shall be the units to be built by the Developer.

This Plan intends to move as many Households from their original units to vacant units at Potrero, if possible. In essence, the Households that are able to be relocated on-site during the construction period shall be transferred to another vacant public housing unit at the existing Potrero site. Although the Household shall be transferred from their original unit for a period longer than twelve (12) months, they shall not be relocated from the existing Potrero site for longer than twelve (12) months, and thus are not permanently relocated for purposes of applicable law. Upon completion of construction of a new unit at the Project that meets the needs of the Household, each Household in Good Standing shall be afforded the opportunity to move into a Replacement Public Housing Unit. This concept shall require concurrence from HUD relocation staff.

Some Households may be offered the opportunity to move voluntarily and permanently to a new, subsidized housing unit in other neighborhoods outside of Potrero. Under the Ordinance and the Policy, Households that move into these off-site units shall be provided a revitalized housing unit and the Households' Right to Return would be met as well as relocation assistance requirements. The Developer, SFHA and the Mayor's Office of Housing and Community Development of the City and County of San Francisco ("MOHCD") are working together to identify potential off-site housing within existing properties and the affordable housing development pipeline.

The intention of SFHA and the Developer' is to allow as many Households as possible to continue residing at the existing Potrero site during the construction period by moving Households to vacant on-site units and then to a new unit, or directly to a new unit. There may be an opportunity for some Households to voluntarily elect to

permanently relocate to other housing in other neighborhoods. Such Households would not return to a new unit at the Project. A relocation of this nature would be considered a voluntary permanent relocation, rather than a temporary relocation. Such Household's right to return to a revitalized housing unit would be met by their permanent occupancy in their new unit, and all relocation obligations and requirements would be met by assisting such Household to secure the new unit, and ensuring that all actual, reasonable and necessary costs for their move are either reimbursed to such Household or directly paid for by the Developer.

In accordance with the URA, the CRAL, and the Guidelines, in cases where a Household is temporarily relocated from Potrero for a period longer than twelve (12) months, the Household shall be made aware of its right and eligibility for permanent relocation assistance benefits. Such benefits include assistance to secure and relocate to a comparable, permanent Replacement Dwelling. If any such cases occur, eligible Households shall be afforded the option to extend their temporary relocation in their off-site temporary housing unit for the period necessary to complete construction of a new unit at the Project that meets the needs of such Household. Such Households shall be asked to sign a legally-binding agreement with the Developer acknowledging their agreement to this arrangement and their understanding that permanent relocation assistance benefits are being waived. The Developer would prefer to make this type of arrangement with such Households so that they may return to the Project and enjoy the revitalized community. This arrangement also works to meet the spirit of federal and state relocation laws, which is to minimize permanent relocation and displacement.

In accordance with RAD relocation regulations, which may become applicable to the Project, in cases where a Household's unit is demolished, it is required that the Household be offered the choice between relocation assistance to move to a permanent Replacement Dwelling of their choice or be provided with temporary housing assistance and then return to a new unit when a unit is available for them. Should the Project become subject to RAD relocation requirements, all Households shall receive a RAD Notice of Relocation.

During the interview process, Households shall be asked if they have any needs that would require them to be relocated from Potrero during construction. Households shall also be asked if they have an interest in relocating to a permanent Replacement Dwelling away from Potrero.

Households in Good Standing that have medical or other special needs that need to be accommodated during construction, who wish to return to Potrero, shall be moved to off-site housing that meets the needs of such Households for the duration of the construction period. The Household shall not incur any increased out-of-pocket costs related to the temporary housing off-site. All increased housing costs shall be borne by the Developer. NOTE: the household will be required to pay their portion of the rent for their permanent unit during the relocation period. Upon completion of each phase of new construction, households will be moved to a Replacement Public Housing Units that meets their needs.

The relocation team shall work with those Households who have an interest in permanently relocating to another Replacement Dwelling. It is not known at this time if SFHA will receive portable Section 8 housing choice vouchers ("HCV") or Tenant Protection Vouchers ("TPV"), each of which may be offered to Households desiring to relocate away from Potrero.

Where possible, Households shall be directly relocated to a newly constructed unit versus relocating them temporarily to other on- or off-site units and then moving them to a newly constructed unit.

Replacement Housing to Be Developed

Table 9 below provides the anticipated mix of new housing units to be developed inclusive of the Replacement Public Housing Units.

Table 9: Total New Housing Units to Be Developed

Unit Size	# Proposed in Phase I	# Proposed Overall	Typical Size in Square Feet
Studio	0	TBD	TBD
1 BR	9	TBD	TBD
2 BR	52	TBD	TBD
3 BR	9	TBD	TBD
4 BR	0	TBD	TBD
5 BR	0	TBD	TBD
TOTAL	70 +/-	1,600 +/-	

Housing Survey

At the time the first Phase of Households are scheduled to move, there shall be an approximately twenty-four (24) vacant units to be available at Potrero for on-site Relocation Housing Units. However, additional resources may be needed to accommodate Households during the relocation and construction period.

To assess the current availability of potential off-site Relocation Housing Units, OPC conducted a preliminary housing survey of units currently available in the City of San Francisco on April 25, 2016. These units could be a resource for off-site temporary housing or permanent off-site replacement housing units. The following Table 10 provides the results of this survey.

Note that the relocation team shall conduct more in-depth replacement housing searches based on residents' needs and requests prior to relocations as needed.

Table 10: Replacement Housing Survey Results

Unit Size	# Located	# Confirmed Accepting Section 8	Rental Range
1	37	3	\$1,500-\$5,530
2	44	1	\$2,000-\$7,995
3	22	2	\$2,199-\$8,192
4	11	0	\$5,200-\$15,000

G. CONCURRENT RESIDENTIAL RELOCATION

The citywide RAD relocation conversion for the City and County of San Francisco is not expected to adversely impact the Developer's ability to relocate Households off-site when needed. The mixed-finance public/private housing projects funded in part by HOPE SF underway at Alice Griffith and Hunters View, and in the planning stages for the Sunnydale-Velasco project, are also not expected to adversely impact Potrero. The Developer and the relocation team shall monitor these projects to determine if they may impact the availability of off-site temporary housing for the Households.

H. RELOCATION ASSISTANCE PROGRAM

Relocation Staff Availability and Responsibilities

A relocation team shall be available to assist any Household with questions about relocation and/or assistance in relocating. The relocation team shall provide all Households with the location and hours of operation of the relocation office at a later date. Close personal contact shall be maintained with each Household. Should staff contact information change, this Plan shall be updated, and all Households shall receive a notice of the applicable changes.

Specific activities performed by relocation staff shall include:

1. Personally present and explain the Notice of Eligibility.
2. Distribute the 90-Day Notice, and where applicable, a 30-Day Notice and other reminder notices related to the date each Household must vacate their existing unit at Potrero.
3. Provide referrals to replacement housing as needed and required.
4. Provide the Households with relocation counseling services to assist them in making good decisions to plan their move.
5. Coordinate moves to the Relocation Housing Unit or the Replacement Public Housing Unit for each Household.
6. Assist with the completion and filing of any needed relocation claims, rental applications, and appeals forms, if necessary.
7. Provide housing payment assistance as required under the applicable relocation requirements.
8. Other assistance that may be appropriate to ensure that each Household receives services and benefits that are reasonably permitted and/or required under the URA and necessary to ensure that hardships and impacts are reduced as much as possible in the relocation process.
9. Document receipt of all required notices, housing referrals provided, signed claims and receipts of payments, and demonstration of advisory services and relocation assistance provided to Households in the relocation file of each Household.

Noticing

Notices may be personally served where needed or mailed with a certified return receipt. All notices and proof of service shall be maintained in the relocation case files.

At a minimum, each Household and non-residential occupant shall receive the following from the relocation team.

1. A relocation assistance informational brochure or statement. This notice shall be developed at a later date and included in a future version of this Plan.
2. A RAD Notice of Relocation, if applicable. Sample provided in Appendix E.
3. Notice of Eligibility ("NOE"). The NOE shall describe the relocation assistance each Household is eligible to receive and the respective rights and responsibilities of the Household and the Developer.
4. A Memorandum of Understanding or Memorandum of Agreement (collectively, the "MOU") would be used in cases where a Household does not permanently relocate from Potrero during construction of the Project. The MOU shall serve as an agreement between the Developer and the Household to define what benefits and assistance such Household shall receive and the obligations of both the Developer and the Household.
5. An NOE shall be used in cases where a Household relocates permanently from Potrero. These notices shall be developed by OPC at a later date once all relocation program requirements are defined based on the final funding plan for the Project (or, to the extent applicable, the Phase of the Project).
6. A notice of ineligibility. Any Household or person not eligible for relocation assistance shall receive a notice of ineligibility. The notice shall state why such Household or person is not eligible to receive relocation assistance. Note that households shall have the right to appeal such a decision in accordance with the appeals process of this Plan.
7. A 90-Day Notice prior to the required vacation date. Such notice shall be mailed to each Household via certified mail/return receipt requested and first class mail with directions to contact the relocation team to review the notice as needed. These notices may be served concurrently with the NOE or notice of ineligibility. Sample provided in Appendix E.
8. A 30-Day Notice prior to the required vacation date. Such notice shall be mailed to each Household via certified mail/return receipt requested and first class mail with directions to contact the relocation team to review the notice as needed. NOTE: A 30-Day Notice shall only be served in cases were a Household is still occupying a unit thirty (30) calendar days prior to the expiration of the 90-Day Notice. Sample provided in Appendix E.
9. A move procedures guide that explains the details of move day activities and post move out procedures. The guide shall be served as needed with the 30-Day

Notice, and its procedures shall be developed by the relocation team at a later date when the final move program is defined.

10. Additional notification seven (7) calendar days prior to the vacation of the Household may be required to communicate changes to the move date, location of relocation housing, or other changes or details required. Sample provided in Appendix E.
11. Non-residential occupants shall receive the same types of notices but customized to describe the business relocation program, where applicable.

Notices shall be provided to the Household in the primary language of such Household. All notices shall inform the Household of their right to request a reasonable accommodation.

Relocation Readiness Evaluations and Preparation

The relocation team shall conduct multiple relocation readiness meetings with each Household, commencing approximately one hundred twenty (120) to one hundred fifty (150) calendar days prior to the 'expected date of relocation for such Household. Such readiness checks shall be used to verify accessibility needs in Relocation Housing Units, changes in family composition, Good Standing of the Household, needs related to decluttering, and other checks to ensure that the Household is prepared, its housing needs are adequately addressed, and the proper level of moving assistance is provided. The relocation team shall also conduct several less formal, routine check-ins with the Households.

Relocation Housing

As described earlier, it is expected that most Households shall be relocated to other vacant units at Potrero temporarily and then relocated to a newly-constructed Replacement Public Housing Unit. Some Households shall be relocated from their existing unit directly into a Replacement Public Housing Unit, whereas other Households shall be offered the opportunity to voluntarily and permanently relocate to an off-site affordable housing unit. The relocation housing arrangements for each Household shall depend on a number of factors, including the composition and needs of the Household, the vacant existing units available, the timeline for the new construction, and the availability of suitable off-site units.

Where necessary to serve the options elected by the Household, the relocation team shall provide referrals to permanent Replacement Dwellings that meet the needs of the Household.

Should it be needed, the relocation team shall provide transportation services to the Households to view potential Replacement Dwellings and meet with landlords. SFHA shall also provide residents assistance to be placed on waiting lists for chosen properties and assist them with the application process.

Moving Services and Other Vendors

The relocation team shall meet with each Household to explain the moving assistance services that shall be made available to them. The Developer expects to hire a moving contractor (or multiple contractors if needed) to provide moving services. Services shall include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the personal property of the Household to and from the Relocation Housing Unit. Similar services shall be provided to Households being directly relocated to a Replacement Public Housing Unit.

Additional vendors may be needed for debris hauling services and other services that may be needed by senior and/or disabled Households. These needs shall be handled on a phase by phase, case by case basis. Such services are referred to as related services.

All moving and related services shall be directly paid for by the Developer.

Utility Transfer Fee Reimbursement

Any necessary utility transfer fees shall be paid directly by the Household, and the Household shall be reimbursed by the Developer. Such transfers include cable, landline telephone and internet services. Payments shall be based on actual receipts or invoices. Advance payments may be considered, if a Household demonstrates a financial hardship.

Relocation Fair

The relocation team may at a future date organize a relocation fair, where the residents can meet the relocation staff, vendors, and other parties that shall help implement this relocation plan.

Spring Cleaning

Leading up to all relocation Phases, the Developer shall make debris boxes and labor available to the residents to assist them in disposing of unwanted items as they prepare to move.

Permanent Off-Site Relocation

In certain instances, a Household may move permanently from Potrero to other housing. In these cases, such Household shall receive additional relocation benefits, other than those stated above, to the extent required by applicable law.

Fixed Payment In-lieu of Actual and Reasonable Move Costs: Should a Household move off-site to a permanent Replacement Dwelling instead of a Replacement Public Housing Unit, such Household shall have the option to receive a fixed move payment (the "FMP") based on the current number of rooms of personal property in their existing unit to conduct a self-move in lieu of having a professional mover relocate their personal property. The current federal FMP schedule for the state of California is presented in the following Table 11. A Household that elects to receive the FMP shall not receive moving compensation for costs such as labor, boxes and other packing materials, utility transfers, or other costs related to the physical move, because the intent of the FMP is to provide funds to the Household to pay for all costs associated with the move per the URA.

Table 11: Federal Fixed Move Payment Schedule

# of Moveable Rooms	Typical Unit Size Equivalent	Payment Amount
3 Rooms	Typical 1 BR	\$1,165
4 Rooms	Typical 2 BR	\$1,375
5 Rooms	Typical 3 BR	\$1,665
6 Rooms	Typical 4 BR	\$1,925
7 Rooms	Typical 5 BR	\$2,215
Additional Rooms	i.e. outdoor storage	\$265

Permanent Replacement Housing Assistance Payment: When a Household moves into a Public Housing Replacement Unit, such Household would lease a unit with a rent at no greater than thirty percent (30%) of the income of such Household with adjustments for utility services such as electricity and gas.

Should a Household move to another Replacement Dwelling, and such Household is eligible to receive a HCV or TPV, the HCV or TPV would be expected to offset the need for a rent differential payment. However, should the Household realize an increase in out-of-pocket monthly housing cost with one of these vouchers, the Household would be eligible to receive a rent differential payment. Should a Household permanently relocate to other housing and not be eligible to receive a HCV or TPV, such Household would also be eligible to receive a rent differential payment.

In either case, where applicable, the rental differential payment shall be based on the monthly differential between the rent for a comparable Replacement Dwelling and the lesser of thirty percent (30%) of the gross income of such Household (ability to pay), or their displacement rent and utility costs at Potrero. This monthly differential shall then be multiplied by forty-two (42) months (unless such timeframe is extended to sixty (60) months) to derive the maximum eligible replacement housing benefit. The actual rent differential payment the eligible Household would receive would be based on the differential between the actual contract rent and utilities' costs at the Replacement Dwelling and the lesser of thirty percent (30%) of the gross income of the Household or their displacement rent and utility costs. The following Table 12 provides a sample calculation of this payment.

Table 12: Example Computation of Rent Differential Payment *

1. Rent of Displacement Unit	\$800	Displacement Rent plus Utility Costs
or		
2. Ability to Pay	\$750	30% of the Gross Household Income
3. Lesser of lines 1 or 2	\$750	
Subtracted From:		
4. Actual New Rent	\$950	Actual New Rent including Utility Allowance
or		
5. Comparable Rent	\$1,000	Determined by Displacing Agency; <u>includes</u> Utility Allowance

6. <u>Lesser</u> of lines 4 or 5	\$950	
7. Yields Monthly Need:	\$200	Subtract line 3 from line 6
8. Rental Assistance	\$8,400	Multiply line 7 by 42 months

****Note: This is a sample case only and is not reflective of actual market conditions. Not all Households shall receive this type of relocation assistance. The Household should discuss their eligibility for this type of relocation assistance prior to making any decisions regarding their replacement housing options. This form of payment shall be provided based on need. This payment is limited to the forty-two (42) month period prescribed under the URA unless Section 104(d) of the Housing and Community Redevelopment Act becomes applicable to the Project.***

Non-residential Occupant Moving Expense Payments

Relocation benefits shall be provided to the non-residential occupants pursuant to federal and state relocation law. Eligible non-residential occupants may receive a relocation payment to cover the reasonable cost of moving their personal property from Potrero to their Replacement Dwelling.

The relocated non-residential tenants shall have two (2) options:

(A) A payment for actual reasonable and necessary moving and related expenses;

Or,

(B) A fixed payment in lieu not to exceed Forty Thousand and No/100ths Dollars (\$40,000).

Payment for Actual Reasonable and Necessary Moving and Related Expenses

This payment may include the following:

- a) Transportation of persons and property from the present location to the replacement location (transportation costs are limited to a distance of fifty (50) miles);
- b) Packing, crating, uncrating, and unpacking personal property;
- c) Disconnecting, dismantling, removing, reassembling, and installing relocated and substitute machinery, equipment and other personal property. This includes connection to utilities available nearby, and modifications necessary to adapt such property to the replacement structure, or to the utilities, or to adapt the utilities to the personal property;
- d) Storage of personal property generally for up to twelve (12) months, at the Developer's discretion;
- e) Insurance of personal property while in storage or transit and, the replacement value of property lost, stolen, or damaged (though not through the fault or negligence of the relocated person) in the process of moving;
- f) Subject to certain limitations, any license, permit or certification required by the relocated business, to the extent that the cost is necessary for reestablishment at the replacement location;
- g) Subject to certain limitations, reasonable and pre-authorized professional services, including architects', attorneys', engineers' fees and consultants' charges, necessary for: (1) planning the move of the personal property; (2) moving the personal property; or, (3) installing the relocated personal property at the replacement location;
- h) Subject to certain limitations, the purchase and installation of substitute personal property limited to the lesser of: (1) the estimated cost to move the item to the replacement location; or, (2) the replacement cost, less any proceeds from its sale;
- i) Subject to certain limitations, modifying the machinery, equipment or other personal property to adapt it to the replacement location or to utilities available at the replacement location or modifying the power supply.
- j) Actual direct losses of tangible personal property resulting from moving, or discontinuing a business or non-profit organization, *not-to-exceed* the *lesser of*:
 - (i) The fair market value of the tangible, personal property for continued use at its location prior to displacement; **or**, An amount equal to the reasonable expenses that would have been required to

relocate the property, as determined by the Related, subject to certain limitations;

- (ii) Actual, and reasonable expenses incurred in searching for a replacement business location, *not-to-exceed* Two Thousand Five Hundred and No/100ths Dollars (\$2,500.00).
- (iii) Actual, and reasonable expenses necessary to reestablish a relocated small business at its new location, *not-to-exceed* Twenty-Five Thousand and No/100ths Dollars (\$25,000.00). Examples of expenses that may be considered for reimbursement include advertising, redecoration and certain increased costs of operation at the new location.

Fixed Payment In Lieu of a Payment for Actual Reasonable Moving and Related Expenses

The amount of this payment shall be based on the *average, annual net* earnings of the business. The payment to an eligible business may neither be less than One Thousand and No/100ths Dollars (\$1,000.00), nor more than Forty Thousand and No/100ths Dollars (\$40,000.00). To qualify for this payment a relocated business:

- A)** *Cannot* be a part of a commercial enterprise having *at least* three (3) other establishments which are *not* being relocated as part of the Project, and which is under the *same ownership* and engaged in the *same, or similar* business activities;
- B)** Must *not* be able to relocate without substantial loss of patronage; and,
- C)** Must have contributed *at least* thirty-three percent (33%) of the owner's total gross income during *each* of the two (2) taxable years *prior to* displacement, *or* meet specific earnings criteria.

I. PAYMENT OF RELOCATION BENEFITS

Should there be any payment of relocation assistance payments payable to the Household or non-residential occupants, the payment shall be made expeditiously. In order to receive any applicable replacement housing payments, the Household must rent and occupy a decent, safe and sanitary Replacement Dwelling within twelve (12) months after they vacate Potrero. All Households eligible to receive a payment must submit claims and supporting documentation for relocation benefits to the relocation

team no later than eighteen (18) months after the date they vacate the Project in order to remain eligible for payment.

A sample claim for is provided in Appendix E of this Plan. The procedure for the preparation and filing of claims and the processing and delivery of payments shall be as follows:

1. Claimant(s) shall provide all necessary documentation to substantiate eligibility for assistance;
2. The relocation team shall review all necessary documentation before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms shall be prepared by the relocation team and be presented to the claimant for review and signature. Signed claims and supporting documentation shall be returned to relocation staff for processing of payment;
4. The relocation team shall review and approve claims for payment or request additional information;
5. The relocation team shall issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Receipts of payment and all claims materials shall be maintained in the relocation case file;
7. In cases where a relocated Household disputes the amount of payment it is awarded in the claim, they may make a written appeal in accordance with the appeals process defined in Section L of this plan. Further details regarding the appeals process and a sample appeals request form is provided in Appendix F of this Plan.

J. LAWFUL PRESENCE IN THE UNITED STATES

Federally-funded relocation projects require that all persons self-certify their lawfully present status in the United States in order to receive relocation assistance under the URA.

All eligible Households in Good Standing shall receive relocation assistance. In cases where a Household includes persons not lawfully present in the United States, such Household shall receive relocation assistance under the CRAL and the Guidelines.

Should Section 104(d) apply to the Project as a result of the use of HOME or CDBG funds, the federal lawful presence requirements shall not apply and all eligible Households shall receive assistance under Section 104(d).

K. EVICTION POLICY

It is recognized that eviction is permissible only as a last resort and that relocation records must be documented to reflect the specific circumstances surrounding any eviction. Eviction shall only take place in cases of nonpayment of rent; a serious violation of the rental agreement; a dangerous or illegal act in the unit; violation of federal, state, or local laws; or, if the Household refuses all reasonable offers to move.

L. APPEALS POLICY

The appeals policy and grievance procedures shall follow the standards described in the URA as implemented by the Rent Stabilization Board. Briefly stated, a relocated Household shall have the right to ask for review when there is a perceived grievance regarding any of such Household's rights to relocation and relocation assistance, including the determination as to eligibility, the amount of payment, or the failure to provide a comparable referral to a Replacement Dwelling. Appendix F provides a full description of the appeals process.

Should the appellant and the Developer and/or SFHA not be able to resolve the appeal, the appellant may forward an appeal to the Board. Households also have the right in accordance with the Ordinance to be heard before the Rent Stabilization Board. The Rent Stabilization Board has the authority to make final appeals recommendations to the Authority Board.

M. PROJECTED RELOCATION SCHEDULE AND PHASING PLAN

Phasing Plan

Relocations shall occur in five (5) distinct phases. Figure 4 below provides a graphic description of the preliminary order of the phasing.

PHASING PLAN

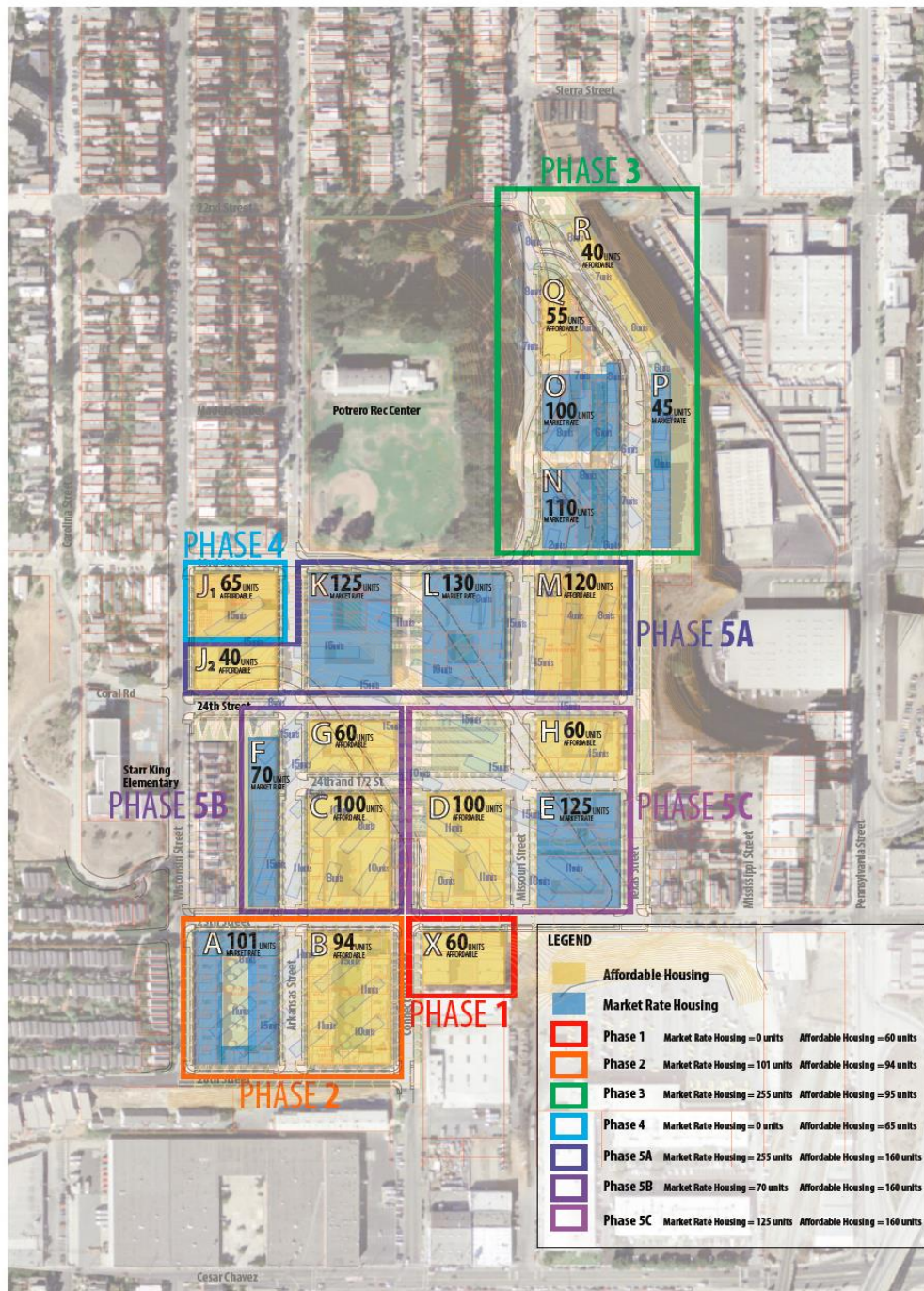


Figure 4: Relocation Phasing Diagram

The following Table 13 provides a comparison of the total units to be demolished by the anticipated occupancies, the availability of on-site Relocation Housing Units, and the need for off-site Relocation Housing Units. The estimated number of relocations is based on the current eighty-seven percent (87%) +/- [occupancy?] rate and the estimated vacancies are based on a thirteen percent (13%) vacancy rate.

Table 13: Relocation Phasing Analysis

Phase	Overall Units Demolished – Residential and Non-residential	Relocations Estimated	Estimated Vacancies in Phase
Phase I/Block X	0	0	0
Phase 2	92	88	4
Phase 3	151	145	6
Phase 4	30	29	2
Phase 5 A, & B/C	347	333	13
Total	620	595	25

General Relocation Schedule

The general relocation planning and implementation schedule is shown below. The relocation schedule is subject to change and shall be updated in future updates to this Plan.

- Relocation Plan Development: October 2015 to May 2016
- Plan Public Comment Period: June 13, 2016 to July 12, 2016
- Household Interviews: April 2016 to July 2016
- Revise Relocation Plan per public comments and household interview data: July 13 – 15, 2016
- SFHA Board of Commissioners Adoption of Relocation Plan at Public Hearing: July or August of 2016.
- Relocation Status Update Meetings With Tenants: Periodically 2016 to 2028
- Relocations: 2018-2028

Households at Potrero shall be relocated in phases ahead of the commencement of each demolition phase.

The relocation schedule shall be developed in greater detail by the relocation team once more detailed project schedules are available from the Developer. The relocation team shall provide periodic schedule updates to the Households to keep them advised and informed of upcoming relocation activity that may affect them.

This Plan shall be updated if regulatory changes occur that impact the Project and relocation of the Households. The relocation team shall prepare phase specific relocation plans, which plans shall serve as the primary form of update and expansion of the content of this Plan. Each phase-specific relocation plan shall be consistent with the URA, Section 104(d), if applicable, the CRAL, the Ordinance and the Policy.

N. ESTIMATED RELOCATION COSTS

The estimated relocation budget provided below is based on the best current available data related to the overall project schedule, potential number of relocations, and the estimated vendor costs as of April 25, 2016.

The budget is considered conservative at this time and shall remain as such until certain factors are better understood and more easily controlled, including the number of permanent off-site relocations that may require additional relocation payments and the number of off-site long-term-temporary relocations that may be needed.

The approval of this Plan does not constitute the approval of the relocation budget for the purposes of determining maximum levels of eligible compensation. These maximums shall be based on actual data at the time of the preparation of an NOE in accordance with the URA. The Developer cannot offer lesser relocation payments than those required by the URA, Section 104(d), the Guidelines or the CRAL in order to conform to the parameters of the preliminary budget that is included in the approved relocation plan. The Developer shall be obligated to fund all legally-required relocation costs and expenses regardless of the budget or anticipated costs set forth in the budget.

This is an important Section of this Plan to be monitored and periodically updated.

A twenty percent (20%) contingency has been used to mitigate against potential cost increases, including the provision of services not yet considered in this Plan, permanent relocations that require rent differential payments, moving cost increases based on formal bids and ultimate vendor contracts, and other unforeseen factors that could increase the cost of implementing this Plan. A twenty percent (20%) contingency is used, because there is a lengthy time horizon between approval of this Plan and the actual implementation of relocation.

As the project variables become more reliable, updates to the budget shall be prepared. Table 14 below provides the preliminary proforma cost estimate for the Project. As stated, the cost estimate is subject to change as the project details are solidified in greater detail.

Table 14: Proforma Relocation Cost Estimate *

Cost Estimate Line Item	Estimated Cost
Residential Relocation Costs	\$17,500,000.00
Non-residential Relocation Costs	\$80,000.00
Total Relocation Cost Estimate	\$17,580,000.00

**Cost estimate is subject to change. Estimate is not an assumption of any cash payout to any Household.*

O. RESIDENT PARTICIPATION/PLAN REVIEW

In accordance with the Guidelines, this Plan is required to be circulated for a thirty (30) calendar day public review and comment period.

This Plan shall be made available to each Household and non-residential occupant for a thirty (30) calendar day review and comment period, and written comments shall be collected and evaluated by the Authority. Households shall receive a notice of this Plan's availability and a summary of this Plan. This notice shall be provided in English, Spanish, and Chinese. Non-Potrero residents, including public agencies, advocacy groups and other interested parties, shall also be invited to provide written comments to this Plan. The comment period shall be open from June 15-July 15, 2016.

A copy of this Plan shall be available for review at the following locations (all in San Francisco) beginning on June 15, 2016:

- BRIDGE Housing Offices - 1095 Connecticut St
- HGP/Annex Tenant Council -5 Watchman Way
- Terrace Tenant Council - 1024 Connecticut St
- The Nabe - 953 De Haro St.
- Y Terrace office - 1805-25th St.
- EOC - 85 Turner Terrace
- CARE - 107 Dakota St.
- Y Annex office - 751 Missouri St.
- Potrero Hill Health Center - 1050 Wisconsin St.

This Plan may also be accessed online at www.sfha.org and www.sfmohcd.org. A summary of the draft version of this Plan shall also be presented at a Potrero resident meeting within the thirty (30) calendar day comment period.

This Plan shall be presented for approval to the Board in the July or August of 2016. Further notice shall be provided to residents of the Project regarding the Board hearing.

Any written comments or questions received shall be included in Appendix G of the final version of this Plan to be presented to the Board for approval.

All written comments should be mailed, faxed, or emailed to:

***Chad Wakefield, Senior Project Manager
Overland, Pacific and Cutler
7901 Oakport Street, Suite 4800
Oakland, CA 94621
Email: cwakefield@opcservices.com
Fax: (562) 304-2020***

LIST OF APPENDICES:

A.	RELOCATION TERMS GLOSSARY	47
B.	APPLICABLE RELOCATION REGULATIONS.....	53
C.	RESIDENT ENGAGEMENT PROCESS MATERIALS	60
D.	RESIDENT MEETING DOCUMENTATION	84
E.	SAMPLE RELOCATION FORMS.....	85
F.	RELOCATION APPEAL/GRIEVANCE PROCEDURES.....	106
G.	COMMENTS/RESPONSES TO PLAN & COMMENT PERIOD DOCUMENT ...	114

A. RELOCATION TERMS GLOSSARY

GLOSSARY OF RELOCATION TERMS

30-Day Notice This is a notice that may be given to a person who shall be required to move a residence, business or personal property as a result of the Displacing Agency's project. It informs the person that he or she must move the residence, business or personal property thirty (30) calendar days from the date of the notice. This notice can only be given after a 90-Day Notice is given to the relocated person(s).

90-Day Notice This is a notice that may be given to a person who shall be required to move a residence, business or personal property as a result of the Displacing Agency's project. It informs the person that he or she must move the residence, business or personal property ninety (90) calendar days from the date of the notice. This notice can only be given after a relocation plan is approved and a Notice of Eligibility or other form of eligibility notice for relocation benefits has been given to the relocated person(s).

Comparable Replacement Dwelling The term *comparable replacement dwelling* means a dwelling which is:

(i) Decent, safe and sanitary; (ii) Functionally equivalent to the displacement dwelling. The term *functionally equivalent* means that it performs the same function, and provides the same utility. While a comparable Replacement Dwelling need not possess every feature of the displacement dwelling, the principal features must be present. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a Replacement Dwelling is functionally equivalent to the displacement dwelling, the Displacing Agency may consider reasonable trade-offs for specific features when the Replacement Dwelling is equal to or better than the displacement dwelling; (iii) Adequate in size to accommodate the occupants; (iv) In an area not subject to unreasonable adverse environmental conditions; (v) In a location generally not less desirable than the location of the relocated person's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment;

(vi) On a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include special

improvements such as outbuildings; (vii) Currently available to the relocated person on the private market; and (viii) Within the financial means of the relocated person: A Replacement Dwelling rented by an eligible relocated person is considered to be within his or her financial means if, after receiving rental assistance under this part, the person's monthly rent and estimated average monthly utility costs for the Replacement Dwelling do not exceed the person's base monthly rental for the displacement dwelling; For a relocated person who is not eligible to receive a replacement housing payment because of the person's failure to meet length-of occupancy of occupancy requirements, a comparable Replacement Dwelling is considered to be within the person's financial means if a Displacing Agency pays that portion of the monthly housing costs of a Replacement Dwelling which exceeds the person's base monthly rent for the displacement dwelling. Such rental assistance must be paid under replacement housing of last resort. (ix) For a person receiving government housing assistance before displacement, a dwelling that may reflect similar government housing assistance. In such cases any requirements of the government housing assistance program relating to the size of the Replacement Dwelling shall apply.

Decent, Safe, and Sanitary Dwelling The term *decent, safe, and sanitary dwelling* means a dwelling which meets local housing and occupancy codes. However, any of the following standards which are not met by the local code shall apply unless waived for good cause by the Federal Agency funding the project. The dwelling shall: (i) Be structurally sound, weather tight, and in good repair; (ii) Contain a safe electrical wiring system adequate for lighting and other devices; (iii) Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) for a relocated person, except in those areas where local climatic conditions do not require such a system; (iv) Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the relocated person. The number of persons occupying each habitable room used for sleeping purposes shall not exceed that permitted by local housing codes or, in the absence of local codes, the policies of the Displacing Agency. In addition, the Displacing Agency shall follow the requirements for separate bedrooms for children of the opposite gender included in local housing codes or in the absence of local codes, the policies of such Agencies; (v) There shall be a separate, well lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In the case of a housekeeping dwelling, there shall be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage

drainage system, and adequate space and utility service connections for a stove and refrigerator; (vi) Contains unobstructed egress to safe, open space at ground level; and (vii) For a relocated person with a disability, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by such relocated person.

Displacement The act of requiring a relocated person to move permanently from the dwelling in which they occupy for a federally or State funded or sponsored project.

Displacement Dwelling The term displacement dwelling means the dwelling unit on the real property that the relocated person moves from or moves his or her personal property from the real property.

Displacing Agency The term displacing agency means any Federal Agency carrying out a program or project, and any State, State Agency, or person carrying out a program or project with federal financial assistance, which causes a person to be a relocated person.

Eligible Household/Resident A Household eligible for relocation assistance in accordance with the Uniform Relocation Act and/or the California Relocation Assistance Guidelines/Law.

Fixed Residential Moving Cost Schedule A schedule used to calculate the amount of reimbursement that relocated persons may be eligible to receive if they decide to move their own personal property. The Federal Highway Administration periodically updates and distributes this schedule. A copy can be found on our web site at: <http://www.fhwa.dot.gov/realestate/index.htm> in the section *Relocation Assistance*. Payment per this schedule is also known as a fixed move payment.

General Information Notice (GIN) A required notice under the Uniform Relocation Act (URA) that provides the household of their general relocation rights and advises them not to move or vacate from their unit until they receive a notification of their relocation eligibility.

Good Standing means that a Household is the lawful tenant of an existing Potrero Unit and has not been evicted or served with a summons and complaint for eviction by SFHA by the time the household receives a written Notice of Eligibility for relocation

benefits, which is issued to the household at least 90 days before it is time for the household to move.

Good Standing means that a Household is the lawful tenant of an existing unit at Potrero and such Household has not been evicted or in the process of being evicted from such unit.

In-Eligible Household/Resident A Household not eligible for relocation assistance in accordance with the Uniform Relocation Act and/or the California Relocation Assistance Guidelines/Law.

Household means one or more persons occupying an existing housing unit at Potrero.

Low-income Families means families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Memorandum of Understanding (MOU) The term Memorandum of Understanding is used to describe the document that explains the temporary relocation benefits to be provided to an occupant of a residential dwelling unit that is required to move from the unit temporarily until the occupant is permanently relocated. The MOU shall be provided the occupant for review and signature prior to the expected move date.

Move In Notice A notice or lease addendum signed at the time of move-in to the households unit that explains that they may be required to relocate for a project and that they may not receive relocation assistance.

Notice of Eligibility (NOE) The term Notice of Eligibility, also referred to as an NOE, is the written description of the type of permanent relocation benefits and the monetary amount(s) of those benefits a relocated person is eligible to receive under the appropriate relocation statutes or laws (for example the URA.) This notice can be given prior to the approval of the relocation plan as deemed appropriate by the Displacing Agency.

Relocated Person (i) *General* the term *relocated person* means any person who moves from the real property or moves his or her personal property from the real property. This includes a person who occupies the real property prior to its acquisition, but who does not meet the length of occupancy requirements. (A) As a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project; (B) As a direct result of rehabilitation or demolition for a project. (ii) *Persons not relocated*. The following is a nonexclusive listing of persons who do not qualify as relocated persons under this part: (A) A person who moves before the initiation of negotiations, unless the Displacing Agency determines that the person was relocated as a direct result of the program or project; (B) A person who initially enters into occupancy of the property after the date of its acquisition for the project; (C) A person who has occupied the property for the purpose of obtaining assistance under the Uniform Act; (D) A person who is not required to relocate permanently as a direct result of a project. Such determination shall be made by the Displacing Agency in accordance with any guidelines established by the Federal Agency funding the project, or as a result of the rehabilitation or demolition of the real property. (However, the displacement of a tenant as a direct result of any acquisition, rehabilitation or demolition for a federal or federally assisted project is subject to this part.); (E) A person who, after receiving a notice of relocation eligibility, is notified in writing that he or she shall not be relocated for a project. Such written notification shall not be issued unless the person has not moved and the Displacing Agency agrees to reimburse the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility.

Relocation The act of moving permanently or temporarily from a dwelling unit as a result of a federally or State funded or sponsored project where the URA or other relocation statutes or laws are triggered.

Rent Differential Payment Amount of assistance paid to a relocated person, who is a renter, to compensate for the difference between the monthly rent and utility payment that they shall pay at the Replacement dwelling unit and what was paid for rent and utilities at the displacement dwelling. This difference is calculated over a forty-two (42) month period, unless Section 104(d) applies. If Tenant-based Rental Assistance such as Section 8 Housing Choice Voucher is available to the relocated person, that amount of assistance shall offset a portion of the difference and any un-met portion of the difference is eligible to be paid a rent differential payment. The payment must be

claimed within eighteen (18) months after the relocated person moves from the displacement dwelling. Also referred to as a Rental Assistance Payment ("RAP") or Replacement Housing Payment ("RHP").

Replacement Dwelling A replacement dwelling is the unit the relocated person elects to move to from the displacement dwelling. A relocated person must locate and move into a replacement dwelling within twelve (12) months of the date they vacate the displacement dwelling to claim a RAP.

Tenant-based Rental Assistance is a form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. Tenant-based rental assistance under this part also includes security deposits for rental of dwelling units. A common form of Tenant Based Rental Assistance is a Section 8 Housing Choice Voucher.

Uniform Act Relocation (URA) The term *Uniform Act* means the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91–646, 84 Stat. 1894; 42 U.S.C. 4601 *et seq.*), and amendments thereto. Also known as the URA.

B. APPLICABLE RELOCATION REGULATIONS

Permanent Relocation Assistance for Relocated Public Housing Tenants: URA, 104(d), California, and RAD Relocation Requirements¹

	URA	Section 18	California Law	RAD
Relocation Plan	<p>Must plan for relocation which may include conducting a survey of needs including:</p> <ul style="list-style-type: none"> Estimate of the number of households to be relocated including information such as owner/tenant status, estimated value and rental rates of properties to be acquired, family characteristics, and special consideration of the impacts on minorities, the elderly, large families, and persons with disabilities when applicable Estimate of comparable replacement housing available (including price ranges and rental rates). Consideration of any special relocation advisory services that may be necessary from the housing authority and other cooperating agencies. <p>No formal plan documents are required, and no approval process is required.</p>	<p>Relocation Plan must include:</p> <ul style="list-style-type: none"> The number of individual residents to be relocated; The type of counseling and advisory services the PHA plans to provide; What housing resources are expected to be available to provide housing for relocated residents; and An estimate of the costs for counseling and advisory services and resident moving expenses, and the expected source for payment of these costs. <p>Relocation must be executed on a nondiscriminatory basis</p> <p>PHA must provide in disposition application the following information:</p> <ul style="list-style-type: none"> The number of occupied units; A schedule for relocation on a month-to-month basis; 	<p>As soon as possible following initiation of negotiation PHA must prepare relocation plan and submit for approval of PHA board of Head of PHA. Plan must be available for public comment and review at least 30 days prior to approval. Plan must contain -</p> <ul style="list-style-type: none"> Analysis of relocation needs Projected dates of displacement Analysis of comparable housing resources Description of relocation advisory services Description of relocation payments Cost of carrying out relocation plan Last resort housing plan if necessary Temporary relocation plan if applicable Plans for citizens participation Comments from relocation committee if applicable. 	<ul style="list-style-type: none"> Written relocation plan is not required but strongly encouraged Must conform w/ URA 49 CFR 24.205(a) Relocation budget Certificate of URA Compliance <p>The Relocation Plan should provide a general description of and purpose for the project (e.g., year built, location, # of units, configuration, occupancy information, and funding sources.)</p> <p>The basic components of a plan include:</p> <ul style="list-style-type: none"> A general description of the project and the site, including acq., demolition, rehab, and construction activities and funding sources; A detailed discussion of the specific steps to be taken to minimize the adverse impacts of relocation, including when transferring the assistance to a new site; Info on occupancy (including the # of residents, residential owner-occupants and non-residential occupants, if any, to be permanently or temp relocated);

¹ California Relocation Law (California Government Code Section 7260 et seq. (the "CRAL"), and the California Relocation Assistance and real Property Acquisition Guidelines, Title 15, CCR, Section 6000 et seq. (the "Guidelines") (collectively, the "California Relocation Law"); Section 18 of the U.S. Housing Act of 1937, and implementation regulations at 24 CFR Part 970) (collectively, "Section 18"); the Uniform Relocation Act (46 U.S.C. §4600 et seq.), and its implementation regulations (49 CFR Part 24)(collectively, "URA"); RAD is subject to the URA.

	URA	Section 18	California Law	RAD
				<ul style="list-style-type: none"> • Info on relocation needs and costs (including the # of residents who plan to relocate with Section 8 assistance); • General moving assistance info; • Temp move assistance (including info on duration of temp moves); • Permanent move assistance; and • Appeals process
Moving & Related Expenses (PHA unit move to a PHA unit)	<p>PHA choice!</p> <ul style="list-style-type: none"> • PHA move resident with force account staff or contractor (\$100 allowance to resident), or allow resident to choose: <ul style="list-style-type: none"> ○ Payment for actual costs of a self-move, or ○ Payment for self-move at DOT schedule amount Or ○ A combination of both 	<ul style="list-style-type: none"> • Actual and reasonable relocation expenses 		<p>PHA choice!</p> <ul style="list-style-type: none"> • PHA move resident with force account staff or contractor (\$100 allowance to resident), or allow resident to choose: <ul style="list-style-type: none"> ○ Payment for actual costs of a self-move, or ○ Payment for self-move at DOT schedule amount Or ○ A combination of both • PHA responsible for covering all reasonable moving expenses incurred in connection with temporary relocation of a resident. • The PHA will not make fixed payments since such payments may not be representative of actual reasonable costs incurred. However, in order for a resident to be sure of full reimbursement, the resident should submit a moving cost estimate to the PHA for approval prior to the move unless the PHA is directly carrying out the move and the resident will incur any reasonable out-of-pocket

	URA	Section 18	California Law	RAD
				moving expenses.
Moving & Related Expenses (PHA unit move to non-public housing—with or without Voucher assistance)	Resident's choice! <ul style="list-style-type: none"> Payment for actual costs of a Self-move, or Payment for self-move at DOT schedule amount, or A combination of both. (Optional) PHA may offer to move resident with force account staff or contractor (\$100 allowance to resident)	<ul style="list-style-type: none"> Actual and reasonable relocation expenses 	Actual and reasonable moving costs including costs for <ul style="list-style-type: none"> Transportation not to exceed a distance of 50 miles except where justified Packing and unpacking Storage of personal property if necessary Replacement value of property lost, stolen or damaged 	Resident's choice! <ul style="list-style-type: none"> Payment for actual costs of a Self-move, or Payment for self-move at DOT schedule amount, or A combination of both. (Optional) PHA may offer to move resident with force account staff or contractor (\$100 allowance to resident)
Replacement Housing	<ul style="list-style-type: none"> Offer comparable replacement dwelling which may be: <ul style="list-style-type: none"> Tenant based assistance (voucher) Project-based assistance Public housing unit 	<ul style="list-style-type: none"> Provide comparable housing which may be: <ul style="list-style-type: none"> Tenant based assistance (voucher) Project-based assistance Public housing unit 	<ul style="list-style-type: none"> Provide at least three offers of comparable replacement housing – no specific provisions regarding the use of subsidized housing as an offer of comparability. 	<ul style="list-style-type: none"> Offer comparable replacement dwelling which may be: <ul style="list-style-type: none"> Tenant based assistance (voucher) Project-based assistance Public housing unit Homeownership housing Private-market rental housing (affordable, non-subsidized).
Replacement Housing Payment (RAP)	<ul style="list-style-type: none"> Computed on 42-month period Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or (for low income persons only, 30% of gross monthly income) "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities 	<ul style="list-style-type: none"> No Replacement Housing Payment No provisions for "gap" payments 	<ul style="list-style-type: none"> Computed on 42-month period Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or 30% of gross monthly income "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities 	<ul style="list-style-type: none"> Computed on 42-month period Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or (for low income persons only, 30% of gross monthly income) "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities

	URA	Section 18	California Law	RAD
Notices	<ul style="list-style-type: none"> • General Information Notice (GIN) • Notice of Eligibility or Non-displacement at ION • 90 day notice to vacate 	<ul style="list-style-type: none"> • 90 day notice to move 	<ul style="list-style-type: none"> • General Information Notice (GIN) within sixty days of Initiation of Negotiations • Notice of Eligibility o • 90 day notice to vacate 	<ul style="list-style-type: none"> • General Information Notice (GIN) • RAD Notice of Relocation • Notice of Intent to Acquire • URA Notice of Relocation Eligibility-for residents whose temporary relocation exceeds one year • 90 day notice to vacate
Services	<ul style="list-style-type: none"> • Advisory services <ul style="list-style-type: none"> ○ Determine resident needs and preferences ○ Explain payments and assistance ○ Current and continuing information on comparable housing ○ Inspection of replacement housing ○ Assistance filling out claim forms ○ Mobility counseling ○ Transportation to inspect replacement housing ○ Advice on other assistance sources ○ Information on federal and state housing programs 	<ul style="list-style-type: none"> • Necessary counseling • Mobility counseling 	<ul style="list-style-type: none"> • Advisory services <ul style="list-style-type: none"> ○ Determine resident needs and preferences ○ Explain payments and assistance ○ Current and continuing information on comparable housing ○ Inspection of replacement housing ○ Assistance filling out claim forms and applications ○ Mobility counseling ○ Transportation to inspect replacement housing ○ Advice on other assistance sources • Information on federal and state housing programs • Inform all persons about eviction policies 	<ul style="list-style-type: none"> • Advisory services <ul style="list-style-type: none"> ○ Determine resident needs and preferences ○ Explain payments and assistance ○ Current and continuing information on comparable housing ○ Inspection of replacement housing ○ Assistance filling out claim forms ○ Mobility counseling ○ Transportation to inspect replacement housing ○ Advice on other assistance sources ○ Information on federal and state housing programs • May include housing counseling that should be facilitated to ensure that residents affected by the project understand their rights and responsibilities and the assistance available to them • Must also inform residents of their fair housing rights • PHAs should inform residents that if they believe they have experienced unlawful discrimination, they may contact HUD at 1-800-669-9777 (Voice) or 1-800-927-9275 (TDD) or at http://www.hud.gov.

	URA	Section 18	California Law	RAD
Aliens not lawfully present in country	<ul style="list-style-type: none">• Aliens not lawfully in the country are not eligible for relocation benefits	<ul style="list-style-type: none">• No prohibition on benefits for illegal aliens	<ul style="list-style-type: none">• No prohibition on benefits for illegal aliens	<ul style="list-style-type: none">• Aliens not lawfully in the country are not eligible for relocation benefits
Impact of eviction on eligibility	<ul style="list-style-type: none">• Persons who are evicted before or after initiation of negotiation are ineligible for benefits	<ul style="list-style-type: none">• No provisions	<ul style="list-style-type: none">• Eviction does not impact eligibility for benefits. Relocated persons do not include unlawful occupants (those persons evicted by court order or who vacated after receipt of a termination notice) unless persons was occupant of permanently affordable housing.	<ul style="list-style-type: none">• Persons who are evicted before or after initiation of negotiation are ineligible for benefits

The following documents applicable to tenant relocation will be available for review at the Relocation Office

- San Francisco Ordinance No. 227-12 - Right to Return to Revitalized Public Housing
- Resolution 5390 of the Housing Authority of the City and County of San Francisco, adopted February 26, 2009- Resident Right to Return Policy for HOPE SF Revitalization Sites
- Uniform Relocation Act, its implementing regulations (49 Code of Federal Regulations, Part 24).
- HUD Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition Act of 1970.
- California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et. seq. (the Guidelines)
- California Relocation Assistance Law, California Government Code Section 7260, et. seq (the CRAL)
- Other funding program related relocation guidelines and regulations as necessary.
- Uniform Federal Accessibility Standards (UFAS)
- Government Code Section 12955.3 (Definition of disability)
- Admissions and Continued Occupancy Policy of the Authority (ACOP)
- Current proposed Architectural drawings
- Current proposed Project schedule
- Copies of all financing commitments obtained to date as received
- Phasing Plan

C. RESIDENT ENGAGEMENT PROCESS MATERIALS

- **Frequently Asked Questions**
- **Resident Meeting Documents**
- **Focus Groups**
- **Interview Process Materials**
- **Good Standing Handout**
- **Relocation Process/Timeline Handout**

Relocation Household Interview Overview

Overland, Pacific & Cutler, Inc., a California corporation ("OPC"), and Shanti Project, a California corporation ("Shanti"), are working with the Developer to create a Relocation Plan for Rebuild Potrero. A critical component of the Relocation Plan is understanding each household's relocation and services needs, so we can plan effectively. In order to gather that information, we are conducting interviews with each household. Your participation is extremely important! Please help us make Rebuild Potrero a success by signing up for a relocation interview today.

- The purpose of this interview is to learn about your family's specific relocation and services needs
- The interview will take approximately 45-60 minutes
- To get a full picture of your household's needs, OPC and Shanti will ask questions related to:
 - Your background and household composition
 - You and your family's health and well-being, employment status, and access to education
 - Your neighborhood relationships and perceptions of neighborhood safety
 - Your family's relocation needs and concerns
- Any information you share will be kept confidential

The goal is to speak with every household.



**RELOCATION PLANNING KICK-OFF MEETING
MARCH 3RD, 6-8 PM
POTRERO HILL NEIGHBORHOOD HOUSE
(NABE)*
953 DE HARO ST**

Come join us on March 3 to kick off the Relocation Planning Process! During this meeting we will:

- Share in a delicious meal,
- Provide a synopsis of the Potrero HOPE SF Master Plan including phasing and timeline,
- Explain your right to return and definition of "good standing",
- Present an overview of the relocation planning process,
- Answer any questions you have about relocation and project phasing
- Sign up residents for Relocation Planning Household interviews.

This is an exciting time. Groundbreaking on the 1st phase is drawing near. Stay informed! We hope to see you there!

If you have any questions, please contact:

Daniel Adams
dadams@bridgehousing.com
415-321-3566

*The NABE is within walking distance of Potrero Terrace and Annex, and it is also accessible by bus on the #10 and #19 lines.

If you need assistance with transportation, please contact Uzuri Pease Greene (415-368-4436, ugreene@bridgehousing.com).



“臨時搬遷”規劃：啟動會議

日期：三月三日（星期四）

時間：下午六時至八時

地點：波特雷羅鄰舍中心（NABE）*
953 DE HARO ST

誠意邀請您出席我們三月三日就規劃“臨時搬遷”過程事宜，而舉辦的啟動會議！這次會議，我們將會：

- 分享美食佳肴；
- 獲取波特雷羅 HOPE SF 的總體規劃大綱：包括重建階段和時間表；
- 知悉您“遷回原區”和“良好信譽(good standing)”的定義；
- 認識“臨時搬遷”規劃過程的概述；
- 回答您對有關“臨時搬遷”項目在分階段進行時的任何疑問；
- 登記“臨時搬遷”規劃的家訪時間。

我們已進入激動人心的時刻！第一階段的“破土動工”時間與我們已經越來越近！讓我們保持聯絡！我們更希望您能撥冗出席會議！

假如您有任何疑問，請聯絡：

Daniel Adams 主任

電郵：dadams@bridgehousing.com

電話：415-321-3566

*波特雷羅鄰舍中心（NABE）位於波特雷羅社區步行距離內，公車 10 號和 19 號均可直達。

如果您需要安排往返會議場地的交通，請聯絡 Uzuri 女士（電話：415-368-4436 或電郵：ugreene@bridgehousing.com）。



PLANIFICACIÓN DEL TRASLADO:
REUNIÓN INAUGURAL

3 DE MARZO, 6-8 PM

POTRERO HILL NEIGHBORHOOD HOUSE (NABE)*
953 DE HARO ST

¡Acompáñenos el día 3 de marzo para comenzar el Proceso de Planificación del Traslado! En esta reunión vamos a:

- Compartir una cena deliciosa,
- Proveer resumen del Plan Maestro Potrero HOPE SF, incluyendo las fases y la línea de tiempo,
- Explicar su derecho de regresar y la definición de "good standing" ("seguir las reglas"),
- Presentar visión y resumen del proceso de planificación del traslado,
- Contestar sus preguntas a cerca del traslado y las fases planeadas del proyecto
- Apuntarse a la lista de Entrevistas Familiares de Planificación del Traslado.

Estamos entrando en una época muy emocionante. El comienzo de la 1a fase llegará pronto. ¡Infórmese!
¡Esperamos verle en esta reunión!

Cualquier pregunta, favor de contactar a:

Daniel Adams

dadams@bridgehousing.com

415-321-3566

*Se puede caminar al NABE desde Potrero Terrace y Annex, también se puede llegar en autobus- use la línea #10 ó la #19.

Si necesita ayuda con transporte, favor de contactar a Uzuri Pease Greene (415-368-4436, ugreene@bridgehousing.com).

TOMORROW **English** **Relocation** **Planning** **Focus** **Group #1**

March 17, 2016
6:30 - 8pm
1095 Connecticut Street

Dinner served. Child watch available.

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:
Thu Binh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

COMING SOON...

Cantonese
Focus Group #1
3/24, 6–7:30pm
Economic Oppor-
tunity Council (EOC),
85 Turner Terrace

Spanish
Focus Group #1
3/24, 6:30–8pm
1095 Connecticut
Street

Focus Group #2
3/31, 6–7:30pm
EOC, 85 Turner
Terrace

English
Focus Group #2
3/29, 6–7:30pm
EOC, 85 Turner
Terrace

Relocation
Planning Summary
Meeting
4/12, 6–8pm
NABE, 953 De Haro
Street

明天 英語 “臨時搬遷” 專題討論小組 (第一組)

日期：二零一六年三月十七日（星期四）

時間：下午六時半至八時

地點：1095 Connecticut St

提供免費晚餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

即將舉行...

粵語

專題討論小組（第一組）
日期：二零一六年三月二十四日
時間：下午六時至七時半
地點：EOC, 85 Turner Terrace

西班牙語

專題討論小組（第一組）
日期：二零一六年三月二十四日
時間：下午六時半至八時
地點：1095 Connecticut St

專題討論小組（第二組）
日期：二零一六年三月三十一日
時間：下午六時至七時半
地點：EOC, 85 Turner Terrace

英語

專題討論小組（第二組）
日期：二零一六年三月二十九日
時間：下午六時至七時半
地點：EOC, 85 Turner Terrace

“臨時搬遷”規劃匯報會議

日期：二零一六年四月十二日
時間：下午六時至八時
地點：NABE, 953 De Haro St

MAÑANA Grupo Focal #1 en Inglés sobre la Planificación de Mudanzas

17 de marzo, 2016

6:30 - 8pm

#1095 calle Connecticut

*Se proporcionará cena.
Cuidado infantil disponible.*

Para más información, visita las Oficinas de Rebuild Potrero en #1095

calle Connecticut, o comunícale con:

Thu Banh, tbanh@bridgehousing.com, 415-321-3535

Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436

Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

Cantonés

Grupo Focal #1
3/24, 6-7:30pm
Economic Oppor-
tunity Council (EOC),
85 Turner Terrace

Español

Grupo Focal #1
3/24, 6:30-8pm
#1095 calle
Connecticut

Grupo Focal #2
3/31, 6-7:30pm
EOC, 85 Turner
Terrace

Inglés

Grupo Focal #2
3/29, 6-7:30pm
EOC, 85 Turner
Terrace

Reunión de Sumario
sobre la
Planificación de Mu-
danzas

4/12, 6-8pm, NABE,
#953 calle De Haro

明天

粵語

“臨時搬遷” 專題討論小組 (第一組)

日期：二零一六年三月二十四日（星期四）

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

提供免費晚餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

即將舉行...

西班牙語

專題討論小組（第一組）

日期：二零一六年三月二十四日

時間：下午六時半至八時

地點：1095 Connecticut St

專題討論小組（第二組）

日期：二零一六年三月三十一日

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

英語

專題討論小組（第二組）

日期：二零一六年三月二十九日

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

“臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日

時間：下午六時至八時

地點：NABE, 953 De Haro St

MAÑANA **Grupo Focal** **#1 en Español** **sobre la** **Planificación** **de Mudanzas**

24 de marzo, 2016

6:30 - 8pm

Oficinas de Rebuild Potrero
#1095 calle Connecticut

Se proporcionará cena.
Cuidado infantil disponible.

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comunícate con:
Thu Banh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

Cantonés
Grupo Focal #1
3/24, 6–7:30pm
Economic
Opportunity Council
(EOC)
85 Turner Terrace

Español
Grupo Focal #2
3/31, 6–7:30pm
EOC
85 Turner Terrace

Inglés
Grupo Focal #2
3/29, 6–7:30pm
EOC,
85 Turner Terrace

Reunión de Sumario
sobre la
Planificación de
Mudanzas
4/12, 6–8pm, NABE,
#953 calle De Haro

今晚 粵語 “臨時搬遷” 專題討論小組 (第一組)

日期：二零一六年三月二十四日（星期四）

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

提供免費晚餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

即將舉行...

西班牙語

專題討論小組（第一組）

日期：二零一六年三月二十四日

時間：下午六時半至八時

地點：1095 Connecticut St

專題討論小組（第二組）

日期：二零一六年三月三十一日

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

英語

專題討論小組（第二組）

日期：二零一六年三月二十九日

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

“臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日

時間：下午六時至八時

地點：NABE, 953 De Haro St

ESTA NOCHE **Grupo Focal** **#1 en Español** **sobre la** **Planificación** **de Mudanzas**

24 de marzo, 2016

6:30 - 8pm

Oficinas de Rebuild Potrero
#1095 calle Connecticut

Se proporcionará cena.
Cuidado infantil disponible.

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comunícate con:
Thu Banh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

Cantonés

Grupo Focal #1

3/24, 6–7:30pm

Economic

Opportunity Council

(EOC)

85 Turner Terrace

Español

Grupo Focal #2

3/31, 6–7:30pm

EOC

85 Turner Terrace

Inglés

Grupo Focal #2

3/29, 6–7:30pm

EOC,

85 Turner Terrace

Reunión de Sumario

sobre la

Planificación de

Mudanzas

4/12, 6–8pm, NABE,

#953 calle De Haro

TOMORROW

English

Relocation

Planning

Focus

Group

March 29, 2016
6 - 7:30pm
Economic Opportunity Council
(EOC), 85 Turner Terrace

Dinner served. Child watch available.

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:
Thu Banh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

COMING SOON...

Spanish
Focus Group
3/31, 6–7:30pm
EOC
85 Turner Terrace

Focus Group <NEW>
4/2, 12–1:30pm
1095 Connecticut
Street

Relocation
Planning Summary
Meeting
4/12, 6–8pm
NABE, 953 De Haro
Street

TONIGHT **English** **Relocation** **Planning** **Focus** **Group**

March 29, 2016
6 - 7:30pm
Economic Opportunity Council
(EOC), 85 Turner Terrace

Dinner served. Child watch available.

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:
Thu Banh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

COMING SOON...

Spanish
Focus Group
3/31, 6–7:30pm
EOC
85 Turner Terrace

Focus Group <NEW>
4/2, 12–1:30pm
1095 Connecticut
Street

Relocation
Planning Summary
Meeting
4/12, 6–8pm
NABE, 953 De Haro
Street

MAÑANA **Grupo Focal** **en Español** **sobre la** **Planificación** **de Mudanzas**

31 de marzo, 2016

6 - 7:30pm

**Economic Opportunity Council
(EOC), 85 Turner Terrace**

Se proporcionará cena.

Cuidado infantil disponible.

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comunícate con:

Thu Banh, tbanh@bridgehousing.com, 415-321-3535

Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436

Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

Grupo Focal <NUEVO>

4/2, 12–1:30pm

**#1095 calle
Connecticut**

Reunión de Sumario

sobre la

**Planificación de
Mudanzas**

**4/12, 6–8pm, NABE,
#953 calle De Haro**

ESTA NOCHE **Grupo Focal** **en Español** **sobre la** **Planificación** **de Mudanzas**

31 de marzo, 2016

6 - 7:30pm

**Economic Opportunity Council
(EOC), 85 Turner Terrace**

Se proporcionará cena.

Cuidado infantil disponible.

Para más información, visita las Oficinas de Rebuild Potrero en #1095
calle Connecticut, o comunícate con:

Thu Banh, tbanh@bridgehousing.com, 415-321-3535

Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436

Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

Grupo Focal <NUEVO>

4/2, 12–1:30pm

**#1095 calle
Connecticut**

Reunión de Sumario

sobre la

**Planificación de
Mudanzas**

**4/12, 6–8pm, NABE,
#953 calle De Haro**

Relocation Planning Focus Group

COMING SOON...

Relocation
Planning Summary
Meeting
4/12, 6–8pm
NABE, 953 De Haro
Street

April 2, 2016
12 - 1:30pm
1095 Connecticut Street

Lunch served. Child watch available.

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:
Thu Banh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

“臨時搬遷” 專題討論小組

即將舉行...

“臨時搬遷”
規劃匯報會議

日期：二零一六年四月
十二日
時間：下午六時至八時
地點：NABE,
953 De Haro St

日期：二零一六年四月二日（星期六）
時間：下午十二時至一時半
地點：1095 Connecticut St

提供免費午餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳細資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

Grupo Focal sobre la Planificación de Mudanzas

PRÓXIMAMENTE...

Reunión de Sumario
sobre la
Planificación de Mu-
danzas
4/12, 6–8pm, NABE,
#953 calle De Haro

2 de abril, 2016
12 - 1:30pm
#1095 calle Connecticut

*Se proporcionará almuerzo.
Cuidado infantil disponible.*

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comunícate con:
Thu Banh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

TODAY

Relocation Planning Focus Group

**April 2, 2016
12 - 1:30pm
1095 Connecticut Street**

Lunch served. Child watch available.

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:
Thu Banh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

COMING SOON...

**Relocation
Planning Summary
Meeting
4/12, 6–8pm
NABE, 953 De Haro
Street**

今天

“臨時搬遷” 專題討論小組

日期：二零一六年四月二日（星期六）
時間：下午十二時至一時半
地點：1095 Connecticut St

提供免費午餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

即將舉行...

**“臨時搬遷”
規劃匯報會議**

日期：二零一六年四月
十二日
時間：下午六時至八時
地點：NABE,
953 De Haro St

HOY DÍA

Grupo Focal sobre la Planificación de Mudanzas

**2 de abril, 2016
12 - 1:30pm**

*Se proporcionará almuerzo.
Cuidado infantil disponible.*

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comuníquese con:
Thu Banh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

**Reunión de Sumario
sobre la
Planificación de Mu-
danzas
4/12, 6–8pm, NABE,
#953 calle De Haro**

TOMORROW

Relocation Planning Focus Group

**April 2, 2016
12 - 1:30pm
1095 Connecticut Street**

***Lunch served. Child watch available.
Spanish & Cantonese translation available.***

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:
Thu Binh, tbanh@bridgehousing.com, 415-321-3535
Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
Daniel Adams, dadams@bridgehousing.com, 415-321-3566

COMING SOON...

**Relocation
Planning Summary
Meeting
4/12, 6–8pm
NABE, 953 De Haro
Street**

明天

“臨時搬遷” 專題討論小組

日期：二零一六年四月二日（星期六）

時間：下午十二時至一時半

地點：1095 Connecticut St

提供免費午餐、及看顧兒童服務、西班牙語和粵語傳譯服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Binh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

即將舉行...

“臨時搬遷” 規劃匯報會議

日期：二零一六年四月
十二日

時間：下午六時至八時

地點：NABE,
953 De Haro St

MAÑANA

Grupo Focal sobre la Planificación de Mudanzas

2 de abril, 2016

12 - 1:30pm

#1095 calle Connecticut

*Se proporcionará almuerzo.
Cuidado infantil disponible.
Interpretación en español y cantonés disponible*

Para más información, visita las Oficinas de Rebuild Potrero en #1095
calle Connecticut, o comuníquese con:

- Thu Binh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

Reunión de Sumario sobre la Planificación de Mu- danzas

4/12, 6-8pm, NABE,
#953 calle De Haro

TOMORROW

Relocation Planning Summary Meeting

April 12, 2016

6 - 8 pm

Potrero Hill Neighborhood
House (Nabe),

*Dinner served. Child watch available.
Spanish & Cantonese translation available.*

For more information, visit the
Rebuild Potrero Office at 1095
Connecticut Street or contact:

- Thu Binh
tbanh@bridgehousing.com
415-321-3535
- Uzuri Pease Greene
ugreene@bridgehousing.com
415-368-4436
- Daniel Adams
dadams@bridgehousing.com
415-321-3566

明天

“臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日（星期二）

時間：下午六時至八時

地點：波特雷羅鄰舍中心 (NABE), 953 De Haro St

提供免費晚餐、及看顧兒童服務
西班牙語和粵語傳譯服務

欲知有關臨時搬遷計劃更詳盡資料和
有任何疑問，請親臨重建波特雷羅
辦公室（地址：1095 Connecticut
Street）或聯絡：

- Thu Banh
tbanh@bridgehousing.com
415-321-3535
- Uzuri Pease Greene
ugreene@bridgehousing.com
415-368-4436
- Daniel Adams
dadams@bridgehousing.com
415-321-3566

MAÑANA

Reunión de Sumario sobre la Planificación de Mudanzas

12 de abril, 2016

6 - 8pm

NABE, #953 calle De Haro

*Se proporcionará cena.
Se ofrecerá cuidado infantil.
Interpretación en español y
cantonés disponible.*

Para más información, visita las
Oficinas de Rebuild Potrero en
#1095 calle Connecticut, o
comunicate con:

- Thu Banh
tbanh@bridgehousing.com
415-321-3535
- Uzuri Pease Greene
ugreene@bridgehousing.com
415-368-4436
- Daniel Adams
dadams@bridgehousing.com
415-321-3566

TONIGHT

Relocation Planning Summary Meeting

April 12, 2016

6 - 8 pm

Potrero Hill Neighborhood
House (Nabe),

*Dinner served. Child watch available.
Spanish & Cantonese translation available.*

For more information, visit the
Rebuild Potrero Office at 1095
Connecticut Street or contact:

- Thu Banh
tbanh@bridgehousing.com
415-321-3535
- Uzuri Pease Greene
ugreene@bridgehousing.com
415-368-4436
- Daniel Adams
dadams@bridgehousing.com
415-321-3566

今晚

“臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日（星期二）

時間：下午六時至八時

地點：波特雷羅鄰舍中心 (NABE, 953 De Haro St)

提供免費晚餐、及看顧兒童服務
西班牙語和粵語傳譯服務

欲知有關臨時搬遷計劃更詳盡資料和
有任何疑問，請親臨重建波特雷羅
辦公室（地址：1095 Connecticut
Street）或聯絡：

- Thu Banh
tbanh@bridgehousing.com
415-321-3535
- Uzuri Pease Greene
ugreene@bridgehousing.com
415-368-4438
- Daniel Adams
dadams@bridgehousing.com
415-321-3566

ESTA NOCHE

Reunión de Sumario sobre la Planificación de Mudanzas

12 de abril, 2016

6 - 8pm

NABE, #953 calle De Haro

*Se proporcionará cena.
Se ofrecerá cuidado infantil.
Interpretación en español y
cantonés disponible.*

Para más información, visita las
Oficinas de Rebuild Potrero en
#1095 calle Connecticut, o
comunicate con:

- Thu Banh
tbanh@bridgehousing.com
415-321-3535
- Uzuri Pease Greene
ugreene@bridgehousing.com
415-368-4438
- Daniel Adams
dadams@bridgehousing.com
415-321-3566

Relocation Planning Summary Meeting

**April 12, 2016
6 - 8 pm
Potrero Hill Neighborhood
House (Nabe),
953 De Haro Street**

*Dinner served. Child watch available.
Spanish & Cantonese translation available.*

For more information, visit the
Rebuild Potrero Office at 1095
Connecticut Street or contact:

•Thu Banh
tbanh@bridgehousing.com
415-321-3535

•Uzuri Pease Greene
ugreene@bridgehousing.com
415-368-4436

•Daniel Adams
dadams@bridgehousing.com
415-321-3566

“臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日（星期二）

時間：下午六時至八時

地點：波特雷羅鄰舍中心 (NABE), 953 De Haro St

提供免費晚餐、及看顧兒童服務
西班牙語和粵語傳譯服務

欲知有關臨時搬遷計劃更詳盡資料和
有任何疑問，請親臨重建波特雷羅
辦公室（地址：1095 Connecticut
Street）或聯絡：

- Thu Banh
tbanh@bridgehousing.com
415-321-3535
- Uzuri Pease Greene
ugreene@bridgehousing.com
415-368-4436
- Daniel Adams
dadams@bridgehousing.com
415-321-3566

Reunión de Sumario sobre la Planificación de Mudanzas

**12 de abril, 2016
6 - 8pm
NABE, #953 calle De Haro**

*Se proporcionará cena.
Se ofrecerá cuidado infantil.
Interpretación en español y
cantonés disponible.*

Para más información, visita las
Oficinas de Rebuild Potrero en
#1095 calle Connecticut, o
comunicate con:

• Thu Banh
tbanh@bridgehousing.com
415-321-3535

• Uzuri Pease Greene
ugreene@bridgehousing.co
m415-368-4436

• Daniel Adams
dadams@bridgehousing.com
415-321-3566

Right to Return for Potrero HOPE SF

Households living in public housing at Potrero Terrace and Potrero Annex Public Housing sites ("Potrero") will need to move from existing housing units in order for new housing to be constructed as part of the revitalization of these sites.

After the sites have been revitalized, as a Potrero public housing household, you will have the right to move into a revitalized unit if your household is in "**good standing**" with the San Francisco Housing Authority ("SFHA"). Good standing means your household has not been evicted or served with a summons and complaint for eviction by SFHA by the time the household receives a written Notice of Eligibility for relocation benefits, which is issued to the household at least 90 days before it is time for the household to move.

To help ensure that your household remains in good standing as well as remain eligible for relocation benefits, it is very important that each household is paying rent and complying with the SFHA lease until it is time for your household to move! Paying rent on time and paying any back rent owed under an agreement with SFHA will ensure your household remains eligible for a new housing unit, which is called your household's "**right to return**".

It is also very important that if there are members of your household whose names are not on the lease, that you immediately notify the property manager at your property, so that the SFHA can determine whether these individuals' names can be added to the lease. If they are added, then they will be considered part of your household that is offered a new housing unit. This is SFHA's "**add lease**" program.

Potrero households in good standing will be offered a new housing unit in the revitalized Potrero development. Potrero households in good standing will be offered a new housing unit in the revitalized Potrero development. Some households may have a choice to move into a new affordable housing unit in another San Francisco neighborhood, if there are any available. Under current law, once a household accepts the new housing, that unit is the permanent new home for that household.

Households cannot split up into more than one new unit.

This handout summarizes your right to return under the SFHA Policy adopted by the SFHA Board of Commissioners on February 26, 2009 and the San Francisco Right to

Revitalized Housing Ordinance adopted by the Board of Supervisors on October 15, 2012. Keep this information!

To ask San Francisco Housing Authority about good standing and the add lease program, please contact your SFHA property manager.

Renee Scott, Potrero Property Manager: scottr@SFHA.ORG 415.715.2311

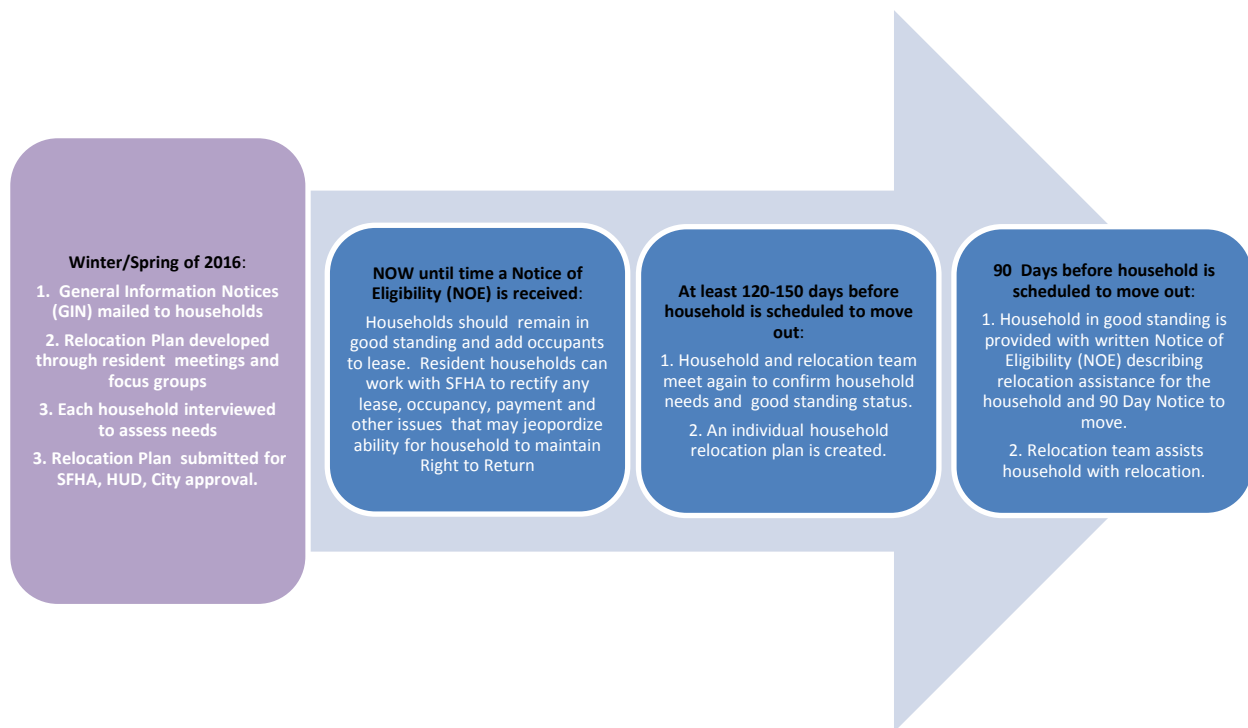
Kendra Crawford, Potrero Property Supervisor crawfordk@SFHA.ORG 415.715.3811

Kim Reeder, Potrero Property Manager: reederk@SFHA.ORG 415.715.2225

Miguel Paltao Jr., Potrero Property Supervisor paltaom@SFHA.ORG 415.715.2025

Relocation Process Handout

Relocation Time Line



D. RESIDENT MEETING DOCUMENTATION

E. SAMPLE RELOCATION FORMS

2008 GENERAL INFORMATION NOTICE

**SAN FRANCISCO HOUSING AUTHORITY 440 Turk Street • San Francisco CA •
94102 (415) 554-1200**

September 11, 2008

GENERAL INFORMATION NOTICE – Notice of Non-Displacement DO NOT MOVE NOTICE

Insert name
Insert address
Dear insert name:

The San Francisco Housing Authority ("Authority") has selected a development team, [name of development team], which consists of (collectively, the "Developer"), to develop a revitalization plan for the [insert name of site where tenant lives]. On [date], the Authority entered into an Exclusive Negotiating Rights Agreement with the Developer to redevelop [name of site]. The revitalization plan is expected to result in the replacement of the existing housing on the site along with new redeveloped mixed-income housing. It is the Authority's intent that all residents in good standing will be relocated to the new housing upon completion. It is also the policy of the Authority that all residents of [insert site name] are treated fairly and that each case is handled in accordance with Federal and State relocation law.

This notice is to inform you of your rights under Federal and State law. If you are relocated for the project, you potentially may be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, or section 7260 et. seq. of the California Government Code. This is not a notice to vacate the premises nor is it a notice of eligibility for relocation assistance. Do not move at this time.

We urge you not to move anywhere at this time. Please contact Dominica Henderson before you make plans to move at (415) 715-3210. Staff is available Monday through Friday, from 8:00 AM to 6:00 PM. If you elect to move away for reasons of your choice, you will not be provided relocation assistance.

As part of the revitalization process, the Authority is obligated to meet certain requirements as described below. Before any relocation can begin, the Authority must: Obtain approval from HUD for the proposed disposition of the property to the Developer; and Develop a relocation plan in consultation with the residents; and Give you a minimum of a 90-day notice prior to this temporary or permanent move; and give you the option to perform a self-move or obtain the services of an approved professional moving company. You will be reimbursed for all reasonable moving costs, subject to prior approval. Additional alternatives are being developed to minimize hardships relating to the moves.

You should continue to pay your monthly rent and, if applicable, your stipulated or repayment agreement promptly to the Authority because failure to pay rent and meet your obligations as a tenant, as outlined in your Lease Agreement, may be cause for eviction and loss of any relocation assistance you might be eligible for.

You are urged not to move or sign any agreement to lease a unit elsewhere before receiving formal notice of eligibility for relocation assistance from the Authority. If you move or are evicted before receiving such notice, you may not receive any assistance.

Again, **this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance.** This letter is important and should be kept in a safe place. We look forward to assisting you during this transition. Authority staff is available to answer any questions you may have about the revitalization process. If you have any questions regarding the relocation process, please contact Dominica Henderson at (415) 715-3210.

Thank you for your continuing efforts in rebuilding your community!

Sincerely,
Henry A. Alvarez III
Executive Director

SAMPLE RAD RELOCATION NOTICE
(To be used if RAD funds are awarded)

PHA Letterhead

[Date]

[Head of Household] and All Other Lawful Occupants
[Address]

Dear [Head of Household]:

The property you currently occupy at the Potrero Public Housing property is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program.

[SELECT THE APPLICABLE PARAGRAPH BELOW]

On [date], the [Public Housing Authority] (PHA) notified you of proposed plans to demolish the property you currently occupy at [address]. On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

OR

[Name of entity acquiring the property] (Developer) intends to develop the property you currently occupy. This is a Notice of Intent to Acquire. In order for the Developer to complete the project, you will need to be relocated for [anticipated duration of relocation]. Upon completion of the project, you will be able to lease and occupy another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation assistance and payments. Because we expect your relocation to exceed one year, you have the choice to either:

- ☐ Receive temporary relocation assistance and move to a newly constructed unit in the RAD project once it is complete; or
- ☐ Receive permanent relocation assistance and payments consistent with the URA instead of returning to the completed RAD project.

You must inform us of your choice within 30 days.

However, **you do not need to move now.** If you choose temporary relocation assistance, you will not be required to move sooner than 30 days after you receive notice that a temporary unit is available for you. If you choose permanent relocation assistance, you will not be required to move sooner than 90 days after you receive

written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a).

If you choose temporary relocation, your relocation exceeds one year and you qualify as a "relocated person" under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may become eligible for further relocation assistance and payments under URA. However, you will also have the opportunity to continue residing in the temporary relocation housing unit made available to you for the duration of the period required to construct a new housing for you.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). 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.

If you choose to receive temporary relocation assistance, this assistance will include:

- ☐ Temporary Housing, which may be on or off-site that will be decent, safe and sanitary. Should there be increased cost for this unit; the Developer will pay those costs on your behalf. You will be notified of its location at least 30 days prior to your move date.
- ☐ Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move or have the moving cost paid on your behalf. Moving cost include the cost of material, labor, equipment and insurance necessary to move you to temporary housing and any utility transfer fees.
- ☐ Advisory services including but not limited to assistance coordinating your move, making requests for reasonable accommodations, preparing any necessary claim forms, and other services your household may require related your relocation.

If you elect to receive permanent relocation assistance, this assistance will include:

- ☐ Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- ☐ Payment for Moving Expenses. You will be able to elect to have a professional moving company move your household goods to your replacement housing unit. This service will be paid for on your behalf by the Developer. Or you may choose your own mover. The movers cost cannot exceed the lowest responsible bid received by the Developer. You will be required to enter into a self-move agreement should you elect to hire your own mover. Or you may elect a fixed move payment based on the current federal fixed move payment schedule provided below, which is based on the number of

moveable rooms. Your relocation specialist will calculate this payment for you and prepare the appropriate claim form.

Applicable Fixed Move Payment Schedule

# of Moveable Rooms	Typical Unit Size Equivalent	Payment Amount
3 Rooms	Typical 1 BR	\$1,165
4 Rooms	Typical 2 BR	\$1,375
5 Rooms	Typical 3 BR	\$1,665
6 Rooms	Typical 4 BR	\$1,925
7 Rooms	Typical 5 BR	\$2,215
Additional Rooms	i.e. outdoor storage	\$265

☐ Replacement Housing Payment – Section 8 Eligible. If a Section 8 Housing Choice Voucher is available and you are eligible for it, you will be notified under a separate notice. The HCV may satisfy all of your monthly housing cost. If you have increased out of pocket cost you may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

OR

☐ Replacement Housing Payment – Non Section 8 Eligible. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

☐ Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

Address Rent & Utility Costs Contact Info:

1. _____
2. _____

3.

[Applies to Non-Section 8 Eligible Occupants] We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately [\$ (42 x monthly amount)], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

You may choose to purchase (rather than rent) a decent, safe and sanitary replacement home. If you do, you would be eligible for a down-payment assistance payment which is equal to your maximum replacement housing payment, [\$amount.] Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

[Applies to Section 8 Eligible Occupants] We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount]. This rent and utility is within the current payment standard for the area. If Section 8 eligible rents increase, you may be entitled to additional relocation assistance. If this is the case, the information will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a replacement housing payment on the monthly rent differential amount between either 30% of your income or your current rent and utilities, and the contract rent for the replacement housing unit. If you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled. Please do not rent or purchase a replacement property prior to discussing your relocation assistance with us.

This letter is important to you and should be retained.

Sincerely,

Print name:

Title:

Enclosure/s

RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE

_____ Delivered on/by: _____/_____
Received by

X_____ Posted on/by: _____/_____
Recipient's Signature

_____ Mailed/receipt received on: _____/_____

SAMPLE 90 DAY NOTICE TO VACATE (NON-RAD PROJECT)

[Date]

[Head of Household] and All Other Lawful Occupants
[Address]

Dear [Head of Household]:

Your Relocation Specialist	
Name:	<< NAME>>
Phone:	<< PHONE>>
Case ID:	<<CASE ID>>

As you are aware BRIDGE-Potrero Community Associates LLC, a California limited liability company(Developer) has commenced some of the construction of the new Potrero HOPE SF development (Project). You have been previously advised in the General Information Notice [Insert GIN Date] and other communications that the Project would require you to relocate from your current unit to a relocation housing unit identified for your household. We estimate that you will need to relocate for approximately [Anticipated Duration of Relocation]. When construction of a new unit that meets your household's needs is complete, you will be able to move into that new unit.

We will soon be ready to proceed with the demolition of your current unit and implement the relocation plan. You will be required to vacate the Premises prior to demolition activity commencing.

This is your 90 Day Notice to Vacate.

Notice is hereby given that the Developer elects to terminate your tenancy at the Premises on <<90DAY START>>. You are hereby to quit and deliver up possession of the property you occupy on or before <<90DAY END>>. If you do not vacate the Premises on that date, the Developer will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Such legal proceedings will jeopardize your rights to receive relocation assistance under the Uniform Relocation and/or California Relocation Assistance Law. In addition you will forfeit your Right to Return to Revitalized Housing

Please be assured that you are eligible for assistance to help you relocate to relocation housing for the duration of the reconstruction required to provide you with a new unit at Potrero. This assistance includes the following:

☐ **Relocation Housing** – You will be provided with a decent, safe and sanitary (DS&S) relocation housing unit. This housing will provide adequate sleeping area for all persons lawfully in the household as documented on your current lease. This unit may be located at the property or at an off-site location. This unit will be available to you for the entire period required for the construction of a new unit that meets your permanent housing needs at Potrero. Additional details about the housing assigned to your household and its responsibilities at the housing will be provided to you in your 30 Day Notice to Vacate and other documents prior to your move to the housing.

☐ **Moving Assistance** – We have hired [*Name of Moving Company*] who will provide all moving services needed including material, labor and equipment necessary to pack and move you and your household to your relocation housing unit. Advanced packing materials will be made available to you upon request. The moving company will provide full value replacement insurance for the move. Relocation staff and a moving company representative will conduct a walk-through of the Premises prior to the move to ensure that they have the necessary labor, materials, and equipment available on move day. You are invited to accompany them and will receive advanced notice of this walk-through. Should you have any utility transfer fees, you shall be reimbursed the actual and reasonable costs as documented in an invoice or other proof of cost.

☐ **Storage** – Storage of personal property is not anticipated to be necessary during the move. If storage becomes necessary it will be provided for you.

☐ **Further Notifications** – You will be provided with a date certain 30-day Notice to Vacate. If the date in that notice changes for any reason, you will be notified of the revised date in a 7-day Notice to Vacate and/or other notifications.

☐ **Other Assistance Required** – If you have any special needs that the Relocation Specialist indicated above should be aware of, please contact them immediately to make any arrangements or seek any Reasonable Accommodations you require.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Phone Number and E-mail of contact person*].

This letter is important to you and should be retained.

Name

Title

Signature

RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE

_____ Delivered on/by:

_____/_____

Received by

X_____

Posted on/by:

_____/_____

Recipient's Signature

Mailed/receipt received on:

_____/_____

SAMPLE 90 DAY NOTICE TO VACATE – IF RAD IS APPLICABLE

[Date]

[Head of Household] and All Other Lawful Occupants
[Address]

Your Relocation Specialist	
Name:	<< NAME>>
Phone:	<< PHONE>>
Case ID:	<<CASE ID>>

Dear [Head of Household]:

As you are aware BRIDGE-Potrero Community Associates LLC, a California limited liability company (Developer) has commenced some of the reconstruction of Potrero (Project).

You and your household were previously notified of the plans to demolish the property you now occupy located at [Insert Address] ("Premises") in the RAD Relocation Notice delivered to you on [Insert Date]. At that time, you were advised the Project would require you to relocate from your current unit to a relocation housing unit identified for your household. We estimate that you will need to relocate for approximately [Anticipated Duration of Relocation]. When construction of a new unit that meets your household's needs is complete, you will be able to move into that new unit.

We will soon be ready to proceed with the demolition of your current unit and implement the relocation plan. You will be required to vacate the Premises prior to demolition activity commencing.

This is your 90 Day Notice to Vacate.

Notice is hereby given that the Developer elects to terminate your tenancy at the Premises on <<90DAY START>>. You are hereby to quit and deliver up possession of the property you occupy on or before <<90DAY END>>. If you do not vacate the Premises on that date, the Developer will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Such legal proceedings will jeopardize your rights to receive relocation assistance under the Uniform Relocation and/or California Relocation Assistance Law. In addition you will forfeit your Right to Return to Revitalized Housing

Please be assured that you are eligible for assistance to help you relocate to relocation housing for the duration of the reconstruction required to provide you with a new unit at Potrero. This assistance includes the following:

☐ **Relocation Housing** – You will be provided with a decent, safe and sanitary (DS&S) relocation housing unit. This housing will provide adequate sleeping area for all persons lawfully in the household as documented on your current lease. This unit may be located at the property or at an off-site location. This unit will be available to you for the entire period required for the construction of a new unit that meets your permanent housing needs at Potrero. Additional details about the housing assigned to your household and its responsibilities at the housing will be provided to you in your 30 Day Notice to Vacate and other documents prior to your move to the housing.

☐ **Moving Assistance** – We have hired [*Name of Moving Company*] who will provide all moving services needed including material, labor and equipment necessary to pack and move you and your household to your relocation housing unit. Advanced packing materials will be made available to you upon request. The moving company will provide full value replacement insurance for the move. Relocation staff and a moving company representative will conduct a walk-through of the Premises prior to the move to ensure that they have the necessary labor, materials, and equipment available on move day. You are invited to accompany them and will receive advanced notice of this walk-through. Should you have any utility transfer fees, you shall be reimbursed the actual and reasonable costs as documented in an invoice or other proof of cost.

☐ **Storage** – Storage of personal property is not anticipated to be necessary during the move. If storage becomes necessary it will be provided for you.

☐ **Further Notifications** – You will be provided with a date certain 30-day Notice to Vacate. If the date in that notice changes for any reason, you will be notified of the revised date in a 7-day Notice to Vacate and/or other notifications.

☐ **Other Assistance Required** – If you have any special needs that the Relocation Specialist indicated above should be aware of, please contact them immediately to make any arrangements or seek any Reasonable Accommodations you require.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Phone Number and E-mail of contact person*].

This letter is important to you and should be retained.

Name

Title

Signature

RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE

_____ Delivered on/by:

_____/_____

Received by
X _____ Posted on/by:

_____/_____

Recipient's Signature

_____ Mailed/receipt received on:

_____/_____

30 DAY NOTICE TO VACATE APPLICABLE FOR RAD AND NON-RAD PROJECTS

[Date]

[Head of Household] and All Other Lawful Occupants
[Address]

Dear [Head of Household]:

Your Relocation Specialist	
Name:	<< NAME>>
Phone:	<< PHONE>>
Case ID:	<<CASE ID>>

As you are aware BRIDGE-Potrero Community Associates LLC, a California limited liability company (Developer) has commenced some of the reconstruction of Potrero (Project).

You and your household were previously notified in the 90-day Notice to Vacate dated [Insert Date] of 1) The plans to demolish the property you now occupy located at [Insert Address] ("Premises"); 2) The requirement to vacate your unit approximately 90-days from that notice; 3) The relocation assistance you would be provided; and 4) Your household's responsibility to vacate in accordance with that notice.

As stated in that notice, we estimate that you will need to relocate for approximately [Anticipated Duration of Relocation]. When construction of a new unit that meets your household's needs is complete, you will be able to move into that new unit.

We will soon be ready to proceed with the demolition of your current unit and implement the relocation plan. You will be required to vacate the Premises prior to demolition activity commencing.

This is your 30 Day Notice to Vacate.

Notice is hereby given that the Developer elects to terminate your tenancy at the Premises on <<30DAY START>>. You are hereby to quit and deliver up possession of the property you occupy on or before <<30DAY END>>. If you do not vacate the Premises on that date, the Developer will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Such legal proceedings will jeopardize your rights to receive relocation assistance under the Uniform Relocation and/or California Relocation Assistance Law. In addition you will forfeit your Right to Return to Revitalized Housing

Please be assured that you are eligible for assistance to help you relocate to relocation housing for the duration of the reconstruction required to provide you with a new unit at Potrero. This assistance includes the following:

☐ **Relocation Housing Location** – You will be provided with a relocation housing unit located at [Insert Address]. You will be required to sign a new lease/use agreement for this relocation housing unit and you will be obligated to abide by all house rules for the property where it is located. This unit has been deemed to meet your household's needs and provide adequate sleeping space and accessibility features based on the documented needs of your household. If you disagree with this location you must notify your Relocation Specialist within 3 days of receipt of this notice.

☐ **Moving Assistance** – We have hired [*Name of Moving Company*] who will provide all moving services needed including material, labor and equipment necessary to pack and move you and your household to your relocation housing unit. Advanced packing materials will be made available to you upon request. The moving company will provide full value replacement insurance for the move. Relocation staff and a moving company representative will conduct a walk-through of the Premises prior to the move to ensure that they have the necessary labor, materials, and equipment available on move day. You are invited to accompany them and will receive advanced notice of this walk-through. Should you have any utility transfer fees, you shall be reimbursed the actual and reasonable costs as documented in an invoice or other proof of cost.

☐ **Storage** – Storage of personal property is not anticipated to be necessary during the move. If storage becomes necessary it will be provided for you.

☐ **Further Notifications** – If the date within this notice changes for any reason, you will be notified of the revised date in a 7-day Notice to Vacate and/or other notifications.

☐ **Other Assistance Required** – If you have any special needs that the Relocation Specialist indicated above should be aware of, please contact them immediately to make any arrangements or seek any Reasonable Accommodations you require.

If you disagree with any determinations in this notice, you may file a written appeal to the [Developer] in accordance with the appeals procedures approved in the Master Relocation Plan. The Developer will provide you with complete appeals instructions upon request.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Phone Number and E-mail of contact person*].

This letter is important to you and should be retained.

Name

Title

Signature

RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE

_____ Delivered on/by:

_____/_____

Received by
X _____ Posted on/by:

_____/_____

Recipient's Signature

_____ Mailed/receipt received on:

_____/_____

SAMPLE 7 DAY NOTICE TO VACATE APPLICABLE TO RAD AND NON-RAD PROJECTS

[Date]

[Head of Household] and All Other Lawful Occupants
[Address]

Dear [Head of Household]:

Your Relocation Specialist	
Name:	<< NAME>>
Phone:	<< PHONE>>
Case ID:	<<CASE ID>>

As you are aware BRIDGE-Potrero Community Associates LLC, a California limited liability company (Developer) has commenced some of the reconstruction of Potrero (Project).

You and your household were previously notified in the 30-day Notice to Vacate dated [Insert Date] of 1) The plans to demolish the property you now occupy located at [Insert Address] ("Premises"); 2) The requirement to vacate your unit approximately 90-days from that notice; 3) The relocation assistance you would be provided and the location of your relocation housing; and 4) Your household's responsibility to vacate in accordance with that notice.

As stated in that notice, we estimate that you will need to relocate for approximately [Anticipated Duration of Relocation]. When construction of a new unit that meets your household's needs is complete, you will be able to move into that new unit.

We will soon be ready to proceed with the demolition of your current unit and implement the relocation plan. You will be required to vacate the Premises prior to demolition activity commencing.

This is your 7 Day Notice to Vacate.

Notice is hereby given that the Developer elects to terminate your tenancy at the Premises on << 7DAY START>>. You are hereby to quit and deliver up possession of the property you occupy on or before <<7DAY END>>. If you do not vacate the Premises on that date, the Developer will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Such legal proceedings will jeopardize your rights to receive relocation assistance under the Uniform Relocation and/or California Relocation Assistance Law. In addition you will forfeit your Right to Return to Revitalized Housing

Please be assured that you are eligible for assistance to help you relocate to relocation housing for the duration of the reconstruction required to provide you with a new unit at Potrero. This assistance includes the following:

☐ **Relocation Housing Location** – You will be provided with a relocation housing unit located at [Insert Address]. You will be required to sign a new lease/use agreement for this relocation housing unit and you will be obligated to abide by all house rules for the property where it is located. This unit has been deemed to meet your household's needs and provide adequate sleeping space and accessibility features based on the documented needs of your household.

☐ **Moving Assistance** – We have hired [*Name of Moving Company*] who will provide all moving services needed including material, labor and equipment necessary to pack and move you and your household to your relocation housing unit. Advanced packing materials will be made available to you upon request. The moving company will provide full value replacement insurance for the move. Should you have any utility transfer fees, you shall be reimbursed the actual and reasonable costs as documented in an invoice or other proof of cost.

☐ **Storage** – Storage of personal property is not anticipated to be necessary during the move. If storage becomes necessary it will be provided for you.

☐ **Further Notifications** – If the date within this notice changes for any reason, you will be notified of the revised date in a 7-day Notice to Vacate and/or other notifications.

☐ **Other Assistance Required** – If you have any special needs that the Relocation Specialist indicated above should be aware of, please contact them immediately to make any arrangements or seek any Reasonable Accommodations you require.

If you disagree with any determinations in this notice, you may file a written appeal to the [Developer] in accordance with the appeals procedures approved in the Master Relocation Plan. The Developer will provide you with complete appeals instructions upon request.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Phone Number and E-mail of contact person*].

This letter is important to you and should be retained.

Name

Title

Signature

RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE

_____ Delivered on/by:

_____/_____

Received by

X_____

Posted on/by:

_____/_____

Recipient's Signature

_____ Mailed/receipt received on:

_____/_____

SAMPLE
RELOCATION EXPENSE PAYMENT/REIMBURSEMENT
CLAIM FORM

Relocation Information

Project Name:

Claimant Name:

Project Address:

Temporary/Permanent Replacement Address:

Purpose/Type of Payment:

Backup Documentation Used in Calculation of Payment:

Total Payment Amount:

Issue Check Payable To:

Certification by Claimant: I certify that I have not submitted any other claim for the relocation payment listed and I have not been paid by any other source. Furthermore, I certify that by accepting the "Total Payment Amount" described above represents the entire claim for the relocation expense described above.

Claimant

Signature/Date: _____

Claim Approval

Payment Action (Initial Payment)	Initial Payment Amount	Signature	Date
Recommended			
Approved			

F. RELOCATION APPEAL/GRIEVANCE PROCEDURES

Purpose

The purpose of this procedure is to set forth the guidelines of the San Francisco Housing Authority ("Authority") for processing appeals to determinations as to relocation eligibility, the amount of a relocation payment, or the failure to provide comparable replacement housing referrals.

Right of Review

(a) Any appellant, that is any person who believes him/herself aggrieved by a determination by the Authority as to eligibility, the amount of a relocation payment or failure to provide comparable replacement housing referrals, may, at his or her election, have his/her claim reviewed and reconsidered by the Authority in accordance with the procedures set forth herein, as supplemented by the procedures the Authority may establish for the conduct of hearings.

(b) A person or organization directly affected by the relocation project may petition the California Department of Housing and Community Development ("HCD") to review the Authority's final relocation plan to determine if the plan is in compliance with state laws and guidelines, or to review the implementation of the relocation plan to determine if the Authority is acting in compliance with its relocation plan.

Notification to Appellant

If the Authority denies or refuses to consider a claim, the Authority's notification to the appellant of its determination shall inform the appellant of its reasons, and the applicable procedures for obtaining review of the decision. If necessary, such notification shall be printed in a language other than English.

Stages of Review by the Authority

(a) **Request for Further Written Information.** An appellant may request the Authority to provide him or her with a full written explanation of its determination and the basis therefore, if he/she feels that the explanation of the Authority's determination accompanying the payment of the claim or notice was incorrect or

inadequate. The Authority shall provide such an explanation to the appellant within three (3) weeks of its receipt of his or her request.

(b) **Informal Oral Presentation.** An appellant may request an informal oral presentation before seeking formal review and reconsideration. A request for an informal oral presentation shall be filed with the Authority within the period described in subsection (d) of this section. The Authority shall afford the appellant the opportunity to make such presentation before a management-level Housing Authority staff person designated by the Executive Director and who has not previously participated in the relocation decision. The appellant may be represented by an attorney or other person of his/her choosing at his/her expense.

This oral presentation shall enable the appellant to discuss the claim with the designated Housing Authority staff person. The designated Housing Authority staff person shall make a summary of the matters discussed in the oral presentation to be included as part of the Authority's file on the appellants relocation. The right to formal review and reconsideration shall not be conditioned upon requesting an oral presentation.

(c) **Written Request for Review and Reconsideration.** At any time within the period described in subsection (d) below, an appellant may file a written request with the Authority for formal review and reconsideration. The appellant may include in the request for review any statement of fact within the appellant's knowledge or belief or other material that may have a bearing on the appeal. If the appellant requests more time to gather and prepare additional material for consideration or review and demonstrates a reasonable basis therefore, the Authority may grant the appellants request by granting the appellant a definite period of time to gather and prepare materials.

(d) **Time Limit for Requesting Review.** An appellant desiring either an informal oral presentation or seeking formal review and reconsideration, shall make a request to the Authority within eighteen (18) months following the date he/she moves from the property.

Formal Review and Reconsideration by SFHA

(a) **General.** The Authority shall consider the request for formal review and shall decide whether a modification of its initial determination is necessary. This formal review shall be conducted by an independent arbitrator (the "Arbitrator"). The Arbitrator shall consider the appeal regardless of form, and the Authority staff shall, if necessary, provide assistance to the claimant in preparing the written claim. When a claimant seeks review, Authority staff shall inform him/her that he/she has the right to be represented by an attorney at the claimant's expense, to present his/her case by oral or documentary evidence, to submit rebuttal evidence, to conduct such cross-examination as may be required for a full and true disclosure of facts, and to seek judicial review once he/she has exhausted the administrative appeal.

(b) **Scope of Review.** The Arbitrator shall review and reconsider the initial determination of the claimant's case in light of: (1) all material upon which the Authority based its original determination, including all applicable rules and regulations, except that no evidence shall be relied upon where a claimant has been improperly denied an opportunity to controvert the evidence or cross-examine the witness(es); (2) the reasons given by the claimant for requesting review and reconsideration of the claim; (3) any additional written or relevant documentary material submitted by the claimant; (4) any further information which the Arbitrator, in its discretion, obtains by request, investigation, or research, to ensure fair and full review of the claim.

(c) **Determination on Review.** The determination on review by the Arbitrator shall include, but is not limited to: (1) the Arbitrator's decision on reconsideration of the claim; (2) the factual and legal basis upon which the decision rests, including any pertinent explanation or rationale; and (3) a statement to the claimant that administrative remedies have been exhausted and judicial review may be sought. The determination shall be in writing with a copy provided to the claimant. The Arbitrator's decision shall be binding on the Authority.

(d) **Time Limits.** The Authority shall issue its determination on review as soon as possible but no later than six weeks from the date of the hearing. In the case of appeals dismissed for un-timeliness or for any other reason not based on the merits of the claim, the Authority shall furnish a written statement to the claimant

stating the reason for the dismissal of the claim as soon as possible but not later than two weeks from receipt of the last material submitted by the claimant, or the date of the hearing, whichever is later.

Refusals to Waive Time Limitation

Whenever the Authority rejects a request by a claimant for a waiver of the time limits, the claimant may file a written request for reconsideration of this decision, except that such written request for reconsideration shall be filed within ninety (90) calendar days of the claimant's receipt of the Authority's determination.

Extension of Time Limits

The time limits specified may be extended for good cause by the Authority.

Recommendations by Third Party

Upon agreement between the claimant and the Authority, a mutually acceptable third party or parties may review the claim and make advisory recommendations thereon to the Authority for its final determination. In reviewing the claim and making recommendations to the Authority, the third party or parties shall be guided by the provisions of this Appeals/Grievance Procedure.

Review of Files by Claimant

Except to the extent the confidentiality of material is protected by law or its disclosure is prohibited by law, the Authority shall permit the claimant to inspect all files and records bearing upon his or her claim or the prosecution of the appellant's grievance.

If an appellant is improperly denied access to any relevant material bearing on his or her claim, such material may not be relied upon in reviewing the initial determination.

Effect of Determination on Other Persons

The principles established in all determinations by the Authority shall be considered as precedent for all eligible persons in similar situations regardless of whether or not a person has filed a written request for review. All written determinations shall be kept on file and available for public review.

Right to Counsel

Any aggrieved party has a right to representation by legal or other counsel at his or her expense at any and all stages of the proceedings set forth in this procedure.

Stay of Displacement Pending Review

If an appellant seeks to prevent displacement, the Authority shall not require the appellant to move until at least twenty (20) calendar days after the Authority has made a determination and the appellant has had an opportunity to seek judicial review. In all cases the Authority shall notify the appellant in writing, twenty (20) calendar days prior to the proposed new date of displacement.

Joint Appellants

Where more than one person believes themselves aggrieved by the failure of the Authority to refer them to comparable permanent replacement housing, the appellants may join in filing a single written request for review. A determination shall be made by the Authority for each of the appellants.

Judicial Review

Nothing in this Appeals/Grievance Procedure shall in any way preclude, or limit a claimant or the Authority from seeking judicial review of a claim upon exhaustion of such administrative remedies as are available herein.

RELOCATION ASSISTANCE APPEAL FORM

INSTRUCTIONS: This is an appeal of a determination made by the Displacing Agency under the California Relocation Assistance Law (Government Code, Section 7260 et seq.) or Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC §§4601 et. seq.). Complete this document, explaining the nature of your complaint and reasons for this appeal below. Attach extra pages if needed. You will be notified of the date when your complaint will be considered.

Claimant:		Agency:	
Site Address:		Project:	
Mailing Address:		Consultant:	
Phone number:		Case ID:	

Claimant Type: Residential Tenant	This appeal is based on: <input type="checkbox"/> Eligibility only <input type="checkbox"/> Amount of Payment only <input type="checkbox"/> Eligibility amount
Appeal Type: <input type="checkbox"/> Request for Further Written Information <input type="checkbox"/> Informal Oral Presentation <input type="checkbox"/> Formal Review and reconsideration	
Will you be present at the hearing?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be represented by counsel?: <input type="checkbox"/> Yes <input type="checkbox"/> No

... continued next page.

Claimant's Statement:

I certify that the information provided on this form is accurate and complete.

Claimant Signature

Date

G. COMMENTS/RESPONSES TO PLAN & COMMENT PERIOD DOCUMENT

