

**Sunnydale HOPE SF**  
**DRAFT RELOCATION PLAN**

**Prepared For:**

**Sunnydale Development Co., LLC,  
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**

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## INTRODUCTION

Sunnydale-Velasco (“Sunnydale”) is San Francisco’s largest public housing site. It consists of seven hundred seventy-five (775) low-income public housing units presently owned and managed by the Housing Authority of City and County of San Francisco, a public body, corporate and politic (“SFHA” or “Authority”). Sunnydale is located in San Francisco’s Visitacion Valley neighborhood. Sunnydale opened in 1940 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 undergoing transformation, including, without limitation, the Hunters Point neighborhood. Figure 2 provides Sunnydale’s approximate location in the neighborhood.

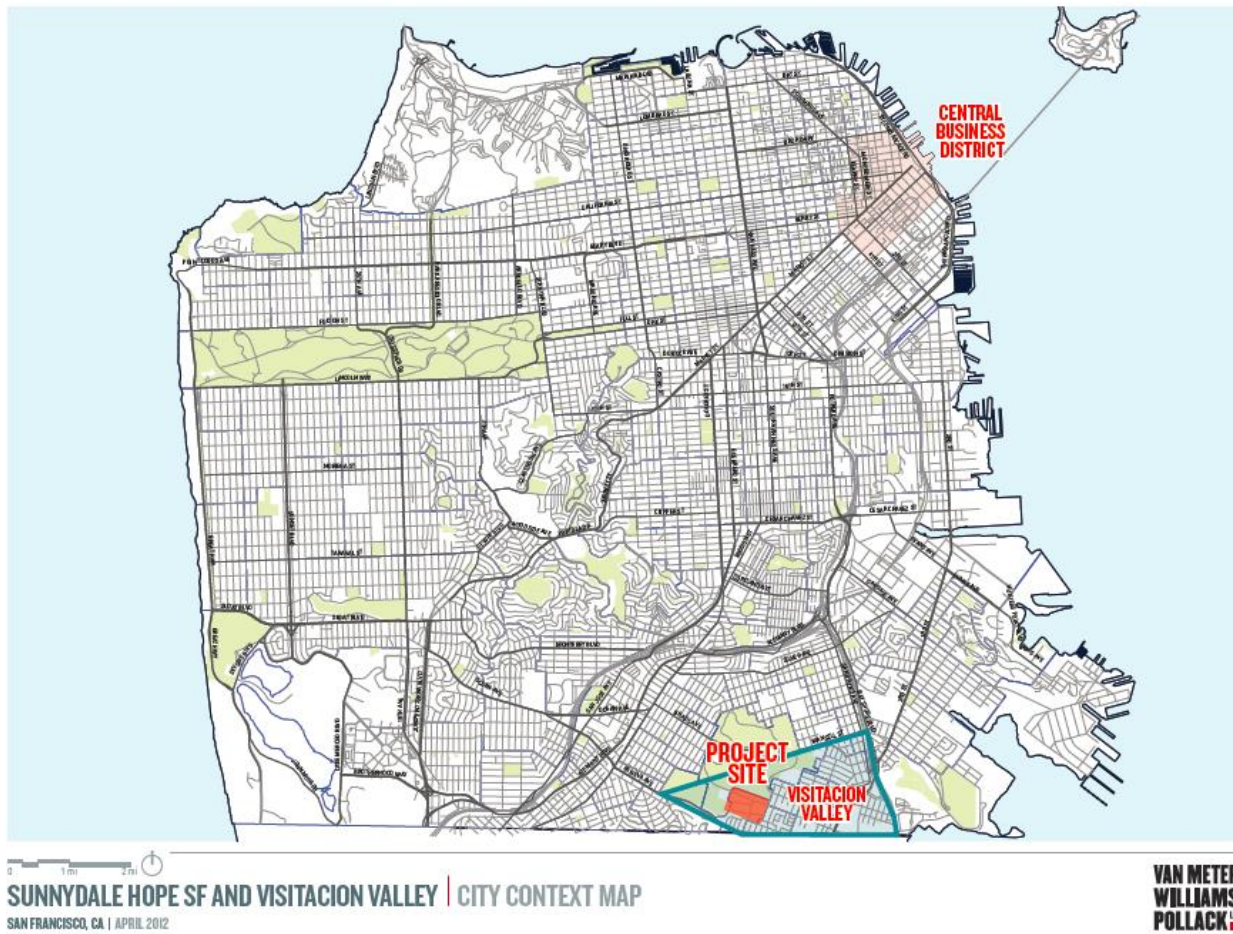


Figure 1: Area Map

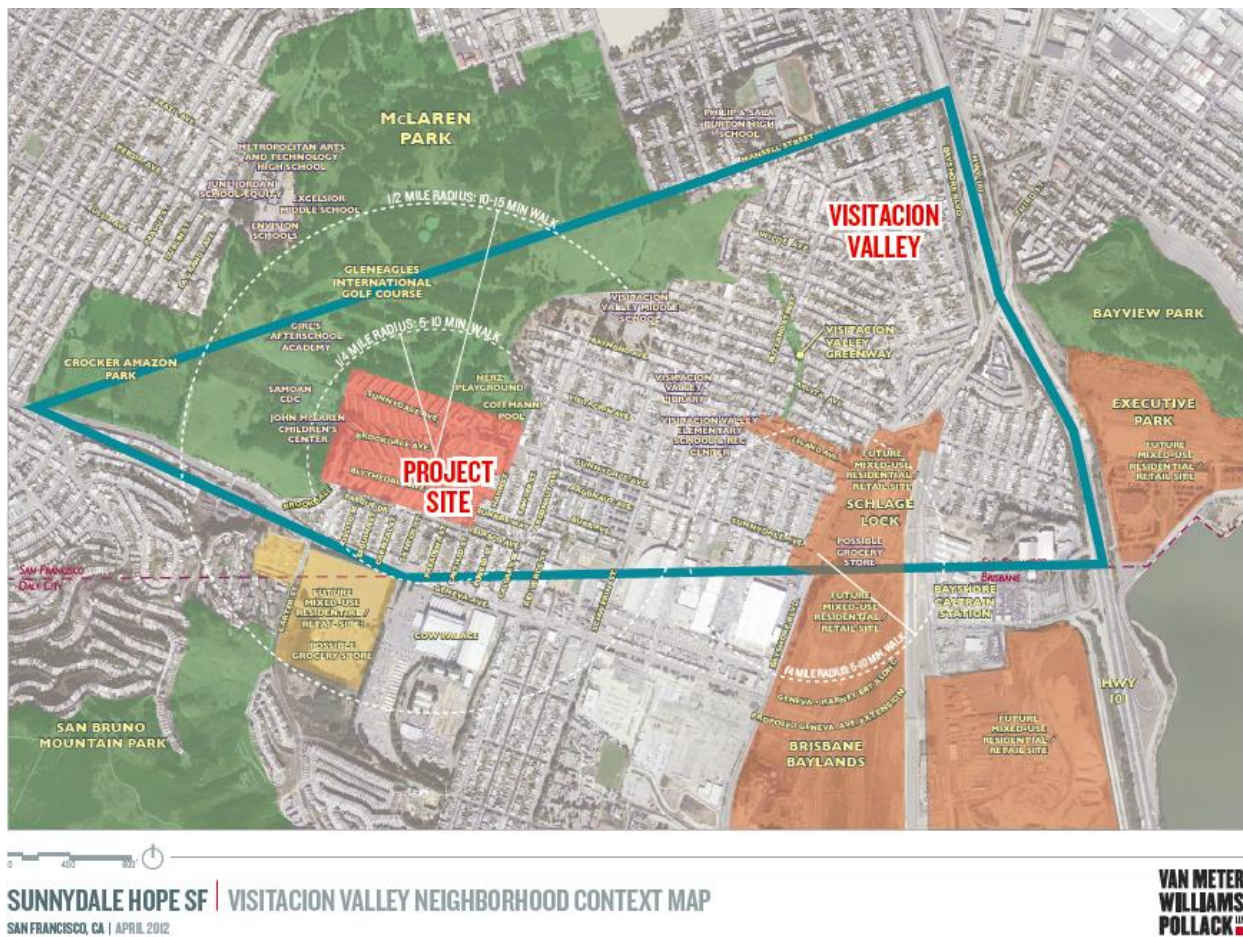


Figure 2: Subject Property Location Map

**Overview of the Project Requiring Relocation of Persons at Sunnydale**

For several years, much of the public housing in the City and County of San Francisco has been undergoing a transformation through the HOPE SF Initiative of the City and County of San Francisco (“HOPE SF”) and the United States Department of Housing and Urban Development (“HUD”) Rental Assistance Demonstration (“RAD”) Program. Sunnydale is part of the HOPE SF Initiative to transform physically isolated public housing complexes into vibrant, healthy neighborhoods with new housing, streets, parks and open spaces and community facilities. HOPE SF is also about investing in our residents with vital services and supports so that residents are healthier, safer, and can achieve educational and economic gains.

Sunnydale Development Co., LLC, a California limited liability company (the “Developer”), whose members include Mercy Housing California, a California nonprofit public benefit corporation, and The Related Companies of California, LLC, a California limited liability company, was formed in 2008 to develop and carry out a revitalization plan for Sunnydale Public Housing Project and Velasco Public Housing Project (the “Project”). The specific plans for Sunnydale shall conform to HOPE SF principles, including one-for-one replacement of the existing seven hundred seventy-five (775) public housing units (collectively, the “Replacement Public Housing Units,” and individually, a “Replacement Public Housing Unit”).

An affiliate of the Developer and SFHA entered into an Exclusive Negotiating Rights Agreement in September 2008, which was assigned to the Developer in April 2015, and amended in October 2015, (collectively, the “ENRA”). The Project contemplated in the ENRA includes a new mixed income development consisting of:

- Approximately one thousand seven hundred (1,700) new residential units, including seven hundred seventy-five (775) Replacement Public Housing Units, as well as low income housing tax credit (“LIHTC”) Units, and market rate housing units
- Approximately 16,200 square feet of commercial space
- Approximately 46,300 square feet of community space
- Approximately 11.5 acres of parks and open space including open space within new buildings
- A newly configured street grid with new utility infrastructure

The Project is comprised of eleven (11) phases of demolition and construction of Replacement Public Housing Units and other housing units as described above. During the construction of the applicable phase of the Project, the Sunnydale 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 Sunnydale is from 2017-2030. In addition to the residential households, the Project will also cause six (6) non-profit community based organizations to relocate as well.

Sunnydale Households have numerous protections throughout to the Project development process. Households 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 not having been evicted, or in the process of eviction, also 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").

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 new Sunnydale development. Some Households may have the opportunity to voluntarily and permanently move to affordable units in other neighborhoods. Under the Ordinance and the Authority Resolution, these Households that move into these off-site units would be provided a Revitalized Housing Unit and the Households' Right to Return would be met. Current non-residential occupants shall also be required to relocate and in some cases be able to take occupancy in a new space at Sunnydale.

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

SFHA shall continue to own the land where all affordable units are located, including the 775 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 Sunnydale, several steps are required:

1. Preparation of a Master Relocation 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. Evaluate written comments and revise 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 ground lease between the Authority and the Developer for each of the sites for the affordable and replacement housing;
8. Approval of the disposition and demolition application(s) by HUD;
9. Application, award and closing on all remaining financing for the Project;
10. Relocation of Households and non-residential occupants in accordance with this Plan; and
11. Development of one for one Replacement Public Housing Units, site improvements, community space, and other residential units and non-residential spaces.

The Developer has engaged residents and neighbors in the design of the new Sunnydale neighborhood, 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 Project 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 construction of the affordable housing units and other site improvements. The Project is expected to be assisted by federal, state and local funding as described below.

#### **Federal:**

- HUD Choice Neighborhoods Implementation ("CNI") grant
- Proposed HOME Investment Partnerships Program ("HOME") and Community Development Block Grant ("CDBG") funds
- 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 both federal and state 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 Sunnydale Households and non-residential occupants. This Plan also describes the relocation process and mitigation measures required to ensure that residents of the Project 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 Sunnydale and Velasco occupants, 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 Project occupants, 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, 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.

Mercy Housing's relocation staff ("Mercy Relocation Staff") shall implement this Plan and develop phase specific relocation plans. Mercy Relocation Staff shall conduct interviews of Households to gather information required for future relocation planning purposes.

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 may become applicable to the relocation of the Households at Sunnydale are listed below.

- Section 18 of the United States Housing Act of 1937 ("Section 18");
- 24 CFR Part 970 – Public Housing Program – Demolition or Disposition of Public Housing Projects ("Part 970");
- 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)");
- 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 ("Policy").

The primary relocation regulations that guide this Plan and the relocation process are the URA, Section 104(d), 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.

Disposition of public housing projects is subject to the provisions of Section 18, and the implementing regulations of Part 970 (collectively, "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 of the Project.

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, 30-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 displacement does not result in different, or separate treatment of Households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, 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 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 revitalized housing 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 30-days is required before any displacements may occur.

Each Household eligible for relocation assistance lawfully occupying a Sunnydale unit 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. Instead, a series of informational community meetings in which all Sunnydale residents were invited were held in February and March and one is scheduled in April. These general sessions were conducted in English, Samoan, Spanish and Cantonese, in which the construction schedule and phasing were presented and the residents' rights to return under the Ordinance and other applicable rules were described. Additionally, information was provided about the relocation counseling and benefits that Households are entitled to and residents were encouraged to schedule appointments for individual household interviews. In addition, four (4) focus group sessions of seniors and of Chinese, Samoan and Spanish speaking households were held in March 2016 in which 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, Chinese and Samoan, and are included in Appendix C.

The questions, comments and concerns raised at these meetings have or will be documented by OPC and 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**

A preliminary needs assessment was conducted for the Developer in August 2014 by Learning for Action. From the results of this household survey, 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 nearly 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 Mercy Relocation Staff to better plan for the household's relocation needs on an individual basis.

Mercy Relocation Staff shall be responsible for conducting interviews with all households impacted. Mercy Relocation Staff started an interview sign-up and outreach process by actively engaging residents at the community meetings described above. Mercy Relocation Staff were visible and available to schedule residents for interview appointments.

Resident interviews are expected to take approximately one hour to complete. Mercy Relocation Staff includes Spanish speaking personnel. Resident interview services shall be made available in Chinese, Samoan and Cambodian as needed. Interviews shall be conducted in other languages as identified and needed.

Mercy Relocation Staff's goal is to reach a cross-section of approximately 300 Households between April and June of 2016. The remainder of the household interviews are planned to occur between June and September of 2016. Mercy



Relocation Staff 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. Mercy Relocation Staff shall document the interview in the relocation file of such Household, which shall be maintained by Mercy Relocation Staff.

### **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 30-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 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 should be periodically reviewed for consistency with the goals and process of the Project as changes occur. Updates should be made to this Plan should major substantive changes occur in the Project such as, but not limited to, 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 Sunnydale is located (605.02) is 3,216 (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 605.02	%	City	%
Total Population	3,216	100.0%	805,235	100.0%
White	334	10.4%	390,387	48.5%
Black or African American	988	30.7%	48,870	6.1%
American Indian or Alaska Native	17	0.5%	4,024	0.5%
Asian	925	28.8%	267,915	33.3%
Native Hawaiian or Other Pacific Islander	271	8.4%	3,359	0.4%
Some Other Race	477	14.8%	53,021	6.6%
Two or More Races	204	6.3%	37,659	4.7%
Hispanic or Latino (of Any Race)	838	26.1%	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 605.02	%	City	%
Total Occupied Units	1,005	100%	376,942	100%
Owner-Occupied	178	18.5%	123,646	35.8%
Renter-Occupied	783	81.5%	222,165	64.2%
Vacant Housing Units	44	4.4%	31,131	8.3%
Available for Sale Only (of Total Vacant Units)	3	6.8%	2,984	9.6%
Available for Rent – Full Time Occupancy (of Total Vacant Units)	12	27.3%	12,832	41.2%
Sold or Rented – Not Occupied	4	9.0%	1,538	4.9%
Otherwise Not Available (e.g. seasonal, recreational, migratory, occasional use)	0	0.0%	5,569	17.9%
Other Vacant	25	56.8%	8,208	26.4%

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

**Sunnydale Household Demographic and Housing Characteristics**

Based on the information collected from the 2014 Learning for Action Needs Assessment Survey made available to OPC, the data presents a picture of the households impacted by the Project. This section provides insight into the number of persons, and the age, gender, race/ethnicity, special needs, and languages spoken by Households at the Project.

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: Needs Assessment Survey Results - Population**

<b>Data Point</b>	<b>Number of or %</b>
Number of Households	689
Number of Persons	1,074
Average # of Persons Per Household	1.5
% Female	70%
% Male	30%

**Table 4: Needs Assessment Survey Results –  
Age Distribution of Residents**

<b>Age Cohorts (years)</b>	<b>Number of Residents</b>	<b>% of Residents</b>
5 and Under	161	15
6-17	302	28
18-26	158	14
27-64	405	38
65+	48	5

**Table 5: Needs Assessment Survey Results - Race Distribution of Households**

<b>Race</b>	<b>% of Households</b>
Black/African American	52
Hispanic or Latino/a	15
Pacific Islander	12
Asian	10
White	4
Other Races	8

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

<b>Languages Spoken</b>	<b># of Households</b>
English	344
Spanish	53
Samoan	41
Cantonese	24
Cambodian	6
Mandarin	3
Vietnamese	1
Other Languages	12

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

Mobility Impaired Persons	128
Sight Impaired Persons	120
Hearing Impaired Persons	59
Persons w/ Other Medical Conditions to Be Considered	258

**Existing Low Income Public Housing Units**

Table 8 below shows the unit mix of the existing units at Sunnydale that are planned to be demolished. All units shall be replaced one-for-one as part of the Project.

**Table 8: Units Existing to Be Demolished**

<b>Sunnydale Units</b>	
<b>BR Size</b>	<b># of Units</b>
Studio	6
1 BR	77
2 BR	528
3 BR	150
4 BR	15
<b>Sub-Total</b>	<b>775</b>

**Description of Non-residential Occupants**

There are approximately six (6) non-residential occupants that utilize space at Sunnydale, 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 Sunnydale residents 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 (notwithstanding 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 displaced person as any person (household, business or non-profit organization) that moves from Sunnydale 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 displaced 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 24.2 (9) (ii) of the URA.

All relocation programs must establish the date on which a person becomes eligible to receive relocation assistance. This date is known as the Initiation of Negotiations and is referred to herein as the ION. Per 970.5 (k), the ION is the date that HUD approves the SFHA demolition and disposition application, which may occur late 2016 or early 2017. In accordance with the URA, the ION is the date the project agrees to accept federal assistance, which was October 11, 2012, the date on which the CNI agreement was executed. In accordance with the CRAL and the Guidelines, the ION is the date that an agreement was entered into to receive local public agency assistance. An affiliate of the Developer entered into the ENRA with SFHA on September 11, 2008.

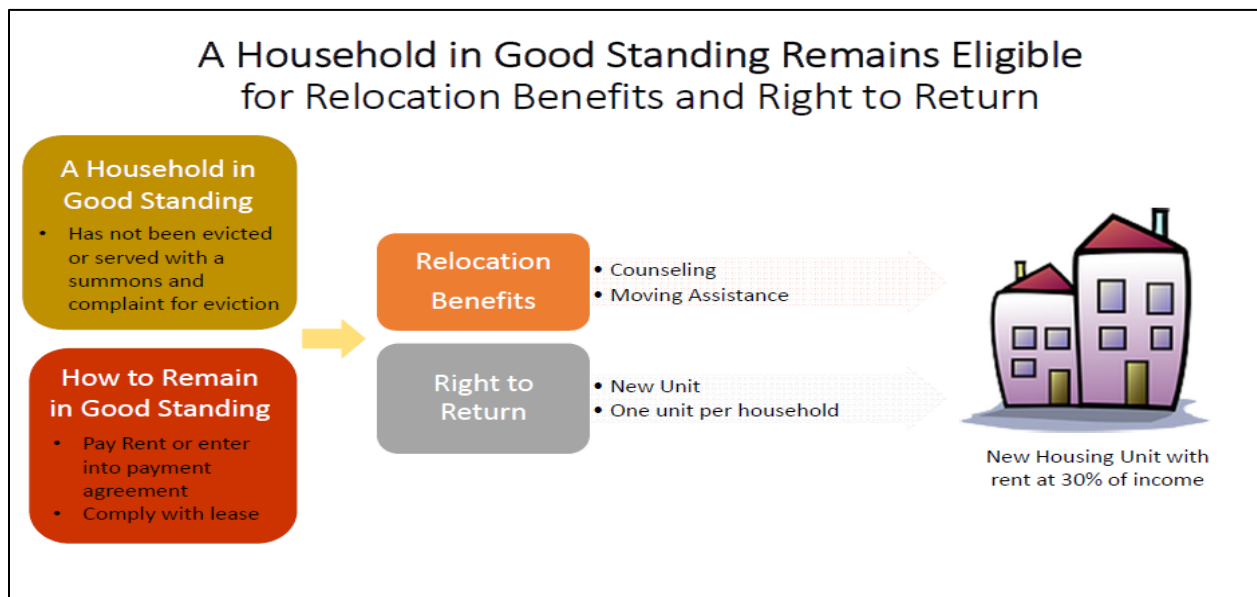
For the purposes of this Plan, the ION date for the intent of establishing the date a person is eligible for relocation assistance shall be September 11, 2008, unless a more

precise date can be determined. This date is used to establish the ION for determining relocation assistance eligibility under the Guidelines and the CRAL. 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 Mercy Relocation Staff.

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. 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 the Project, the NOEs may be issued. The NOE shall be issued to each Household at least 90 calendar days prior to the date that the Household must vacate before demolition of the unit.

**Eligibility Under the Ordinance**

Under Section 39.2 of Chapter 39 of the San Francisco Administrative Code, public housing households have a right to revitalized housing and relocation assistance after a displacement, so long as the household is in Good Standing, meaning that it is not in the eviction process or has not been evicted by SFHA. 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 unit and not separate replacement units. The Ordinance does not provide the right to return to revitalized housing or relocation assistance to prior tenants who have already vacated Sunnydale. Under Sec 39.4 of the Ordinance, all current Households, whose tenancy at Sunnydale 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 unit at the new Sunnydale development.

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 (Policy) such as Sunnydale-Velasco. 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 displaced from their original unit that is in Good Standing with SFHA to move into one of the new Sunnydale units for which such Household meets the occupancy standards.

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 per section 39.3 of the Ordinance or by 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 first priority for the Replacement Public Housing Units. Households cannot be required to go through a criminal or credit background check to be considered for occupancy at one of the new units. 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.



### **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 displaced by a demolition project such as Sunnydale. 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 and Section 104(d).

### **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 new Sunnydale development, 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**

All 775 existing Sunnydale housing units shall be replaced one-for-one by the Project. Most of the replacement units shall be constructed on the current location of the Project, but it is anticipated that some replacement units shall be located outside of the current location of the Project, 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 will occur in phases. Not all 775 Households will 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 in which they are located. The development is anticipated to occur in 11 phases between 2017 and 2030. The construction of units is expected to last longer than 12 months per phase. The primary replacement housing 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 Sunnydale as possible. In essence, the Households that are able to be relocated on-site during the construction period shall be transferred to another Sunnydale-Velasco low-income public housing unit. Although the Household shall be transferred from their original unit for a period longer than 12 months, they shall not be relocated from the existing Sunnydale footprint for longer than 12 months, and thus not displaced. Upon completion of a new unit on site 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 Sunnydale-

Velasco. Under the Ordinance and the Policy, these Households that move into these off-site units would be provided a Revitalized Housing Unit and the Households' Right to Return would be met as well as relocation assistance requirements

The SFHA and Developer's intention is to allow as many Households as possible to stay on 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. These Households would not return to a new unit at Sunnydale. These relocations would be considered a voluntary permanent relocation, not temporary. The Household's right to return to a revitalized unit would be met by their permanent occupancy in their new unit, and all relocation obligations and requirements would be met by assisting them to secure this new unit, and ensure all actual, reasonable and necessary costs for their move are either reimbursed to them or directly paid for by the Developer.

In accordance with the URA, CRAL, and the Guidelines, in cases where a Household is temporarily relocated away from the Sunnydale Public Housing Site for a period longer than 12-months, the Household must be made aware of their right and their eligibility for permanent relocation assistance benefits. Such benefits include assistance to secure and relocate to a comparable, permanent replacement housing unit. If any such cases occur the Household will 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 Sunnydale unit for that meets their needs. These Households would be asked to sign a MOU with the Developer acknowledging their agreement to this arrangement and their understanding of permanent relocation assistance benefits they may forgo. The Developer would prefer to make this type of arrangement with the Household so that they may return to Sunnydale and enjoy the revitalized community. This arrangement also works to meet the spirit of federal and state relocation law, which is to minimize permanent relocations and displacements.

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 permanent replacement housing 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 Sunnydale during construction. Households shall also be asked if they have an interest in relocating to permanent replacement housing away from Sunnydale.

Households in Good Standing that have medical or other special needs that need to be accommodated during construction, who wish to return to Sunnydale, 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 out-of-pocket costs related to the temporary housing off-site. All costs shall be borne by the Developer. Upon completion of Replacement Public Housing Unit, the Household shall be moved back to Sunnydale and into such Replacement Public Housing Unit.

Mercy Relocation Staff shall work with those Households who have an interest in permanently relocating to other replacement housing. It is not known at this time if SFHA will receive Section 8 housing choice vouchers ("HCV") or tenant protection vouchers ("TPV"), each of which may be offered to Households desiring to relocate away from Sunnydale.

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 775 Replacement Public Housing Units.

**Table 9: Total New Housing Units to Be Developed**

Unit Size	# Proposed	Proposed Size (SF)
1 BR	581	600
2 BR	796	850
3 BR	311	1,110
4 BR	12	1,300
<b>TOTAL</b>	<b>1,700</b>	

**Housing Survey**

At the time the first phase of Households are scheduled to move, there will be an estimated 50-60 vacant units to be available at Sunnydale 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 March 17, 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 Mercy Relocation Staff 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 DISPLACEMENT**

The San Francisco affordable housing landscape is undergoing a major repositioning. SFHA is in the process of implementing a plan to transfer much of its public housing portfolio to other owners. The majority, if not all, of the approximately six thousand (6,000) units to be removed from the public housing program and repositioned as privately-operated affordable housing will be rehabilitated concurrently with the initial phases of construction at Sunnydale. These non-Sunnydale units being rehabilitated and repositioned are assisted in part with RAD subsidies.

In addition, there are other mixed finance public/private housing projects funded in part by HOPE SF underway at the former Alice Griffith and Hunters View projects, and planned for the Potrero Hill project.

One impact on Sunnydale that these projects pose is constraining the supply of off-site housing that may be needed to accommodate the needs of the Households. This may require the Project to secure off-site relocation housing units sooner than needed. Should units be acquired sooner than needed, the Project will be impacted with additional costs. Should units not be secured soon enough to meet the demand, the schedule for the Project will be delayed.

## **H. RELOCATION ASSISTANCE PROGRAM**

### **Relocation Staff Availability and Responsibilities**

Mercy Relocation Staff are available to assist any Household with questions about relocation and/or assistance in relocating. Mercy Relocation Staff 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 vacate date of each Household.
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 Mercy Relocation Staff's relocation case files. At a minimum, each Household and non-residential occupant shall receive the following from Mercy Relocation Staff.

1. A relocation assistance informational brochure or statement. This notice will 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 Sunnydale. 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 Sunnydale. These notices shall be developed by OPC or Mercy Relocation Staff at a later date once all relocation program requirements are defined based on the final funding plan for 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 would 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 Mercy Relocation Staff 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 Mercy Relocation Staff 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 Mercy Relocation Staff 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 Housing**

As described earlier, it is expected that most Households shall be relocated to other vacant Sunnydale units temporarily and then relocated to a new construction replacement 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, Mercy Relocation Staff shall provide referrals to permanent replacement housing units that meet the needs of the Household.

Should it be needed, Mercy Relocation Staff shall provide transportation services to the Households to view potential replacement sites 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**

Mercy Relocation Staff shall meet with each Household to explain the moving assistance services that shall be made available to them. Mercy 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**

Mercy Relocation Staff 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 Sunnydale to other housing. In these cases, such Household may receive additional relocation benefits other than those stated above.

**Fixed Payment In-lieu of Actual and Reasonable Move Costs:** Should a Household move off site to permanent replacement housing instead of a Relocation 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**

<b># of Moveable Rooms</b>	<b>Typical Unit Size Equivalent</b>	<b>Payment Amount</b>
2 Rooms	Typical Studio	\$880
3 Rooms	Typical 1 BR	\$1,100
4 Rooms	Typical 2 BR	\$1,295
5 Rooms	Typical 3 BR	\$1,570
6 Rooms	Typical 4 BR	\$1,815
Additional Rooms	i.e. outdoor storage	\$250

**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 other replacement housing, 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 may 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 housing unit and the lesser of 30% of the gross income of such Household (ability to pay), or their displacement rent and utility costs at Sunnydale. This monthly differential shall then be multiplied by forty-two (42) 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 unit and the lesser of 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 \***

<b>1. Rent of Displacement Unit</b>	\$800	Displacement Rent plus Utility Costs
or		
<b>2. Ability to Pay</b>	\$750	30% of the Gross Household Income
<b>3. Lesser of lines 1 or 2</b>	<b>\$750</b>	
<b>Subtracted From:</b>		
<b>4. Actual New Rent</b>	\$950	Actual New Rent including Utility Allowance
or		
<b>5. Comparable Rent</b>	\$1,000	Determined by Agency; <u>includes</u> Utility Allowance
<b>6. <u>Lesser</u> of lines 4 or 5</b>	<b>\$950</b>	
<b>7. Yields Monthly Need:</b>	<b>\$200</b>	Subtract line 3 from line 6
<b>8. Rental Assistance</b>	<b>\$8,400</b>	<b>Multiply line 7 by 42 months</b>

***\*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 Sunnydale to their replacement site.

The non-residential displacees shall have 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 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 displaced person) in the process of moving;
- f)** Subject to certain limitations, any license, permit or certification required by the displaced 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*:
- k)** 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;
- l)** 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).
- m)** Actual, and reasonable expenses necessary to reestablish a displaced 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 displaced business:

- A) *Cannot* be a part of a commercial enterprise having *at least* 3 other establishments which are *not* being displaced 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 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 housing within 12 months after they vacate Sunnydale. All Households eligible to receive a payment must submit claims and supporting documentation for relocation benefits to Mercy Relocation Staff 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. Mercy Relocation Staff 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 Mercy Relocation Staff 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. Mercy Relocation Staff shall review and approve claims for payment or request additional information;
5. Mercy Relocation Staff 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 the displacee disputes the amount of payment they are 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 PRESCENCE 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 displaced 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 replacement housing referral. Appendix F provides a full description of the appeals process.

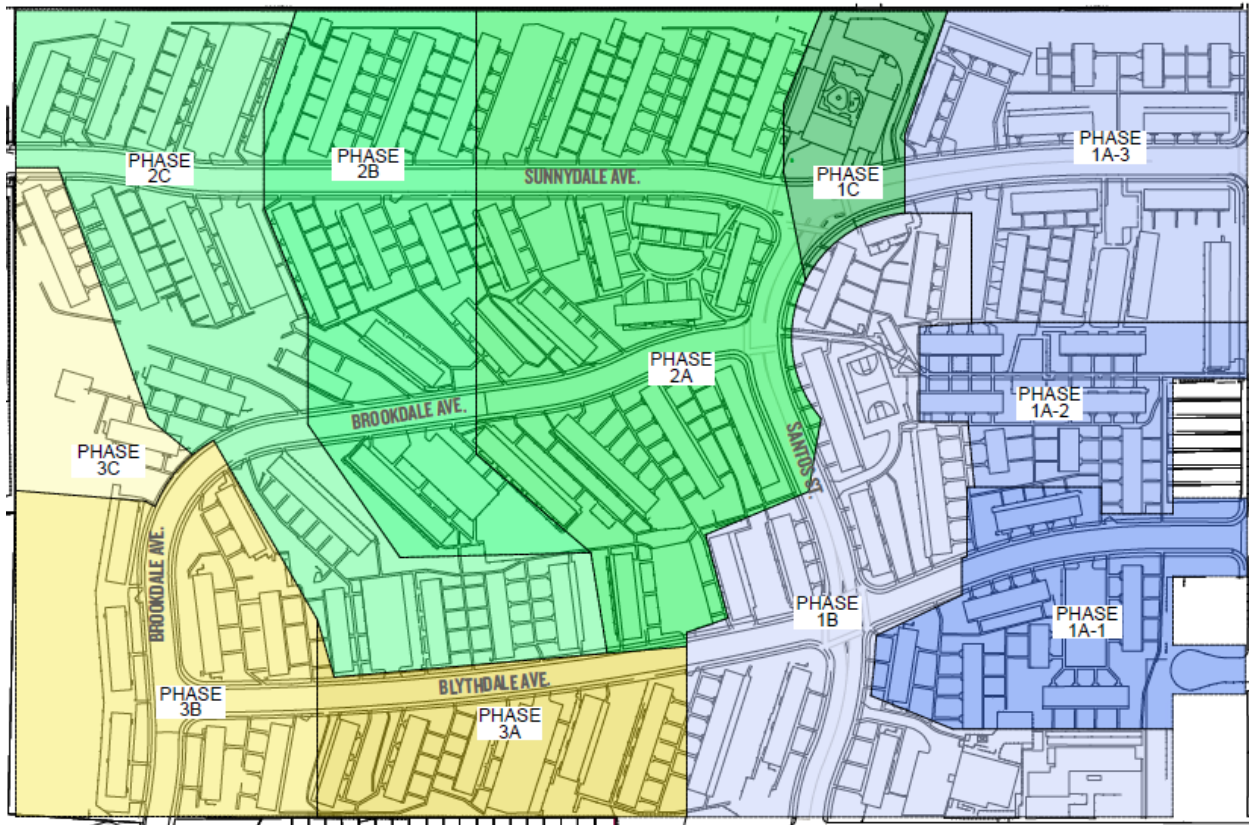


Should the appellant and the Developer and/or SFHA not be able to resolve the appeal, the appellant may forward an appeal to the Board. Households also have the right in accordance with the Ordinance to be heard before the Rent Stabilization Board. The Rent Stabilization Board has the authority to make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

## M. PROJECTED RELOCATION SCHEDULE AND PHASING PLAN

### Phasing Plan

Relocations shall occur in 11 phases. Figure 4 below provides a graphic description of the preliminary order of the phasing.



**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.

**Table 13: Relocation Phasing Analysis**

Phase	Est. Start	Est. Fin.	Units to be Demolished	# of Occupied Units Demolished	Relocation Housing Units Needed	On-site Relocation Housing Units Available (existing vacant and new construction)	Permanent Off-site Relocation Housing Units Needed	Total New Affordable and Replacement Housing Units Developed in Phase
"Q"	Q4 2017	Q2 2019	0	0	0	0	0	60
1A-1	Q2 2018	Q2 2020	52	48	48	58	0	83
1A-2	Q2 2018	Q2 2020	56	48	48	0	48	86
1A-3	Q2 2019	Q2 2021	78	69	69	131	0	138
1 B & 3C	Q3 2020	Q 2 2022	136	114	114	227	0	69
1 C	Q 3 2020	Q4 2021	24	20	20	227	0	68
2 A	Q 3 2021	Q3 2023	148	118	118	206	0	130
2 B	Q 4 2023	Q3 2025	92	66	66	190	0	72
2 C	Q4 2025	Q4 2027	101	65	65	107	0	68
3 A	Q1 2028	Q1 2030	44	23	23	86	0	69
3 B	Q1 2028	Q1 2030	23	19	23	86	0	68
3 C	Q1 2030	Q 2 2030	0	0	0	0	0	0

### **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 – March 2016
- Plan Public Comment Period: April 4, 2016 to May 4, 2016
- Mercy Relocation Staff Household Interviews: April – June of 2016
- Revise Relocation Plan per public comments and household interview data
- Board Adoption of Relocation Plan at Public Hearing: Summer 2016
- Relocation Status Update Meetings With Tenants: Periodically 2016 – 2030
- Relocations: 2017 – 2030

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

The relocation schedule shall be developed in greater detail by Mercy Relocation Staff once more detailed project schedules are available from the Developer. Mercy Relocation Staff 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. Mercy Relocation Staff shall prepare phase specific relocation plans, which plans shall serve as the primary form of update and expansion of the content of this Plan.

## **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 March 1, 2016.

The budget is considered conservative at this time and should 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.

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 its approval and 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 \***

<b>Cost Estimate Line Item</b>	<b>Estimated Cost</b>
Residential Relocation Costs	\$15,500,000.00
Non-residential Relocation Costs	\$240,000.00
<b>Total Relocation Cost Estimate</b>	<b>\$15,740,000.00</b>

***\*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)-day public review and comment period.

This Plan shall be made available to each Household and non-residential occupant for a thirty (30)-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 will be provided in English, Spanish, Chinese, Samoan, and Cambodian. Non-Sunnydale 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 April 4, 2016 to May 4, 2016.

A copy of this Plan shall be available for review at the following locations (all in San Francisco) beginning on April 4, 2016:

- Sunnydale Health and Wellness Center at 1711 Sunnydale Avenue
- Mercy Housing and YMCA office at 1657 Sunnydale Avenue
- SFHA Leasing Office at 1654 Sunnydale Avenue
- Boys & Girls Club at 1654 Sunnydale Avenue, Second Floor
- TURF at 1652 Sunnydale Avenue
- Vis Valley Strong Families at 1704 Sunnydale Avenue
- Samoan CDC at 2055 Sunnydale Avenue

This Plan may also be accessed online at [www.sfha.org](http://www.sfha.org) and [www.sfmohcd.org](http://www.sfmohcd.org). A summary of the draft version of this Plan shall also be presented at a Sunnydale resident meeting on Monday, April 4, 2016 at 5:30pm – 7:30pm at the Sunnydale Community Room at 1654 Sunnydale Avenue.

This Plan shall be presented for approval to the Board in the Summer, 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, PMP***  
***Senior Project Manager***  
***Overland, Pacific and Cutler***  
***7901 Oakport Street, Suite 4800***  
***Oakland, CA 94621***  
***Email: [cwakefield@opcservices.com](mailto:cwakefield@opcservices.com)***  
***Fax: (562) 304-2020***

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## A. RELOCATION TERMS GLOSSARY

## GLOSSARY OF RELOCATION TERMS

**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 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 displaced person(s).

**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 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 displaced 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 Agency may consider reasonable trade-offs for specific features when the replacement unit 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 displaced 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 displaced person on the private market; and (viii) Within the financial means of the displaced person: A replacement dwelling rented by an eligible displaced 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 displaced 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, comparable replacement rental housing is considered to be within the person's financial means if an 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 displaced 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 displaced 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 displaced person with a disability, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by such displaced person.

**Displacement** The act of requiring a displaced 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 displaced 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 displaced person.

**Displaced Person** (i) *General* the term *displaced 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 displaced*. The following is a nonexclusive listing of persons who do not qualify as displaced persons under this part: (A) A person who moves before the initiation of negotiations, unless the Agency determines that the person was displaced 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 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 displaced for a project. Such written notification shall not be issued unless the person has not moved and the 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.

**Fixed Residential Moving Cost Schedule** This schedule is used to calculate the amount of reimbursement that displaced persons may be eligible to receive if they decide to move their own personal property. The Federal Highways 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.

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

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

**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. The MOU shall be provided the occupant for review and signature prior to the expected move date.

**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 displaced 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.

**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 displaced 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. If Tenant-based Rental Assistance such as Section 8 Housing Choice Voucher is available to the displaced 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 displaced 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 displaced person elects to move to from the displacement dwelling. A displaced 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 Displaced Public Housing Tenants: URA, 104(d), California, and RAD Relocation Requirements<sup>1</sup>

	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"> <li>• Estimate of the number of households to be displaced 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</li> <li>• Estimate of comparable replacement housing available (including price ranges and rental rates).</li> <li>• Consideration of any special relocation advisory services that may be necessary from the housing authority and other cooperating agencies.</li> </ul> <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"> <li>• The number of individual residents to be displaced;</li> <li>• The type of counseling and advisory services the PHA plans to provide;</li> <li>• What housing resources are expected to be available to provide housing for displaced residents; and</li> <li>• An estimate of the costs for counseling and advisory services and resident moving expenses, and the expected source for payment of these costs.</li> </ul> <p>Relocation must be executed on a nondiscriminatory basis</p> <p>PHA must provide in <b>disposition application</b> the following information:</p> <ul style="list-style-type: none"> <li>• The number of occupied units;</li> <li>• A schedule for relocation on a month-to-month basis;</li> </ul>	<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"> <li>• Analysis of relocation needs</li> <li>• Projected dates of displacement</li> <li>• Analysis of comparable housing resources</li> <li>• Description of relocation advisory services</li> <li>• Description of relocation payments</li> <li>• Cost of carrying out relocation plan</li> <li>• Last resort housing plan if necessary</li> <li>• Temporary relocation plan if applicable</li> <li>• Plans for citizens participation</li> <li>• Comments from relocation committee if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Written relocation plan is not required but strongly encouraged</li> <li>• Must conform w/ URA 49 CFR 24.205(a)</li> <li>• Relocation budget</li> <li>• Certificate of URA Compliance</li> </ul> <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"> <li>• A general description of the project and the site, including acq., demolition, rehab, and construction activities and funding sources;</li> <li>• 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;</li> <li>• Info on occupancy (including the # of residents, residential owner-occupants and non-residential occupants, if any, to be permanently or temp relocated);</li> </ul>

<sup>1</sup> 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"> <li>• Info on relocation needs and costs (including the # of residents who plan to relocate with Section 8 assistance);</li> <li>• General moving assistance info;</li> <li>• Temp move assistance (including info on duration of temp moves);</li> <li>• Permanent move assistance; and</li> <li>• Appeals process</li> </ul>
Moving & Related Expenses (PHA unit move to a PHA unit)	<p>PHA choice!</p> <ul style="list-style-type: none"> <li>• PHA move resident with force account staff or contractor (\$100 allowance to resident), or allow resident to choose:                             <ul style="list-style-type: none"> <li>○ Payment for actual costs of a self-move, or</li> <li>○ Payment for self-move at DOT schedule amount</li> </ul>                             Or                             <ul style="list-style-type: none"> <li>○ A combination of both</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Actual and reasonable relocation expenses</li> </ul>		<p>PHA choice!</p> <ul style="list-style-type: none"> <li>• PHA move resident with force account staff or contractor (\$100 allowance to resident), or allow resident to choose:                             <ul style="list-style-type: none"> <li>○ Payment for actual costs of a self-move, or</li> <li>○ Payment for self-move at DOT schedule amount</li> </ul>                             Or                             <ul style="list-style-type: none"> <li>○ A combination of both</li> </ul> </li> <li>• PHA responsible for covering all reasonable moving expenses incurred in connection with temporary relocation of a resident.</li> <li>• 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</li> </ul>

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



	URA	Section 18	California Law	RAD
Notices	<ul style="list-style-type: none"> <li>• General Information Notice (GIN)</li> <li>• Notice of Eligibility or Non-displacement at ION</li> <li>• 90 day notice to vacate</li> </ul>	<ul style="list-style-type: none"> <li>• 90 day notice to move</li> </ul>	<ul style="list-style-type: none"> <li>• General Information Notice (GIN) within sixty days of Initiation of Negotiations</li> <li>• Notice of Eligibility o</li> <li>• 90 day notice to vacate</li> </ul>	<ul style="list-style-type: none"> <li>• General Information Notice (GIN)</li> <li>• RAD Notice of Relocation</li> <li>• Notice of Intent to Acquire</li> <li>• URA Notice of Relocation Eligibility-for residents whose temporary relocation exceeds one year</li> <li>• 90 day notice to vacate</li> </ul>
Services	<ul style="list-style-type: none"> <li>• Advisory services                             <ul style="list-style-type: none"> <li>○ Determine resident needs and preferences</li> <li>○ Explain payments and assistance</li> <li>○ Current and continuing information on comparable housing</li> <li>○ Inspection of replacement housing</li> <li>○ Assistance filling out claim forms</li> <li>○ Mobility counseling</li> <li>○ Transportation to inspect replacement housing</li> <li>○ Advice on other assistance sources</li> <li>○ Information on federal and state housing programs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Necessary counseling</li> <li>• Mobility counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory services                             <ul style="list-style-type: none"> <li>○ Determine resident needs and preferences</li> <li>○ Explain payments and assistance</li> <li>○ Current and continuing information on comparable housing</li> <li>○ Inspection of replacement housing</li> <li>○ Assistance filling out claim forms and applications</li> <li>○ Mobility counseling</li> <li>○ Transportation to inspect replacement housing</li> <li>○ Advice on other assistance sources</li> </ul> </li> <li>• Information on federal and state housing programs</li> <li>• Inform all persons about eviction policies</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory services                             <ul style="list-style-type: none"> <li>○ Determine resident needs and preferences</li> <li>○ Explain payments and assistance</li> <li>○ Current and continuing information on comparable housing</li> <li>○ Inspection of replacement housing</li> <li>○ Assistance filling out claim forms</li> <li>○ Mobility counseling</li> <li>○ Transportation to inspect replacement housing</li> <li>○ Advice on other assistance sources</li> <li>○ Information on federal and state housing programs</li> </ul> </li> <li>• 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</li> <li>• Must also inform residents of their fair housing rights</li> <li>• 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 <a href="http://www.hud.gov">http://www.hud.gov</a>.</li> </ul>

	URA	Section 18	California Law	RAD
Aliens not lawfully present in country	<ul style="list-style-type: none"> <li>Aliens not lawfully in the country are not eligible for relocation benefits</li> </ul>	<ul style="list-style-type: none"> <li>No prohibition on benefits for illegal aliens</li> </ul>	<ul style="list-style-type: none"> <li>No prohibition on benefits for illegal aliens</li> </ul>	<ul style="list-style-type: none"> <li>Aliens not lawfully in the country are not eligible for relocation benefits</li> </ul>
Impact of eviction on eligibility	<ul style="list-style-type: none"> <li>Persons who are evicted before or after initiation of negotiation are ineligible for benefits</li> </ul>	<ul style="list-style-type: none"> <li>No provisions</li> </ul>	<ul style="list-style-type: none"> <li>Eviction does not impact eligibility for benefits. Displaced 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.</li> </ul>	<ul style="list-style-type: none"> <li>Persons who are evicted before or after initiation of negotiation are ineligible for benefits</li> </ul>

**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 MEETING MATERIALS

## **Frequently Asked Questions and Answers about Sunnydale HOPE SF and Relocation**

February 3, 2016

### **1. What is Sunnydale HOPE SF?**

Sunnydale HOPE SF is the revitalization of the Sunnydale-Velasco public housing into a new healthy, mixed income neighborhood. Sunnydale-Velasco residents and Visitacion Valley neighbors worked with Mercy Housing and Related California for almost two years to create the Sunnydale HOPE SF master plan. The master plan includes up to 1,700 affordable and market rate housing units, including replacement housing for existing residents, new parks and community garden, new streets and utilities, and a new neighborhood hub with retail, child care, after school programs, and recreation and fitness for the entire family.

### **2. What is HOPE SF?**

Sunnydale is part of the City's HOPE SF Initiative to transform physically isolated public housing complexes into vibrant, healthy neighborhoods with new housing, streets, parks and open spaces and community facilities. HOPE SF is also about investing in our residents with vital services and supports so that residents are healthier, safer, and can achieve educational and economic gains.

### **3. When will construction for the revitalization of Sunnydale begin? How long will it take?**

Construction of the first two affordable housing developments, Housing Blocks 6A and 6B, are planned to start in late 2017 or early 2018. The construction at Sunnydale will be divided into phases, with new streets and sidewalks, utilities, and housing. Some later phases will also include new parks and neighborhood serving facilities, such as a community center. The total construction period is 13 years or longer, depending on funding. Residents will not have to move until the building is scheduled for demolition, and then only after they have been provided either a Relocation Unit on or off site.

### **4. Will my rent change once the new housing is built?**

No. Rent levels in the new community will still be based on 30% of your income, just as it is now. Your rent will only change for the same reasons it could change now: for instance if your income changes or your family size changes.

### **5. Will the Housing Authority still be my landlord?**

No, the Housing Authority will not own the new housing nor be the landlord. Instead, an affiliate of Mercy and Related will own the new Sunnydale buildings with public housing replacement units. Mercy Housing and Related California are affordable housing developers committed to providing permanent affordable housing to low-income households.

While the buildings will not be owned and managed by the San Francisco Housing Authority, the Housing Authority will keep ownership of the land and lease the land to each building's new owner. By keeping ownership of the land, the Housing Authority can make sure that the housing always stays affordable.

**6. How will the design of each building be determined?**

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

**7. Can I have a pet in my new apartment?**

Mercy/Related will organize a series of community meetings in the future to address house rules, including policies about pets. You will be invited to participate in those meetings to provide input on house rules.

**8. How long will the new development remain affordable?**

At minimum the housing will remain affordable for a period of 99 years. It is the intention of the Authority, the City, and Mercy/Related that the housing will remain affordable forever.

**9. Will the rebuilding of Sunnydale generate employment opportunities for residents?**

Mercy/Related will be working with the City's City Build program, and other local job training organizations, to help prepare residents for construction-related jobs, as well as other employment opportunities that may arise through the development process. In addition, Mercy/Related will be required to comply with the Authority's Resident Hiring Requirement.

**10. After relocation, will I be able to move into new housing?**

Yes, all existing Sunnydale households in good standing will have a right to new housing when construction is completed.

**11. What does good standing mean?**

Good standing means the household has not been evicted or served with a summons and complaint for eviction by the San Francisco Housing Authority by the time the household receives a written Notice of Eligibility for relocation benefits, which is given to the household at least 90 days before it is time for the household to move. 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! Please see “Right to Return for Potrero and Sunnydale HOPE SF” handout for more information.

**12. What is a Relocation Plan?**

A Relocation Plan is a document that outlines the San Francisco Housing Authority’s and Mercy/Related’s obligations to provide assistance to families who have to relocate because of new development. The Plan defines what laws apply, and estimates the budget necessary to carry out relocation activities. A Relocation Plan is required by the State of California and HUD in order to carry out the revitalization of Sunnydale.

**13. Will residents have the opportunity to participate in the creation of the Relocation Plan?**

Yes. Residents are invited to community meetings to learn about the Relocation Plan, and to provide input on what the Plan says. In addition, Mercy’s Relocation Coordinators will interview each household to learn how Mercy/Related can meet the relocation needs of residents.

**14. Who approves the Relocation Plan?**

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

**15. When will I have to move?**

The new revitalized Sunnydale will be constructed in phases and is estimated to take approximately 13 years or more. Existing households will not have to move until demolition or construction is scheduled for the area where you live. The first phase of demolition could begin in Fall 2017 at the area around Sunrise and Hahn. Households living in different areas of Sunnydale will relocate at different times.

**16. What moving assistance will be provided to my household?**

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

**17. How will I be notified of what relocation assistance I will be eligible to receive?**

You will get a written Notice of Eligibility (NOE) describing these relocation benefits at least 90 days before you will be required to move, and you will receive relocation advisory assistance before that. If you move before you receive a NOE you will not be eligible for relocation assistance and benefits.

**Households should not move out of Sunnydale until they receive a NOE. If they move prior to receiving the NOE, they may forfeit their rights to receiving relocation assistance and their right to return to a new unit at Sunnydale.**

**18. What relocation assistance is available to households who voluntarily moved after they received the General Information Notice (GIN)?**

Households who voluntarily move after the receipt of the GIN and prior to receiving a Notice of Eligibility (NOE) are not eligible to receive relocation assistance. Former residents that have already moved who feel they are eligible to receive relocation assistance may request a review of their case to the San Francisco Housing Authority. **Again, please note that households should not move out of Sunnydale until they receive a NOE. Should they move prior to receiving the NOE they may forfeit your rights to receiving relocation assistance and their right to return to a new unit at Sunnydale.**

**19. Will my household be required to leave the Sunnydale community during construction?**

Every attempt will be made to accommodate as much relocation on-site as possible. However, it is possible that some households will be offered the opportunity to voluntarily relocate off site during construction. If such off-site



relocation is offered, Mercy/Related will identify households that want to voluntarily move, and pay for all required relocation expenses.

**20. Will vouchers be available to families that do not want to move into the new units?**

A certain number of vouchers may be issued to households that meet the eligibility requirements for Section 8 rental assistance. The availability of vouchers has not yet been determined.

**21. What are next steps?**

The next step is to develop a Relocation Plan. You are encouraged to participate in one of the upcoming Relocation Planning meetings, as well as to schedule your one-on-one conversation with one of Mercy’s Relocation Coordinators. After the completion of the Relocation Plan, the SFHA will submit an application to HUD to allow for the revitalization process to begin.

**Mercy/Related HOPE SF Contacts:**

Community Liaisons: Lafu Seamanu and Larry Jones, 415-825-5103, 1711 Sunnydale Avenue [LSeamanu@mercyhousing.org](mailto:LSeamanu@mercyhousing.org) and [LarJones@mercyhousing.org](mailto:LarJones@mercyhousing.org)

Samoan: Lafu Seamanu 415-825-5103 [LSeamanu@mercyhousing.org](mailto:LSeamanu@mercyhousing.org)

Chinese: Paul Lam 415-885-0362 [PLam@mercyhousing.org](mailto:PLam@mercyhousing.org)

Spanish: Carmen Hernandez 831-383-1871 [CHernandez@mercyhousing.org](mailto:CHernandez@mercyhousing.org)

Mercy Relocation Coordinator: Carmen Hernandez, 831-383-1871, [CHernandez@mercyhousing.org](mailto:CHernandez@mercyhousing.org)

## **Right to Return for Potrero and Sunnydale HOPE SF**

Households living in public housing at Potrero, Potrero Annex, and Sunnydale-Velasco Public Housing sites 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 and Sunnydale 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. Sunnydale households in good standing will be offered a new housing unit in the revitalized Sunnydale 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, Sunnydale Property Manager: [scottr@SFHA.ORG](mailto:scottr@SFHA.ORG) 415.715.2311

Kendra Crawford, Sunnydale Property Supervisor [crawfordk@SFHA.ORG](mailto:crawfordk@SFHA.ORG)  
415.715.3811

Kim Reeder, Potrero Property Manager: [reederk@SFHA.ORG](mailto:reederk@SFHA.ORG) 415.715.2225

Miguel Paltao Jr., Potrero Property Supervisor [paltaom@SFHA.ORG](mailto:paltaom@SFHA.ORG)  
415.715.2025

## Relocation Process Handout

### Relocation Time Line



## D. RESIDENT MEETING DOCUMENTATION

## Meeting 1 Agenda

**Sunnydale HOPE SF Resident Relocation Planning Meeting #1**  
**Thursday February 11, 2016 at 5:30pm – 7:30pm**  
**At Sunnydale Community Room**

### AGENDA

- 5:00pm** Dinner buffet
- 5:30pm** Welcome! *By Larry*  
Introductions  
Review Ground Rules and Agenda
- 5:45pm** Sunnydale HOPE SF Master Plan and Construction *By Ramie*  
Phasing, Timing, and Relocation
- 6:15pm** What is Right to Return and Good Standing? *By David*
- 6:30pm** What Should I Know About Relocation? *Rosalba*
- ❖ Relocation laws protect residents.
  - ❖ Households will be provided relocation counseling and assistance.
  - ❖ Residents should be engaged in the Sunnydale Relocation Plan.
  - ❖ Each household should be interviewed by Relocation Coordinator.
  - ❖ Resident households need to remain in good standing until the move to be eligible for relocation benefits.
- 7:00pm** Coming up *By David*
- ❖ Relocation Planning meeting #2 on Saturday Feb 27 at 11am – 1pm
  - ❖ Please sign up for your Household Interview
  - ❖ Raffle!

Thank you for your participation!

### GROUND RULES FOR THE MEETING

1. Participation is important.
2. Listening is important.
3. We will all be respectful.
4. Only one conversation at a time.

## Meeting 1 Notes

### Sunnydale Meeting Notes

#### Relocation Meeting 1: February 11, 2016

##### Presentation Notes

- **Introduction:** Larry Jones led off and introduced Mercy team (Ramie Dare, David Fernandez, and Wellness Staff), SFAH and MOHCD staff.
- **Ground Rules for this Meeting by Larry:** 1) Participate, it's important and we want to hear what you have to say; 2) Listen and pay attention; 3) Be respectful; and 4) One conversation at a time. Translators are providing assistance to non-English speakers.

##### ***Project Overview – Ramie Dare***

- **Intro:** Last week we had a design meeting for the two first buildings, there will be another design meeting in April or May. Will be additional relocation topic meetings as well. Invited attendees to view the site plan, elevation and other boards provided. Master plan reflects the residents input for a healthier, more prosperous, and better environment for families and children.
- **Construction/Design:** Up to 1700 new units at the new Sunnydale. Goal to make street pattern more like a grid so it is easier to get around. Replacing all units. Replacement housing to be based on 30% of income similar to current conditions. Adding more affordable housing. Building market rate units as well. The market rate and affordable buildings have been identified. Community wanted a Community Center for gathering, fitness, child care facilities, and after school programs. Space for new health and wellness center, child care and neighborhood serving retail to be incorporated into mixed use building across from the Community Center. . Park space being added. Community garden and orchards proposed. Together these will be a neighborhood Hub. KEY is the community created the plan.
- **Phasing:** 50 acre site. Phase 1 is approximately 85 apartments, 4 stories, new streets to create a block for the new housing. Phase 2 will also be approximately 85 units. Phase 3 will be on Sunnydale Ave w/ HUB and additional units.....Going block by block to create new housing and infrastructure. Phase plan map provides projected years of development. Schedule can be affected by permits and funding.
- **Timing:** Phase 1 construction to start in 2017 at the earliest. Relocation interviews starting April 2016.

***Right to Return/Good Standing – David Fernandez***

- Every Sunnydale household is entitled to a revitalized unit.
- The household though must be in good standing – have not been evicted or been served a summons and complaint.
- How do the stay in good standing and maintain Right to Return and relocation assistance? 1) Pay rent; 2) Make sure all persons are added to the lease through the Add Lease Program (SFHA); 3) If a household is in a payment plan, it is in good standing.
- Maintaining good standing is key to maintaining the household's right to return and their right to relocation assistance.

***Relocation Details - Rosalba Navarro-Jindrich***

- First step for Mercy's Relocation Team is to do one on one interview with the residents.
- Typically, residents are moving offsite temporarily. In this project, Mercy using housing resources within the Sunnydale community to provide housing to those required to move from their current unit.
- Mercy to do individual building and household relocation plans. OPC to prepare master relocation plan.
- Start off with outlook that everyone is good standing.
- Everyone stays onsite within community unless needs require them to move off the site.
- Mercy team to work with household to identify best location to move to temporarily.
- Mercy to hire movers. Mercy to provide counseling services. Mercy to pay for utility transfer fees if any.
- Residents protected by law. Not just Mercy's word.
- Mercy will provide written communications in household's primary language. If Mercy needs to use a translator they will to ensure needs are met.
- Mercy able to start scheduling interviews tonight. Interviews typically to take an hour.

**Attendees Questions/Answers (All from Residents Unless Otherwise Noted)**

1. Phasing: When started where are we being moved to? Plan is to move residents to empty unit away from the phase and then into a new housing unit. Some phases may be able to move directly into a new housing unit.
2. Starting at Blythedale? Yes. Will open up street to create a new Blythedale through-street through Sunrise Way.
3. I have a 3 BR, but I want my own space. Grandson is sharing room with his mother. Will we have same arrangements temporarily? Mercy's relocation team



will meet with the households to get info to plan move. Question maybe better asked there.

4. Where will we move to? Will depend upon the availability of temporary units and their location.
5. Will people have to move even if their unit is not being demolished? In cases where infrastructure work may be occurring a household will also need to move.
6. Will I come back to the same area after the new housing is built? Maybe. One of the purposes of the interviews is to understand what household wants to do.
7. Ratio of affordable to market rate? 60% of the total units are planned as affordable apartments, including the replacement units and new affordable units. 40% of the units are planned as market rate, although the actual % may be lower.
8. Is there a contract to ensure 40% of non-replacement will be market rate? The number of replacement units is committed. The number of market rate units actually constructed is a goal.
9. I had a 3-Day Notice to Quit/Complaint... But Was Straightened Out. Am I in Good Standing? Yes if it's been taken care and completely resolved.
10. I am in a payment plan and paying? Am I in good standing? Yes. Compliance must be maintained.
11. Will space for live in care and other reasonable accommodations be provided in new housing? Yes.
12. Will disabilities be taken into account during relocation? Yes. Interviews will be used to determine household needs and services to be provided.
13. Will senior housing be built? Yes.
14. What's age requirement for senior housing? Seniors must be 62 years and older
15. When is the first phase start? 2017.
16. Can a household be directly transferred to new unit? Depends on where the household is within the phase. Also in some cases a household may be sensitive to construction noise, dust and may not be able to because of their needs.
17. When will I know when I have to move? Mercy relocation team will provide each household with a handout stating the approximate phasing timeline and when they may move.
18. Will there be washers/dryers in all units? Who makes the decisions who gets them? Mercy will need to investigate feasibility and funding availability. Mercy knows the residents want W/D in the units. In order to maintain cost and property it may not be possible to afford the W/D.
19. What is the final completion date? Goal to complete in 13 years.
20. Will there be a laundry room onsite? Will we have to pay? In the affordable apartment buildings with the replacement units there will be laundry rooms. Typically they are card or coin operated so residents would pay.

21. Will there be opportunities for apprenticeships, journey-man-ships ect.? Youth job opportunities? Mercy starting to look at how the can employ residents for construction and other employment opportunities. Mercy to work w/ City Build. Mercy supports idea of doing construction related focus groups.
22. Will there be provisions to require contractors to hire people without high school diploma/GED or driver's license? Needs to be addressed at future meeting.
23. Additional laundry room questions raised. Follow-up answers will have to be provided.
24. When does construction start? Phases 1 and 2 in 2017 at the earliest.
25. Does household sign a contract to go back to own house? Household will not go back to same unit. Same location is possible. Will be opportunities to move to other part of the property.
26. Will there be a plan to help elderly and disabled? Yes. Residents will be housed in accessible units and in locations that help them with health related issues i.e. noise and dust.
27. Are the replacement units going to be smaller? No. In some cases may be larger.
28. Will utilities be paid for in temporary housing? The household will only pay for the utilities they presently pay in their current unit. In the household's permanent replacement unit the water, sewer, gas, and trash are included in rent, tenants to pay electric bill as well as consumer accounts such as phone and cable.
29. Will laundry be accessible? Yes.
30. Will utilities be affected in units where construction is not occurring? All steps taken to ensure utilities aren't disrupted in areas where construction and demo is not occurring. These factors could impact the schedule.
31. Last time you said nothing changes. But tonight you are saying things are changing like the elderly and that we will have to pay for PG&E. Ramie to check regulations to verify if the rent at the 30% of income covers utilities.
32. How is 30% calculated? Calculated based on all adults with income.
33. Tenants want to keep their W/D. Mercy hears this.
34. Will Mercy help me sell my W/D? TBD.
35. Will W/D hookups be provided? TBD.
36. Will senior housing or units for the elderly have accessible fire escapes? New buildings to have elevators. Fire code requires space to get ladders up to the bedroom windows. Mercy will develop a fire and emergency response plan.
37. Hunters Point Shipyard people weren't able to move back because rents went up and could not afford it. Local law states that Sunnydale households have a right to return to a new unit at a rent of 30% of household income.
38. What if someone in your household has been in jail? If household is in good standing, it has right to return to a new unit.

## Meeting 2 Agenda

**Sunnydale HOPE SF Resident Relocation Planning Meeting #2**  
**Saturday February 27, 2016 at 11:00am-1:00pm**  
**At Sunnydale Community Room**

### AGENDA

- 10:30am** Brunch Buffet
- 11:00am** Welcome! *By Larry*  
Introductions  
Review Ground Rules and Agenda
- 11:15am** Sunnydale HOPE SF Master Plan and Construction *By Ramie*  
Phasing, Timing, and Relocation
- 11:45am** What is Right to Return and Good Standing? *By David*
- 12:00pm** What Should I Know About Relocation? *Rosalba*
- ❖ Relocation laws protect residents.
  - ❖ Households will be provided relocation counseling and assistance.
  - ❖ Residents should be engaged in the Sunnydale Relocation Plan.
  - ❖ Each household should be interviewed by Relocation Coordinator.
  - ❖ Resident households need to remain in good standing until the move to be eligible for relocation benefits.
- 12:30pm** Coming up *By David*
- ❖ Relocation Planning meeting #3 on Monday April 4, 5:30pm-7:30pm
  - ❖ Please sign up for your Household Interview
  - ❖ Raffle!

Thank you for your participation!

### GROUND RULES FOR THE MEETING

1. Participation is important.
2. Listening is important.
3. We will all be respectful.
4. Only one conversation at a time.

## Meeting 2 Notes

### Sunnydale Meeting Notes

#### Relocation Meeting 2: February 27, 2016

##### Presentation Notes

- **Introduction:** Larry Jones led off and introduced Mercy team (Ramie Dare, David Fernandez, and Wellness Staff), SFHA and MOHCD staff. Larry encouraged residents to help spread the word on the meetings. Larry and his team have been flyer-ing.
- **Ground Rules for the Meeting by Larry:** 1) Participate, it's important and we want to hear what you have to say. Please speak up and ask your questions and let us know what is on your mind; 2) Listen and pay attention; 3) Be respectful; and 4) One conversation at a time. Translators are providing assistance to non-English speakers.

##### ***Project Overview – Ramie Dare, Mercy Housing***

- **Intro:** Ramie welcomed residents. Asked how long people have been residing at Sunnydale. Some have been here as long as 25 years. Mercy has been working on planning project and meeting with residents since 2008. Ramie asked residents to look at the elevations and plans on their tables.
- **Project:** The new Sunnydale is for you. All of the new housing , streets and neighborhood facilities are to be constructed so that you all can have better quality of life.
- **Protections:** there are many protections for the residents such as Right to - Return (R2R).
- **Previous Meeting:** Today's meeting agenda is same as the meeting on the 11<sup>th</sup> of Feb.
- **Construction and Design:** Sunnydale will be constructed with all new units, utilities, and streets and a . new neighborhood hub. YMCA may locate at the site to help create a more robust neighborhood community center. Many details repeated from Feb. 11 meeting.
- Replace existing units one for one, add other affordable units, and market rate units.
- **Phasing and Timing:** First new buildings to be constructed near Hahn and Sunrise area. Blythedale to be reconstructed. Phase I construction to start Fall of 2017 at the earliest. HUB area will include senior housing. Schedule is driven by

funding and permitting. Approximately 13 years to build out. Many details repeated from Feb. 11 meeting. Biggest site in San Francisco.

- **Relocation Overview:** Some households will first move to vacant units at Sunnydale and then move into a newly constructed unit. Some households may be able to move directly into new unit. There may be an opportunity for some households to move away from Sunnydale; this opportunity will depend on HUD subsidy guidelines. Mercy's Relocation Department staff to meet with each household. Existing households will have housing during construction; however, locations will vary by phase. Mercy preparing a master relocation plan. Plan expected to be released for resident review. Tenant utility cost paid by Mercy/Related during relocation period.
- **New Rent and Utilities:** Household rent is now at 30% of income. In the newly constructed unit, the new electricity service will not be included in rent as is now. Each household will have to establish their own account and pay their bill. When 30% of income to determine rent is calculated there will be a reduction of this amount to account for the electric utility bill. For example, if 30% of a household's income is \$300 and utilities is \$30, the rent will be \$300 less the \$30 utility allowance. HUD's utility allowance must be used to reduce the rent, so their may still be some out of pocket utility costs. Water, sewer, and trash will be paid by the landlord.
- **Washers and Dryers:** Mercy/Related researched and considered residents' request to include washer and dryer machines in the units. However, the new affordable units will not include washers and dryers. Installation of W/D requires additional plumbing and gas lines and increases construction costs. W/D also increases utility cost. Each new apartment building will have laundry rooms. Laundry rooms will include security measures and will be accessible. Best efforts to be made to add additional laundry rooms per building. NOTE: Recording of tenant questions related to this topic was recorded but limited to a few.

***Right to Return/Good Standing – David Fernandez, Mercy Housing***

- Every Sunnydale household is entitled to a revitalized unit. Everyone in good standing will have ability to move to a new unit.
- Good standing means the household has not been evicted or been served with a summons and complaint.
- How to stay in good standing and maintain right to return and relocation assistance? 1) Pay rent; 2) Make sure all persons are added to the lease through the Add Lease Program (SFHA); 3) If a household is in a payment plan, it is in good standing.
- Maintaining good standing is a key to maintaining the household's and their right to relocation assistance.

- David asked if the residents if they have questions regarding right to return? No questions asked immediately, however, some are reflected below raised later.

***Relocation Details - Rosalba Navarro-Jindrich, Mercy Housing***

- Mercy relocation team to implement plan. Relocation of residents must follow state and federal laws that protect residents.
- Key is that households need to remain in good standing with SFHA in order to be eligible to receive relocation assistance. .
- No households will be moved in 2016. However, Mercy would like to meet with each household in 2016 to plan the relocation.
- Under relocation law, residents will do not pay for moving or additional housing cost.
- Professional movers to provide packing and moving help including materials and labor.
- Utility transfer fees will be reimbursed.
- Same assistance to be provided for move to and from temporary housing.
- Mercy will provide debris hauling services.
- SFHA will soon be sending out a General Information Notice. Any residents who move after receiving the GIN will not be eligible for relocation assistance. PLEASE DO NOT MOVE!
- If household needs a larger unit, residents need to start working with SFHA now. Contact for SFHA is provided in agenda packet. Right sizing for units needs to occur prior to relocation.

**Attendees Questions/Answers (All from Residents Unless Otherwise Noted)**

1. **What if temporary housing is not available at the size that the household needs, for example we need a 3 bedroom or 4 bedroom and there are only 2 bedroom units?** Ramie asked Rosalba to address in her presentation.
2. **Lady on Hahn and Blythedale. Please explain phasing map. How do we read it to determine order of phasing?** This is in the first phase. Phasing generally from bottom up. Asked residents to come up to map to see where they are in the phasing.
3. **At Hunters View the bedrooms ended up being smaller and people had to get rid of furniture. Same here?** No, units will be the same size as current units and the units are all flats on one level. Architect will show a unit plan with the furniture lay out at future design meeting.
4. **Will residents be able to work on project? What's the percentage? Who helps place?** SFHA places goal of 25% of work hours to be by public housing residents. Mercy will develop to plan to assist residents get work. City Build will

be involved and will be organizing resident's access to jobs; primarily construction jobs.

5. **Will we have to get rid of our W/D?** Yes when it's time we will help sell W/D.
6. **There are so many people how will you be able to accommodate us all with laundry facilities?** Mercy will use a ratio based on household size to determine number of machines and size of facilities.
7. **All my grandkids are on my lease. If I moved out to senior housing by myself, would rest of family get a 3 bedroom or 4 bedroom as well?** Household cannot split into two units. Everyone in the household would have to all move into another four bedroom. The household's right to return is limited to one project unit.
8. **Will security be hired?** Building access will be controlled to residents of that building only. Some units will have entries directly from the street.
9. **How can we sign up for interviews?** Ruth and Carmen are available today to schedule your interview. Please sign up as soon as possible so we can meet with you. Need to occur this year. Future interviews will occur prior to moves.
10. **Will units have to be in good condition for me to be in good standing?** Good standing only applies to status of compliance with lease agreement and not condition of the unit.
11. **What about parking?** The new buildings will have secure garage parking for residents of that building.
12. **Can access to a laundry room be limited to persons residing around that laundry room?** That is a good idea; Mercy will look into it.
13. **Independent housing?** Resident question relates to accessing unit from the street. Some buildings will have units with entrances directly off the street, but most units will be accessed by an elevator entered into from inside the building.
14. **Will be have to or be able to move to other parts of the City?** Yes it is possible. During the interview please express your desire to move to another part of the City.
15. **I have recently had another child. How do I get a larger unit?** Start working with SFHA now.
16. **What if you can never get the size unit you need?** That's why you need to start working with SFHA now to try to get that done now.
17. **Do we still direct property management issues to SFHA?** Yes. Mercy/Related will not become your landlord until you move into a newly constructed unit.



Sponsored by Vis Valley Strong Families and Samoan CDC

## UPCOMING MEETINGS

### SUNNYDALE FOCUS GROUP MEETINGS

On RIGHT TO RETURN AND RELOCATION

#### CHINESE LANGUAGE FOCUS GROUP

TUESDAY MARCH 15, 2016 AT 12NOON - 1:30PM  
AT SUNNYDALE COMMUNITY ROOM, 1654 SUNNYDALE AVE.

#### SPANISH LANGUAGE FOCUS GROUP

TUESDAY MARCH 15, 2016 AT 2:30PM – 4:00PM  
AT SUNNYDALE COMMUNITY ROOM, 1654 SUNNYDALE AVE.

#### SAMOAN LANGUAGE FOCUS GROUP

WEDNESDAY MARCH 16, 2016 AT 11AM – 12:30PM  
AT SAMOAN CDC, 2055 SUNNYDALE AVE.

#### SENIORS FOCUS GROUP

WEDNESDAY MARCH 16, 2016 AT 2:00PM – 3:30PM  
AT SUNNYDALE COMMUNITY ROOM, 1654 SUNNYDALE AVE.

**\*Transportation available for the Seniors Focus Group.**

**\*Please call Lafu or Larry at 415-825-5103 to reserve a pick up.**

For more information or questions please contact your Mercy/Related HOPE SF Community Liaisons:  
Lafu Seumanu: [LSeumanu@mercyhousing.org](mailto:LSeumanu@mercyhousing.org) or Larry Jones: [LarJones@mercyhousing.org](mailto:LarJones@mercyhousing.org)  
Phone: 415-825-5103 | Office: 1711 Sunnydale Ave.





Patrocinado por Vis Valley Strong Families y Samoan CDC

## PRÓXIMAS REUNIONES

### SESIONES DE GRUPOS DE DISCUSIÓN DE SUNNYDALE

Sobre **EL DERECHO AL RETORNO Y LA REUBICACIÓN**

#### GRUPO DE DISCUSIÓN EN CHINO

MARTES 15 DE MARZO, 2016 A LAS 12 DEL MEDIODÍA-1:30 P. M.  
EN LAS SALA COMUNITARIA DE SUNNYDALE, 1654 SUNNYDALE AVE.

#### GRUPO DE DISCUSIÓN EN ESPAÑOL

MARTES 15 DE MARZO DE 2016 A LAS 2:30 P.M. – 4:00 P.M.  
EN LAS SALA COMUNITARIA DE SUNNYDALE, 1654 SUNNYDALE AVE.

#### GRUPO DE DISCUSIÓN EN SAMOANO

MIÉRCOLES 16 DE MARZO DE 2016 A LAS 11 A. M. -12:30 P. M.  
EN SAMOAN CDC, 2055 SUNNYDALE AVE.

#### GRUPO DE DISCUSIÓN PARA PERSONAS MAYORES

MIÉRCOLES 16 DE MARZO DE 2016 A LAS 2:00 P.M. – 3:30 P.M.  
EN LAS SALA COMUNITARIA DE SUNNYDALE, 1654 SUNNYDALE AVE.

**\*Transporte disponible para el grupo de discusión para personas mayores.**

**\*Por favor llame a Lafu o a Larry 415-825-5103, para reservar que lo recojan.**

Para más información o preguntas, comuníquese con sus enlaces comunitarios

**Carmen Hernandez: [CHernandez@mercyhousing.org](mailto:CHernandez@mercyhousing.org)**

**Teléfono: (831) 383-1871 | Oficina: 1711 Sunnydale Ave.**



Lagolagoina e le Vis Valley Strong Families ma le Samoan CDC

**FONOTAGA SOSO'O MAI**  
**FONOTAGA FA'APITOA I SUNNYDALE**  
**I AIA-TATAU O LE TOE FO'I MA SI'ITIAGA**

**FONOTAGA FA'APITOA FA'A-SAINISI**  
ASO LUA MATI 15, 2016 I LE 12Aoauli - 1:30PM  
I LE FALEMAFUTA I SUNNYDALE, 1654 SUNNYDALE AVE.

**FONOTAGA FA'APITOA FA'A-SIPANIOLO**  
ASO LUA MATI 15, 2016 I LE 2:30pm – 4:00pm  
I LE FALEMAFUTA I SUNNYDALE, 1654 SUNNYDALE AVE

**FONOTAGA FA'APITOA FA'A-SAMOA**  
ASO LULU MATI 16, 2016 I LE 11AM – 12:30PM  
I LE SAMOAN COMMUNITY DEVELOPMENT CTR, 2055 SUNNYDALE AVE.

**FONOTAGA FA'APITOA MO TAGATA MATUTUA**  
ASO LULU MATI 16, 2016 I LE 2:00pm – 3:30pm  
I LE FALE MAFUTA I SUNNYDALE, 1654 SUNNYDALE AVE.  
**\*Maua auala mo le fono a Tagata Matutua\* Fa'amolemole vala'au Lafu po'o Larry, i numera oi lalo, fai ai se tautalaga mo sou auala.**

Mo nisi fa'amatalaga po'o ni fesili fa'afeso'ota'i lau So'o'upu Fa'afaiganu'i i le  
Mercy/Related HOPE SF: Lafu Seumanu: [LSeumanu@mercyhousing.org](mailto:LSeumanu@mercyhousing.org) po'o Larry  
Jones: [LarJones@mercyhousing.org](mailto:LarJones@mercyhousing.org). Telefoni: 415-825-5103 | Ofisa: 1711 Sunnydale Ave.



由訪谷穩固家庭和薩摩亞人 CDC 贊助

## 即將召開的會議

### SUNNYDALE 焦點小組會議

關於返回權利和搬遷

#### 華語焦點小組

2016 年 3 月 15 日，週二 中午 12 時 – 下午 1 時 30 分  
在 SUNNYDALE 社區室，1654 SUNNYDALE AVE.

#### 西班牙語焦點小組

2016 年 3 月 15 日，週四，上午 2:30PM – 4:00PM  
在 SUNNYDALE 社區室，1654 SUNNYDALE AVE.

#### 薩摩亞語焦點小組

2016 年 3 月 16 日，週三 上午 11 時 – 中午 12 時 30 分  
在 SAMOAN CDC，2055 SUNNYDALE AVE.

#### 耆英焦點小組

2016 年 3 月 16 日，週三 上午 2:00PM – 3:30PM  
在 SUNNYDALE 社區室，1654 SUNNYDALE AVE.

**\*可為耆英焦點小組提供交通。**

**\*請按照下列聯絡信息致電 Paul Lam，預訂接人事宜。**

欲了解更多資訊或有疑問，請與您的社區聯絡員聯繫

Paul Lam: PLam@mercyhousing.org

電話：(415) 885-0362 | 辦公室：1711 Sunnydale Ave.

## **Focus Group Agenda**

### **Sunnydale HOPE SF Resident Relocation Planning**

#### **March 2016 Resident Focus Group**

#### **AGENDA**

##### **Welcome!**

1. Introductions
2. Review Ground Rules and Agenda
  - ❖ Participation is important.
  - ❖ Listening is important.
  - ❖ We will all be respectful.
  - ❖ Only one conversation at a time.

**Sunnydale HOPE SF Master Plan and Construction** *By Ramie*

**What is Right to Return and Good Standing?** *By David*

**What Should I Know About Relocation?** *By Rosalba*

- ❖ Relocation laws protect residents.
- ❖ Households will be provided relocation counseling and assistance.
- ❖ Residents should be engaged in the Sunnydale Relocation Plan.
- ❖ Each household should be interviewed by Relocation Coordinator.
- ❖ Resident households need to remain in good standing until the move to be eligible for relocation benefits.

**We want to hear from residents** *By Lafu and Larry*

1. Do you feel you understand the purpose of this relocation planning process and the next steps that will take place for you and your household?
2. Do you feel comfortable speaking with Mercy's relocation coordinator for your household interview? What would make you feel more comfortable or willing to share?
3. Do you prefer that the household interview take place in your apartment or in a private office at the Health and Wellness Center?
4. How can we improve this planning and relocation process for you and your household? What are you most concerned about?
5. What other information do you feel you need at this time about the relocation planning process?

**Conclusion** *By David*

- ❖ Resident Relocation Planning Meeting Monday April 4 at 5:30pm – 7:30pm
- ❖ Please sign up for your Household Interview
- ❖ Raffle
- ❖ Thank you!

## Sunnydale Meeting Notes

### Relocation Meeting Focus Groups - Chinese: March 15, 2016

#### Presentation Notes

##### ***Project Overview – Ramie Dare, Mercy Housing***

- Ramie Dare welcomed residents. Provided similar information as was provided in the February 11 and 27 meetings.

##### ***Right to Return/Good Standing – David Fernandez, Mercy Housing***

- Advised that residents would have to move temporarily while new units are being constructed. Advised that residents would have right to return to new unit so as long as they remain in good standing.
- Advised keys to remaining in good standing are paying rent and abide by other terms of their lease. Remaining in good standing also protects their right to relocation assistance.
- Explained that right to return benefit applies to the entire household and they would not be able to split.
- Explained rents would continue to be based on 30% of the household's income.
- Presented the Right-to-Return handout.

##### ***Relocation Details - Rosalba Navarro-Jindrich, Mercy Housing***

- Advised that the residents will be protected by federal relocation law.
- Advised that the legal requirements will be detailed in the master relocation plan. Plan will go out for 30-day review and comment period and will have to be approved by SFHA.
- Advised that due to the right to return no households will be displaced and the intent will be to move all households within the property during construction.
- Advised that no one has to move now. There is plenty of time to plan.
- Advised they will be provided with moving and counseling assistance. No out of pocket costs required by them during relocation. Includes any utility transfer fees and other reasonable costs.
- Advised that they will have a say in where they move to for their relocation housing.
- Requested that they sign up for an interview with Mercy's relocation team so they can learn more about them and their needs. Initial meetings are intended to inform Mercy's relocation planning.
- Advised that around 6 months from the households temporary relocation, Mercy will meet with the household again to verify information and ensure they understand the household's needs.
- Presented the relocation handout.

- Advised that if they move after receiving a GIN but before notified of their eligibility, they will forfeit their relocation assistance. Must remain in good standing after receiving eligibility letter/notice.
- Advised they will prepare the households for the move by developing an individual relocation plan with them.
- Advised they will receive a 90, 60, 30 day notices before they need to move. Mercy Relocation team will meet face to face with each household and provide an orientation with them prior to their move.
- Advised that the relocation team will be onsite to coordinate moves with them.
- Advised the household move would occur in one day.
- Advised until a new unit is ready for them and they move in, they will still be under SFHA management.

**Attendees Questions/Answers (All from Residents Unless Otherwise Noted)**

1. **When will I get my deposit back?** Will need to bring information back to them at a later time regarding this question.
2. **Will washing machines be in unit or will there be public laundry rooms?** Units will not have washers and dryers. NOTE: No further questions on this topic will be recorded.
3. **Will they be assisted getting rid of their personal washers and dryers?**
4. **Will there be an independent house with direct access to the unit from the street/sidewalk?** Design of buildings will vary. Additional design meetings will be held in May to further discuss building design issues such as access.
5. **Can we pick where we move since we are having to move for construction?** Please let us know what your preferences are when we interview you.
6. **When will they receive the exact move out date?** When we interview your household now and 6 months before your move, we will provide you with an approximate date of the household move. We will also provide the household with a 90-day Notice before the move date with an approximate date that may change. The exact move out date will be given at the orientation two weeks prior to the move so that households have time to request transfers of telephone service, take time off from work and other logistics needed for their move. The address for temporary unit will also be given two-weeks in advance. *NOTE: URA and other applicable regulations require a date certain 30-day notice; this notice will be provided. RAD requires temporary address given in the 30-day notice.*
7. **How long will they be in the temporary unit?** Until a new unit is ready for them.
8. **Question 7 was re-asked.** Explained that the earliest approximate dates will be shared 6 months advance through the verification/follow-up interview process.

9. **Where will they arrange moves to temporary housing?** Intent is to keep everyone on-site.
10. **Will they have the opportunity to move from Sunnydale? Resident indicated they wanted to move to affordable units in another neighborhood.**  
If a household wants to move to other housing away from Sunnydale, please let Mercy know. *NOTE: Housing options are presently being reviewed by Sunnydale Development Co. and SFHA.*
11. **Will they meet with everyone 6-months in advance?** Yes we will do so phase by phase.
12. **Will everyone in the household be moved?** Yes. If the household has additional household members not on the lease, the household needs to correct that with the housing authority so an appropriate sized housing unit can be provided temporarily and permanently. Having persons not on the lease is in violation of the lease and will jeopardize their good standing, right to return and relocation assistance. All units will have occupancy limits and the household must be able to meet those limits.
13. **Can they get multiple units for the household?** No.
14. **How will they improve safety? Will they be doing background checks? Residents hear gun shots.** Safety measures such as building access control will be addressed through design. There will be on-site management staff residing at the property. Cameras will be installed.
15. **There are rules now that aren't being followed? What will change?** The Sunnydale property management is currently understaffed. The new construction units will be in affordable buildings with Mercy property management, which will be staff on site including a manager, janitorial and maintenance staff.
16. **Will the buildings have elevators?** Yes.
17. **Why does Mercy need to meet with residents personally?** So Mercy can understand the household's personal relocation needs.
18. **Will we have to pack our own stuff?** If you have physical impairments, movers will help you pack. Movers will move everything. But we expect most tenants will want to pack themselves.
19. **What if damage occurs?** Mercy will do best to inspect items and ask residents to do the same. If damage occurs, the movers will be held responsible.



**Mercy Relocation Staff asked focus group participants these questions:**

1. **Do you feel you understand the relocation process and the next steps for your household?** *Asked for a show of hands and majority stated they did.*
2. **Do you feel comfortable talking to us? If not what would make you feel more comfortable?** *NOTE: Asked for a show of hands; majority said yes.*
  - a. Resident asked: “Can I ask you (relocation staff) anything?” Mercy’s response: Yes. Relocation staff will answer your questions and as needed get additional information for them. Mercy Relocation Staff is there for them and to assist them during the relocation process.
3. **Do you prefer to meet in your unit or at the Health and Wellness Center or the YMCA? Private spaces will be available. If a household needs an accommodation, staff can come to their homes.** *Most selected the YMCA office and Wellness Center. One stated in their home.*
4. **How can we make the process better? What are your concerns?** *NOTE: No responses given to this question. Resident’s comments and questions asked were related to safety.*
5. **Is there any other information you need to understand or feel more comfortable with the relocation planning process?** *NOTE: No responses given to this question. Mercy staff reminded them to sign up for an interview.*

## Sunnydale Meeting Notes

### Relocation Meeting Focus Groups - Spanish: March 15, 2016

#### Presentation Notes

##### ***Project Overview – Ramie Dare, Mercy Housing***

- Ramie Dare welcomed residents. Provided similar information as the February 11 and 27 meetings. Included basic overview of relocation plan including relocating resident's onsite to vacant units during construction. Addressed many of the design and security questions raised during the Chinese focus group such as elevators, access control to buildings, and onsite management.

##### ***Right to Return/Good Standing – David Fernandez, Mercy Housing***

- Reiterated that all residents will have to relocate and everyone at Sunnydale has a right to return to a revitalized housing unit so long as they are in Good Standing.
- Presented the Right-to-Return handout.
- Advised keys to remaining in good standing are paying rent and abide by other terms of their lease. Remaining in good standing also protects their right to relocation assistance.
- Explained that right to return benefit applies to the entire household and they would not be able to split. Project is replacing the public housing units one-for-one.
- Explained that if there are persons in the household not on the lease, the household needs to take steps to add them to the lease to ensure those members are able to move with them to temporary housing and back to their new unit. Referenced SFHA's Add Lease Program. Pointed out that it applies to persons under the age of 18.

##### ***Relocation Details - Rosalba Navarro-Jindrich, Mercy Housing***

- Advised that the residents will be protected by federal relocation law and other regulations.
- Advised that the legal requirements will be detailed in the master relocation plan. Plan will go out for 30-day review and comment period and will have to be approved by SFHA.
- Advised that due to the right to return no households will be displaced and the intent will be to move all households within the property during construction.
- Advised that should households want to move from Sunnydale it may be considered.
- Advised that no one has to move now. There is plenty of time to plan.

- Advised they will be provided with moving and counseling assistance. No out of pocket costs required by them during relocation. Includes any utility transfer fees and other reasonable costs.
- Advised that they will have a say in where they move to for their relocation housing.
- Requested that they sign up for an interview with Mercy's relocation team so they can learn more about them and their needs. Initial meetings are intended to inform Mercy's relocation planning.
- Advised that around 6 months from the households temporary relocation, Mercy will meet with the household again to verify information and ensure they understand the household's needs.
- Presented the relocation handout.
- Advised that if they move after receiving a GIN but before notified of their eligibility, they will forfeit their relocation assistance. Must remain in good standing after receiving eligibility letter/notice.
- Advised they will prepare the households for the move by developing an individual relocation plan with them.
- Advised they will receive a 90, 60, 30 day notices before they need to move. Mercy Relocation team will meet face to face with each household and provide an orientation with them prior to their move.
- Advised that the relocation team will be onsite to coordinate moves with them.
- Advised the household move would occur in one day.
- Advised until a new unit is ready for them and they move in, they will still be under SFHA management.
- Re-iterated that the households not move until they receive notification.
- Master Relocation Plan will be developed with your help.

**Attendees Questions/Answers (All from Residents Unless Otherwise Noted)**

1. **Resident asked if they will have to live next to the same people when they move back?** Arrangements to move you to a unit next to or away from your current neighbors can be considered.
2. **Is it possible that we would be moved to Potrero Hill if the Sunnydale units aren't ready?** *NOTE: Potrero Hill likely not available due to similar process occurring.*
3. **Will we have all new neighbors or the same?** It is important to advise us so we can try to make arrangements to separate you if you choose. That is why it's important for you to inform us of these issues.
4. **Is there a specific familial relationship people have to have to for people to be on the lease?** All persons have to be properly screened by SFHA. This

- includes care takers. Persons do not have to be related to each other. Important for households to make SFHA aware of any changes to the household and get persons properly documented on the lease.
5. **I received a letter stating I need to add a friend of mine to the lease who used my address. Do I have to do that?** All persons must be on the lease if they are claiming the unit as their residence.
  6. **Why is all of this happening? Is it to reduce crime?** Sunnydale was selected due to its age, condition to be transformed to improve the lives of residents.
  7. **How will all the new people be accommodated? Concerned about more people and more crime.** To accommodate the new buildings will be elevator buildings that are 3 and 4 stories tall. The new development will be a mix of households at different incomes in addition to housing for existing Sunnydale-Velasco residents.
  8. **Will the market rate units be rental or homeownership?** Ownership. There may be some rental units.
  9. **Who is in charge of relocation?** Mercy Housing has a relocation team. Reintroduced team and directed attendees to their contact information in handouts.
  10. **Is there a relocation office?** Yes. 1657 Sunnydale Ave.
  11. **Will there be Spanish speaking staff to help us?** Yes. Rosalba and Carmen and Ruth from Mercy Relocation are Spanish speaking.
  12. **After the relocation is there a minimum time we can stay here? Or will we be kicked out after 3 years?** You are protected by the Right to Return, which states that households in good standing will get a new revitalized housing unit and that will be your permanent home.
  13. **Will we communicate with Mercy or SFHA for management related units?** Prior to moving into a new construction unit, SFHA continues to be your property manager. After you move into your new permanent unit, Mercy Housing will be your property manager.
  14. **Do we have a right to have Spanish speaking property management staff?** Not a right, but Mercy will address language needs of the residents. We do want the residents to feel comfortable.
  15. **There are some programs here, but there are not people who speak Spanish and we cannot participate.** Mercy will take comment into consideration for future programming.
  16. **Concerned that new services, such as child care, will be out of their means.** The new child care centers are in the third phase so there is time to work with residents to determine how these and other services can be affordable for residents.

17. **Will the property be smoke free?** Yes.

18. **What utilities will be included in rent?** Landlord pays water, sewer and trash. Electric will not be included in rent, but there will be a reduction in rent to account for those costs. Telephone, cable and internet is responsibility of the tenant.

**Mercy Relocation Staff asked focus group participants these questions:**

1. **Do you feel you understand the relocation process and the next steps for your household? And the reasons for it?** *All concurred.*
2. **Do you feel comfortable talking to us? If not what would make you feel more comfortable?** *All concurred.*
3. **Do you prefer to meet in your unit or at the Health and Wellness Center or the YMCA? Private spaces will be available. If a household needs an accommodation staff can come to their homes.** *Plan to meet households at YMCA and Wellness Center.*
4. **How can we make the process better? What are your concerns?**
  - **Get all information in Spanish.** Will provide all information in primary language.
  - Can you do more to outreach to the residents? Some residents received notice by mail, but some saw flyers. Some learned through neighbors.

Rosalba asked what are your ideas?

    - Be more specific about what the meetings are for.
    - Post in more locations like the bus shelter.
    - Hold meetings later in the day, such as 6 pm.
    - Put notices in rent statements.
    - Have more community meetings to get to know each other.
5. **Is there are any other information you need to understand or feel more comfortable with the relocation planning process?** *Nothing specifically provided.*

## Sunnydale Meeting Notes

### Relocation Meeting Focus Groups - Samoan: March 16, 2016

#### Presentation Notes

##### ***Project Overview – Ramie Dare, Mercy Housing***

- Ramie Dare welcomed residents. Provided similar information as the February 11 and 27 meetings and the other Focus Group meetings on March 15, 2016. Included basic overview of relocation plan including relocating resident's onsite to vacant units during construction. Addressed property features and management approach including elevators, access control to buildings, and onsite management. Noted that there will be a senior only property of 81 units. Street design will lessen the slope of the streets.

##### ***Right to Return/Good Standing – David Fernandez, Mercy Housing***

- Reiterated that all residents will have to relocate and everyone at Sunnydale has a right to return to a new housing unit so long as they are in Good Standing.
- If household is in a payment plan for back rent, and they are in compliance with that payment plan, the household is considered to be in Good Standing.
- Presented the Right-to-Return handout.
- Advised keys to remaining in good standing are paying rent and abide by other terms of their lease. Remaining in good standing also protects their right to relocation assistance.
- Explained that right to return benefit applies to the entire household and they would not be able to split. Project is replacing the public housing units one-for-one.
- Explained that if there are persons in the household not on the lease, the household needs to take steps to add them to the lease to ensure those members are able to move with them to temporary housing and back to their new unit.

##### ***Relocation Details - Rosalba Navarro-Jindrich, Mercy Housing***

- Assured residents that they will be assisted each step along the way.
- Advised that the residents will be protected by federal relocation law and other regulations.
- Advised that the legal requirements will be detailed in the master relocation plan. Plan will go out for 30-day review and comment period and will have to be approved by SFHA.
- Advised that due to the right to return no households will be displaced and the intent will be to move all households within the property during construction.

Some households may be able to be directly transferred to a new unit and not have to be temporarily relocated.

- Advised they will be provided with moving and counseling assistance. No out of pocket costs required by them during relocation. Include cost to hire movers and any utility transfer fees and other reasonable costs.
- Requested that they sign up for an interview with Mercy's relocation team so they can learn more about them and their needs. Initial meetings are intended to inform Mercy's relocation planning.
- Advised that around 6 months from the household's relocation, Mercy will meet with the household again to verify information and ensure they understand the household's needs.
- Presented the relocation handout.
- Advised that they will receive a GIN soon from SFHA.
- Advised that if they move after receiving a GIN but before notified of their eligibility, they will forfeit their relocation assistance. Must remain in good standing after receiving eligibility letter/notice.
- Advised they will prepare the households for the move by developing an individual relocation plan with them.
- Advised they will receive a 90, 60, 30 day notices before they need to move. Mercy Relocation team will meet face to face with each household and provide an orientation with them prior to their move.
- Advised that the relocation team will be onsite to coordinate moves with them.
- Advised the household would occur in one day.
- Advised until a new unit is ready for them and they move in, they will still be under SFHA management.
- Re-iterated that the households not move until they receive notification.
- All information gathered will be kept confidential.
- Interviews to be held at the YMCA, but can also meet at their homes.

#### **Attendees Questions/Answers (All from Residents Unless Otherwise Noted)**

1. **Will be washers and dryers per unit?** No. Ramie explained why and that each building will have common laundry rooms that shared by residents that live around that laundry room.
2. **Will there be ADA accessible units for entry at ground floor?** There will be accessible units developed throughout the building, which will have elevators.
3. **I am concerned about size of units.** that the new construction units will be similar size to what you have now and they will be "flats" which means they are all in one level and not two levels.
4. **Elevators are a place where assaults and murders will happen.** We have never had that happen at Mercy Housing. Our properties have safety measures,

such as cameras throughout and on site property management staff. Only residents of that building get keys to the building.

5. **What are the # of future units in each building?** Design concepts explained.
6. **Will parking for the garage be assigned parking?** Yes.
7. **Will the new units have a front door and a backdoor like we have now?** The new units will mostly be in elevator buildings that are three to four stories tall and you enter your apartment through a front door. There will be no back door.
8. **Can we get a larger unit based on family size?** Households will need to inform SFHA of household changes prior to relocation in order to have larger unit size considered.
9. **Can I get in apply for a new construction unit if I don't live in Sunnydale now?** Yes there will be new affordable units constructed that are for the wider community.
10. **Will we have to pay for trash/electrical/water?** You will have to pay the electric bill, and your rent will be reduced by some amount because of that. The landlord (Mercy/Related) will pay for the water, sewer, trash and gas.
11. **Where will we relocate if there are not enough units?** Some households may be relocated off-site during construction.
12. **Will there be storage rooms for personal belongings in the future basements or garage areas?** Design concepts explained.

**Mercy Relocation Staff asked focus group participants these questions:**

1. **Do you feel you understand the purpose of the relocation process and the next steps for your household?** Yes
2. **Do you feel comfortable talking to us? If not what would make you feel more comfortable?** Yes
3. **How can we make the process better? What are your concerns?**
  - A resident explained that they will tell them more during household interview.
4. **Is there are any other information you need to understand or feel more comfortable with the relocation planning process?** No



## Sunnydale Meeting Notes

### Relocation Meeting Focus Groups - Seniors: March 16, 2016

#### Presentation Notes

##### ***Project Overview – Ramie Dare, Mercy Housing***

- Ramie Dare welcomed residents. Provided similar information as February 11 and 27 meetings and the other Focus Group meetings on March 15-16, 2016. Included basic overview of relocation plan including relocating resident's onsite to vacant units during construction. Addressed property features and management approach including elevators, access control to buildings, and onsite management. Noted that there will be a senior only property of 81 units. Street design will lessen the slope of the streets.

##### ***Right to Return/Good Standing – David Fernandez, Mercy Housing***

- Reiterated that all residents will have to relocate and everyone at Sunnydale has a right to return to a new housing unit so long as they are in Good Standing.
- If household is in a payment plan for back rent, and they are in compliance with that payment plan, the household is considered to be in Good Standing.
- Presented the Right-to-Return handout.
- Advised keys to remaining in good standing are paying rent and abide by other terms of their lease. Remaining in good standing also protects their right to relocation assistance.
- Explained that right to return benefit applies to the entire household and they would not be able to split. Project is replacing the public housing units one-for-one.
- Explained that if there are persons in the household not on the lease, the household needs to take steps to add them to the lease to ensure those members are able to move with them to temporary housing and back to their new unit.

##### ***Relocation Details - Rosalba Navarro-Jindrich, Mercy Housing***

- Assured residents that they will be assisted each step along the way.
- Advised that the residents will be protected by federal relocation law and other regulations.
- Advised that the legal requirements will be detailed in the master relocation plan. Plan will go out for 30-day review and comment period and will have to be approved by SFHA.
- Advised that due to the right to return no households will be displaced and the intent will be to move all households within the property during construction.

Some households may be able to be directly transferred to a new unit and not have to be temporarily relocated.

- Advised they will be provided with moving and counseling assistance. No out of pocket costs required by them during relocation. Include cost to hire movers and any utility transfer fees and other reasonable costs.
- Requested that they sign up for an interview with Mercy's relocation team so they can learn more about them and their needs. Initial meetings are intended to inform Mercy's relocation planning.
- Advised that around 6 months from the households temporary relocation, Mercy will meet with the household again to verify information and ensure they understand the household's needs.
- Presented the relocation handout.
- Advised that they will receive a GIN in the next two weeks from SFHA.
- Advised that if they move after receiving a GIN but before notified of their eligibility, they will forfeit their relocation assistance. Must remain in good standing after receiving eligibility letter/notice.
- Advised they will prepare the households for the move by developing an individual relocation plan with them.
- Advised they will receive a 90, 60, 30 day notices before they need to move. Mercy Relocation team will meet face to face with each household and provide an orientation with them prior to their move.
- Advised that the relocation team will be onsite to coordinate moves with them.
- Advised the household would occur in one day.
- Advised until a new unit is ready for them and they move in, they will still be under SFHA management.
- Re-iterated that the households not move until they receive notification.
- All information gathered will be kept confidential.
- Interviews to be held at the YMCA and Wellness Center, but can also meet at their homes.

#### **Attendees Questions/Answers (All from Residents Unless Otherwise Noted)**

1. **Will there be any differences between the affordable and market rate apartments? Question concerned primarily with the finishes and features.**  
Market rate units are planned to be ownership units and affordable units will be rentals. Market rate units will be developed by other builders. The affordable and the market rate units will both be really nice!
2. **When will the Velasco building be demolished?** Approximately 2019.
3. **Where will disabled tenants in the Velasco building move to permanently?**  
There will be accessible units developed in all of the new affordable buildings.

4. **Will any of the things shown on the Relocation Timeline happen in the next 9 months?** Just the GIN distribution and the interviews.
5. **Will persons under the age of 62 be able to move in the senior building?** No. There will be other units available for disabled residents. A caretaker assisting a senior can move into the senior building with the senior.
6. **Will units be sound proofed? We can hear our neighbor's conversations right now.** Yes, the new units will be sound proofed. Building code requires noise mitigation.
7. **Can seniors move to a unit separately from their family?** Households cannot split into more than one unit.
8. **Will there be assigned parking?** Yes.
9. **Will I have to pay for my own packing?** No. If you need help packing Mercy will pay for it.
10. **Will the building be a sign in and sign out building? My grandson and daughter have the key to my apartment and currently visit me now to check on me. Can they do that in the new building?** We can work with you and Mercy property management to see how we can make sure your family can visit you to take care of you in your new unit.
11. **I do not want to move twice. I am too old to do all that.** Let's meet in your household interview and get your information. We will try to see if we can move you just once.

**Mercy Relocation Staff asked focus group participants these questions:**

1. **Do you feel you understand the purpose of the relocation process and the next steps for your household?** All concurred they do.
2. **Do you feel comfortable talking to us? If not what would make you feel more comfortable?** All concurred they do.
3. **How can we make the process better? What are your concerns?**
  - More communication and notification regarding the meetings.
  - Post on bus stop shelters, bulletin boards, other highly visible areas.
4. **Is there any other information you need to understand or feel more comfortable with the relocation planning process?** No

## 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 displaced 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 Sunnydale-Velasco 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 “displaced 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
2 Rooms	Typical Studio	\$880
3 Rooms	Typical 1 BR	\$1,100
4 Rooms	Typical 2 BR	\$1,295
5 Rooms	Typical 3 BR	\$1,570
6 Rooms	Typical 4 BR	\$1,815
Additional Rooms	i.e. outdoor storage	\$250

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 the Sunnydale Development Co. (Developer) has commenced some of the construction of the new Sunnydale 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 Sunnydale. 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 Sunnydale. 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 the Sunnydale Development Co. (Developer) has commenced some of the reconstruction of Sunnydale (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 Sunnydale. 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 Sunnydale. 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]

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

Dear [Head of Household]:

As you are aware the Sunnydale Development Co. (Developer) has commenced some of the reconstruction of Sunnydale (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 Sunnydale. 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]

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

Dear [Head of Household]:

As you are aware the Sunnydale Development Co. (Developer) has commenced some of the reconstruction of Sunnydale (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 Sunnydale. 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**

<b>Payment Action (Initial Payment)</b>	<b>Initial Payment Amount</b>	<b>Signature</b>	<b>Date</b>
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.

<b>Claimant:</b>		<b>Agency:</b>	
<b>Site Address:</b>		<b>Project:</b>	
<b>Mailing Address:</b>		<b>Consultant:</b>	
<b>Phone number:</b>		<b>Case ID:</b>	

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

**NOTIFICATION OF RELOCATION PLAN AVAILABILITY FOR REVIEW AND COMMENT AND DIRECTIONS TO PROVIDE WRITTEN COMMENTS**

April 4, 2016

Delivered: First Class Mail

Dear Sunnydale-Velasco Resident:

As you may be aware, the Sunnydale Development Co. LLC (which is Mercy Housing and Related California) and the San Francisco Housing Authority (SFHA) are proceeding with the relocation planning for the households of the Sunnydale-Velasco Public Housing Community (Sunnydale). The relocation planning is for the future revitalization of Sunnydale with new replacement housing for existing households, new affordable and market rate housing, new parks and streets, and neighborhood services.

Overland, Pacific & Cutler, Inc. (OPC) is writing the Master Relocation Plan for the overall relocation program to be implemented at Sunnydale in accordance with the federal Uniform Relocation Act (URA) and the California Relocation Assistance Guidelines (Guidelines). The Master Relocation Plan provides guidance to the Mercy Housing Relocation Team and provides the Sunnydale with an overview of how they are protected and what they can expect from the relocation program. This plan does not provide specific timelines for when your household may move; those details will be provided to you at a later date by the Mercy Relocation Team, who will help you prepare for your relocation and ensure that you and your household are taken care of during the relocation process.

In accordance with Section 6038 of the Guidelines, this plan shall be made available to you for a period of 30 days to review and provide comment.

**A copy of this plan is available for your review at these locations starting on April 4, 2016:**

- **Sunnydale Health and Wellness Center at 1711 Sunnydale Avenue.**
- **Mercy Housing and YMCA office at 1657 Sunnydale Avenue.**
- **SFHA Leasing Office at 1654 Sunnydale Avenue.**
- **Boys & Girls Club at 1654 Sunnydale Avenue, Second Floor.**
- **TURF at 1652 Sunnydale Avenue**
- **Vis Valley Strong Families at 1704 Sunnydale Avenue**
- **Samoan CDC at 2055 Sunnydale Avenue**

**The plan may also be accessed online at [www.sfha.org](http://www.sfha.org) and [www.sfmohcd.org](http://www.sfmohcd.org). A summary of the draft Relocation Plan will be presented at a Sunnydale resident meeting on Monday, April 4, 2016 at 5:30pm – 7:30pm at the Sunnydale Community Room at 1654 Sunnydale Avenue.**

**We solicit and welcome your comments to the Relocation Plan.** Please direct written comments and/or questions to:

Chad Wakefield  
Overland, Pacific & Cutler, Inc.  
7901 Oakport Street, Suite 4800, Oakland, California 94621  
[cwakefield@opcservices.com](mailto:cwakefield@opcservices.com)

**You may send your comments by mail or by email to the address provided above. Your comments must be received at one of the mailing addresses provided above by May 4, 2016 to be considered in the final relocation plan.**

This plan will be heard for approval by the San Francisco Housing Authority Commission (Commission) the Summer of 2016. You will receive further written notice regarding the Commission hearing.

**Please be advised that this notice, the summary of the relocation plan, nor the plan are in any way intended to advise residents to begin the relocation process. Please do not take steps to relocate or move prior to receiving advanced notification.**

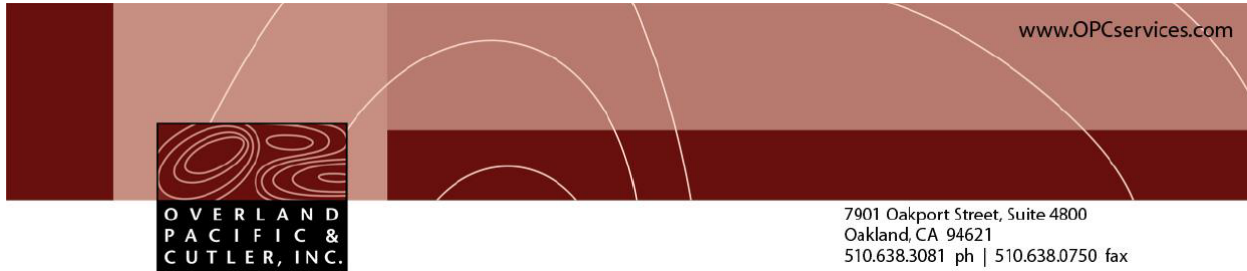
Thank you in advance for your participation in the review and comment process.

**Sincerely,**



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**Chad K. Wakefield, PMP  
Senior Project Manager**



**NOTIFICACIÓN DE DISPONIBILIDAD DE PLAN DE REUBICACIÓN PARA REVISIÓN Y  
COMENTARIO  
E INDICACIONES PARA PROPORCIONAR COMENTARIOS POR ESCRITO**

4 de abril de 2016

Entrega: Correo de primera clase

Estimado residente de Sunnydale-Velasco:

Como ya debe ser de su conocimiento, Sunnydale Development Co. LLC (conformado por Mercy Housing y Related California) y la Autoridad de Vivienda de San Francisco (SFHA, por sus siglas en inglés) están avanzando con la planificación de la reubicación de grupos familiares de la Comunidad de Viviendas Públicas Sunnydale-Velasco (Sunnydale). La planificación de la reubicación es para la revitalización futura de Sunnydale con nuevas viviendas de reemplazo para los actuales grupos familiares, nuevas viviendas asequibles y a precio de mercado, nuevos parques y calles, y nuevos servicios comunitarios.

Overland, Pacific & Cutler, Inc. (OPC) está redactando el Plan Maestro de Reubicación para todo el programa de reubicación general que será implementado en Sunnydale en conformidad con la Ley Federal de Reubicación Uniforme (URA, por sus siglas en inglés) y las Pautas de Asistencia para Reubicación de California (Pautas). El Plan Maestro de Reubicación proporciona orientación al equipo de reubicación de Mercy Housing y brinda a los residentes de Sunnydale un panorama de cómo están protegidos y lo que pueden esperar del programa de reubicación. Este plan no proporciona un cronograma específico para cuando deba mudarse su grupo familiar; esos detalles se los comunicará a usted más adelante el equipo de reubicación de Mercy, quienes lo ayudarán a prepararse para su traslado y se asegurarán que usted y su grupo familiar estén bien atendidos durante el proceso de reubicación.

En conformidad con la Sección 6038 de las Pautas, este plan se pondrá a su disponibilidad por un período de 30 días para revisión y comentarios acerca del mismo.

**Una copia de este plan está disponible para su revisión en estos lugares a partir del 4 de abril de 2016.**

- **Centro de Salud y Bienestar de Sunnydale en 1711 Sunnydale Avenue.**
- **Mercy Housing y oficina de YMCA en 1657 Sunnydale Avenue.**
- **Oficina de alquileres de SFHA en 1654 Sunnydale Avenue.**
- **Boys & Girls Club en 1654 Sunnydale Avenue, segundo piso.**
- **TURF en 1652 Sunnydale Avenue**
- **Vis Valley Strong Families en 1704 Sunnydale Avenue**
- **CDC samoano en 2055 Sunnydale Avenue**

**También se puede acceder al plan en línea en [www.sfha.org](http://www.sfha.org) y [www.sfmohcd.org](http://www.sfmohcd.org). Se presentará un resumen del borrador del plan de reubicación en una asamblea de residentes de Sunnydale el lunes 4 de abril de 2016 a las 5:30 p. m. – 7:30 p. m. en la Sala Comunitaria de Sunnydale en 1654 Sunnydale Avenue.**

**Solicitamos y apreciamos sus comentarios sobre el plan de reubicación.** Sírvase remitir los comentarios y/o preguntas por escrito a:

Chad Wakefield  
Overland, Pacific & Cutler, Inc.  
7901 Oakport Street, Suite 4800, Oakland, California 94621  
cwakefield@opcservices.com

**Usted puede enviar sus comentarios por correo postal o correo electrónico a la dirección brindada arriba. Sus comentarios deben recibirse en una de las direcciones postales proporcionadas arriba a más tardar el 4 de mayo de 2016 para que sean considerados en el plan de reubicación final.**

Este plan será presentado para su aprobación por la Comisión de la Autoridad de Vivienda de San Francisco (Comisión) este verano de 2016. Usted recibirá más notificaciones sobre la audiencia de la Comisión.

**Tenga presente que esta notificación, el resumen del plan de reubicación, ni el plan tienen como fin avisar a los residentes que inicien el proceso de traslado. Por favor no tome medidas para trasladarse o mudarse antes de recibir una notificación por anticipado.**

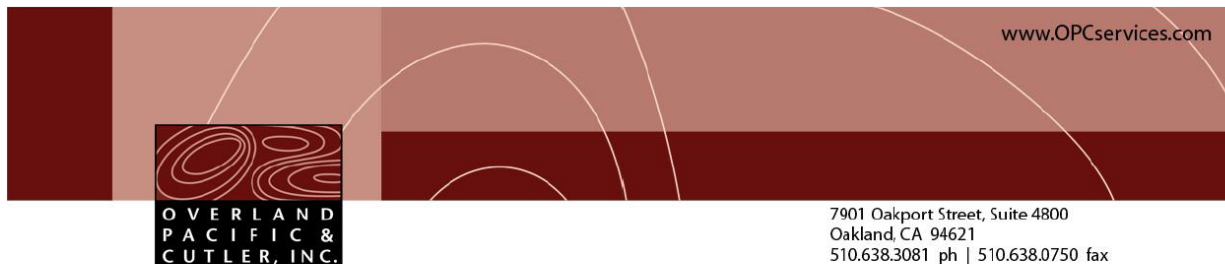
Le agradecemos por anticipado su participación en el proceso de revisión y comentarios.

**Atentamente,**



---

**Chad K. Wakefield, PMP**  
**Director principal de proyectos**



搬遷計劃可供審查和發表意見的通知  
以及提供書面意見的說明

2016 年 4 月 4 日

交付：第一類郵件

親愛的 Sunnydale-Velasco 居民：

您可能知道，Sunnydale Development Co. LLC（即 Mercy Housing 和 Related California）與三藩市住房管理局（SFHA）正在為 Sunnydale-Velasco 公共住房社區（Sunnydale）的住戶制定搬遷規劃。該搬遷規劃是為了今後振興 Sunnydale，把現有的住戶更換成新的負擔得起和市場價格的住房，新的公園和街道，以及社區服務。

Overland, Pacific & Cutler, Inc. (OPC) 正在根據聯邦《統一搬遷法》（URA）和《加州搬遷協助指南》（指南）為將在 Sunnydale 實施的總體搬遷方案制定總體搬遷計劃。總體搬遷計劃為 Mercy Housing 搬遷團隊提供指南，向 Sunnydale 概要說明他們將得到的保護以及他們可以從搬遷方案預期得到的內容。這項計劃並不規定您的家庭可以搬遷的具體時間表；此類細節稍後將有 Mercy 搬遷團隊為您提供，他們會幫助您做好搬遷準備並且確保您和您的家庭在搬遷過程中得到照顧。

根據《指南》第 6038 節，這項計劃應該為您提供一個為期 30 天時間進行審查和提供意見。

從 2016 年 4 月 4 日起，您可以在下列地點查看這項計劃：

- **Sunnydale 健康和保健中心，位於 1711 Sunnydale Avenue**
- **Mercy Housing 和 YMCA 辦公室，位於 1657 Sunnydale Avenue**
- **SFHA 租賃辦公室，位於 1654 Sunnydale Avenue。**
- **男孩和女孩俱樂部，位於 1654 Sunnydale Avenue，二樓**
- **TURF，位於 1652 Sunnydale Avenue**
- **Vis Valley 穩固家庭，位於 1704 Sunnydale Avenue**
- **Samoan CDC，位於 2055 Sunnydale Avenue**

這項計劃也可以上網查看：[www.sfha.org](http://www.sfha.org) 和 [www.sfmohcd.org](http://www.sfmohcd.org)。搬遷計劃草案的摘要將於 2016 年 4 月 4 日週一下午 5 時 30 分至晚上 7 時 30 分在 Sunnydale 社區室的 Sunnydale 居民會議中提出，地址是 [1654 Sunnydale Avenue](http://1654 Sunnydale Avenue)。

我們征求並且歡迎您對搬遷計劃提出意見。 請將書面意見及/或疑問寄到：

Chad Wakefield  
Overland, Pacific & Cutler, Inc.  
7901 Oakport Street, Suite 4800, Oakland, California 94621  
cwakefield@opcservices.com

您可以把您的意見通過郵件或電子郵件發送到上面提供的地址。您的意見必須在 2016 年 5 月 4 日之前由上面提供的一個郵寄地址收到，以便在最終搬遷計劃中納入考慮。

這項計劃將於是 2016 年夏季由是三藩市住房管理局委員會（委員會）通過聽證會審批。您將會收到關於委員會聽證會的書面通知。

請注意，這項通知、搬遷計劃摘要或者該計劃均不是通知居民開始搬遷過程。在收到提前通知之前，請不要採取任何措施搬遷或搬家。

預先感謝您參與審查和點評過程。

順祝安康，



---

**Chad K. Wakefield, PMP**  
高級項目經理



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**សេចក្តីជូនដំណឹងអំពីផែនការផ្លាស់ប្តូរទីតាំងដែលមានសម្រាប់ការពិនិត្យនិងផ្តល់យោបល់និងការណែនាំក្នុងការផ្តល់  
មតិយោបល់ជាលាយលក្ខណ៍អក្សរ**

ថ្ងៃទី 4 ខែមេសា ឆ្នាំ 2016

ត្រូវបានផ្តល់ជូនដោយ៖ ប៉ូស្តិ៍ប្រៃសណីយ៍លំដាប់ទីមួយ

ជម្រាបជូនអ្នកស្នាក់នៅអគារ Sunnydale-Velasco ជាទីអាច់អាន

ដូចលោកអ្នកបានដឹងហើយថា ក្រុមហ៊ុន Sunnydale Development Co. LLC (ដែលជាក្រុមហ៊ុនផ្តល់  
លំនៅស្ថាននិងពាក់ព័ន្ធផ្សេងៗនៃរដ្ឋកាលីហ្វ័រញ៉ា) និងអាជ្ញាធរលំនៅស្ថាននៃរដ្ឋសាន់ហ្វ្រង់ស៊ីស្កូ (SFHA)  
កំពុងដំណើរការរៀបចំផែនការផ្លាស់ប្តូរទីតាំងសម្រាប់គ្រួសារទាំងឡាយដែលកំពុងស្នាក់នៅសហគមន៍លំនៅស្ថាន  
សាធារណៈ Sunnydale-Velasco (ហៅថា Sunnydale)។ ផែនការផ្លាស់ប្តូរទីតាំងនេះ  
គឺសម្រាប់ការសើធីរសហគមន៍ Sunnydale ជាមួយនឹងការផ្លាស់ប្តូរទីតាំងលំនៅស្ថានសម្រាប់គ្រួសារ  
ដែលកំពុងស្នាក់នៅ លំនៅស្ថានដែលគិតតាមតម្លៃផ្សេងៗនិងតម្លៃថ្មី ផ្លូវនិងទីចំណតថ្មី និងសេវាកម្មផ្សេងៗទៀត។

ក្រុមហ៊ុន Overland, Pacific & Cutler, Inc. (OPC) កំពុងធ្វើការសរសេរផែនការមេស្តីពីការផ្លាស់ប្តូរទីតាំង  
សម្រាប់កម្មវិធីផ្លាស់ប្តូរទីតាំងរួមដែលនឹងត្រូវអនុវត្តនៅសហគមន៍ Sunnydale ស្របតាមច្បាប់ស្តីពីទម្រង់រួមនៃ  
ការផ្លាស់ប្តូរទីតាំងរបស់រដ្ឋសហព័ន្ធ (URA) និងគោលការណ៍ណែនាំជំនួយការផ្លាស់ប្តូរទីតាំងរដ្ឋកាលីហ្វ័រញ៉ា  
(គោលការណ៍ណែនាំ)។ ផែនការមេស្តីពីការផ្លាស់ប្តូរទីតាំងផ្តល់ការណែនាំដល់ក្រុមផ្លាស់ប្តូរទីតាំងលំនៅស្ថាន  
Mercy និងផ្តល់ Sunnydale នូវទស្សនទូទៅអំពីថាតើពួកគេត្រូវបានការពារនិងអ្វីដែលពួកគេអាចរំពឹងទុក  
ពីកម្មវិធីផ្លាស់ប្តូរទីតាំងនេះ។ ផែនការនេះមិនបញ្ជាក់នូវពេលវេលាច្បាស់លាស់ថានៅពេលណាដែលគ្រួសាររបស់អ្នក



ត្រូវរើរចេញនោះទេ ព័ត៌មានពិស្តារនឹងត្រូវផ្តល់ឱ្យនៅពេលក្រោយដោយក្រុមផ្តល់ប្តូរទីតាំងលំនៅស្ថាន Mercy ដែលនឹងជួយអ្នករៀបចំសម្រាប់ការផ្លាស់ទីតាំងរបស់អ្នកនិងធានាថាគ្រួសាររបស់អ្នកនឹងត្រូវបានយកចិត្តទុកដាក់ នៅពេលអនុវត្តដំណើរការផ្លាស់ប្តូរទីតាំង។

យោងតាមផ្នែកទី 6038 នៃគោលការណ៍ណែនាំកំណត់ថា ផែនការនេះត្រូវដាក់ឱ្យអ្នកស្នាក់នៅធ្វើការពិនិត្យមើលនិង ផ្តល់មតិយោបល់ក្នុងរយៈពេល 30 ថ្ងៃ។

**ឯកសារថតចម្លងនៃផែនការនេះអាចរកបានសម្រាប់ការពិនិត្យមើលនៅទីតាំងទាំងនេះចាប់ពីថ្ងៃទី4 ខែមេសា ឆ្នាំ 2016:**

- មជ្ឈមណ្ឌលសុខភាពនិងសុវត្ថិភាព Sunnydale ស្ថិតនៅទីតាំង 1711 Sunnydale Avenue
- ការិយាល័យ YMCA និងលំនៅស្ថាន Mercy នៅទីតាំង 1657 Sunnydale Avenue
- ការិយាល័យជួលអគារ SFHA នៅ1654 Sunnydale Avenue
- ក្រុម Boys & Girls នៅ 1654 Sunnydale Avenue, ជាន់ទីពីរ
- TURF នៅ 1652 Sunnydale Avenue
- គ្រួសារ Vis Valley Strong នៅ 1704 Sunnydale Avenue
- Samoan CDC នៅ 2055 Sunnydale Avenue

ផែនការនេះក៏អាចចូលមើលបានតាមអនឡាញគេហទំព័រ [www.sfha.org](http://www.sfha.org) និង [www.sfmohcd.org](http://www.sfmohcd.org)។  
ការសង្ខេបអំពីសេចក្តីប្រាកដផែនការផ្លាស់ប្តូរទីតាំងនឹងត្រូវធ្វើបទដ្ឋាននៅកិច្ចប្រជុំអ្នកស្នាក់នៅនៃ Sunnydale  
នៅថ្ងៃច័ន្ទ ទី4 ខែមេសា ឆ្នាំ2016 នាម៉ោង 5:30 – 7:30 ល្ងាច នៅបន្ទប់សហគមន៍ Sunnydale នៅ  
1654 Sunnydale Avenue។

យើងរីករាយនិងស្វាគមន៍មតិយោបល់របស់លោកអ្នកចំពោះផែនការផ្លាស់ប្តូរទីតាំងនេះ។ សូមបញ្ជូនសំណួរនិង/ឬ មតិយោបល់របស់អ្នកទៅកាន់៖

Chad Wakefield

ក្រុមហ៊ុន Overland, Pacific & Cutler, Inc.

អាសយដ្ឋាន 7901 Oakport Street, Suite 4800, Oakland, California 94621

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**អ្នកអាចផ្ញើមតិយោបល់របស់អ្នកតាមរយៈប្រៃសណីយ៍ ឬអ៊ីមែល ឬអាសយដ្ឋានដែលបានផ្តល់ឱ្យខាងលើ។  
មតិយោបល់របស់អ្នកនឹងត្រូវទទួលនៅអាសយដ្ឋានតែមួយដូចបានផ្តល់ជូនត្រឹមថ្ងៃទី 4 ខែឧសភា ឆ្នាំ2016  
ដើម្បីជាធាតុចូលក្នុងការពិចារណាសម្រាប់ផែនការផ្លាស់ប្តូរទីតាំងចុងក្រោយ។**

ផែនការនេះ នឹងត្រូវធ្វើសវនាការស្តាប់ដើម្បីអនុម័តយល់ព្រមដោយគណៈកម្មាធិការអាជ្ញាធរលំនៅស្ថានរដ្ឋសាន់ហ្វ្រង់ស៊ីស្កូ  
(គណៈកម្មាធិការ) នៅរដូវក្តៅ ឆ្នាំ 2016 នេះ។ អ្នកនឹងទទួលសេចក្តីជូនដំណឹងជាលាយលក្ខណ៍អក្សរ  
បន្ថែមទៀតពាក់ព័ន្ធនឹងសវនាការនេះ។

សូមជម្រាបផងដែរថាសេចក្តីជូនដំណឹងនេះ សេចក្តីសង្ខេបអំពីផែនការផ្លាស់ប្តូរទីតាំង ឬក៏ផែនការនេះពុំមានចេតនាណាមួយ  
ក្នុងការរំលោភនាំឱ្យអ្នកស្នាក់នៅចាប់ផ្តើមដំណើរការផ្លាស់ប្តូរទីតាំងនោះទេ។ សូមកុំទាន់ចាត់វិធានការណាមួយដើម្បីផ្លាស់ប្តូរទីតាំង  
ឬផ្លាស់ទីមុនពេលទទួលបានការជូនដំណឹងជាមុន។

ខ្ញុំសូមថ្លែងអំណរគុណជាមុនសម្រាប់ការចូលរួមរបស់លោកអ្នកក្នុងដំណើរការពិនិត្យមើលនិងផ្តល់មតិយោបល់នេះ។

សូមលោក លោកស្រី ទទួលនូវសេចក្តីរាប់អានពីខ្ញុំ។  
ហត្ថលេខា

  
Chad K. Wakefield, PMP  
ប្រធានគម្រោងជាន់ខ្ពស់



**FA'ASILASILAGA MO LE ILOILOGA O LE PELENI O SI'TIAGA, FA'APEA NI MANATU FIA FA'AALIA,  
MA FA'ATONUGA AUA NI MANATU TUSITUSIA FIA FA'AO'O MAI.**

Aperila 4, 2016

Tufatufaina: Meli Fa'apitoa

Fa'atalofa atu i Tagatanu'u o Sunnydale-Velasco:

Pei ona silafia, o lo'o galulue nei le Sunnydale Development Co. LLC (o le Mercy Housing lea ma le Related California) fa'atasi ma le Matagaluega o Fale i San Francisco (SFHA) i le peleni mo le si'itiaina o aiga o lo'o aumau i Fale fa'alemalo i Sunnydale-Velasco. O lenei peleni mo si'itiaga ua fuafuaina mo le galuea'ina o Sunnydale i le lumana'i e aofia ai le fausia o fale fou mo aiga o lo'o iai nei, o fale totogi gafatia ma fale i tau fa'alemaketi, paka ma auala fou, fa'apea auanuga fa'afaiganu'u.

O le Kamupani o le Overland, Pacific & Cutler, Inc. (OPC) o lo'o latou tusia le Peleni le Ata Autu o le Si'itiaga atoa, mo Sunnydale i lalo o le tulafono a le Feterale (Uniform Relocation Act - URA) fa'apea Taiala Lagolago mo Si'itiaga a le Setete o Kalefonia (Ta'iala). O lenei Peleni Autu e ta'ita'ina ai le Vaega o le a gafa ma si'itiaga a le Mercy, fa'apea se silafia ato'atoa e Sunnydale o lo latou nofo puipuia, aemaise le malamalama lelei i le peleni mo si'itiaga. O lenei peleni e le o iai taimi tonu o le a ono si'itia ai lou aiga; o tulaga ia o le maua atu i se taimi o i luma mai le Vaega mo Si'itiaga a le Mercy, o latou tonu o le a fesoasoani ma tapena saunia oe mo lou si'itia ma toe fa'amanatu o le a sologa lelei tualumaga fa'alesi'itiaga mo oe ma lou aiga.

I lalo o le Vaega 6038 o le Ta'iala, e ao ona maua se avanoa e te taga'i ai i lenei peleni i se piriota e 30 aso aua se iloiloga mo ni manatu fia tu'uina mai.

**O se kopi o lenei peleni o le a maua i nofoaga nei amata ia Aperila 4, 2016:**

- **Ofisa Maloloina, le Sunnydale Health ma le Wellness Center i le 1711 Sunnydale Avenue.**
- **Mercy Housing ma le ofisa o le YMCA i le 1657 Sunnydale Avenue.**
- **Ofisa mo Lisi a le SFHA i le 1654 Sunnydale Avenue.**
- **Kalapu: Boys & Girls i le 1654 Sunnydale Avenue, Fogafale Iona 2.**
- **TURF i le 1652 Sunnydale Avenue**
- **Vis Valley Strong Families i le 1704 Sunnydale Avenue**
- **Samoan CDC i le 2055 Sunnydale Avenue**

**E maua fo'i lenei peleni i luaga o le upega-tafa'ilagi i le [www.sfha.org](http://www.sfha.org) ma le [www.sfmohcd.org](http://www.sfmohcd.org). O se au'ili'iliina o lenei Peleni mo Si'itiaga o le a fa'alauiloina i le fonotaga a tagatanu'u o Sunnydale i le Aso Gafua, Aperila 4, 2016 i le 5:30pm – 7:30pm; Potu Mafuta Fa'afaiganu'u i Sunnydale i le tuatusi 1654 Sunnydale Avenue.**

**Matou te fia maua ma talia ni outou manatu fa'asino i le Peleni o Si'itiaga.**

Fa'amolemole ia tusia ma lafoina uma manatu po'o ni fesili ia:

Chad Wakefield  
Overland, Pacific & Cutler, Inc.  
7901 Oakport Street, Suite 4800, Oakland, California 94621  
cwakefield@opcservices.com

**E mafai fo'i ona lafoina mai autou fa'amatalaga i le meli-fa'auila (email) po'o le meli i le tuatusi oi luga. E ao ona tunu'u mai outou manatu i le ofisa ia le silia Me 4, 2016 ina ia aloa'ia i le iloiloga fa'ai'u o le Peleni mo Si'itiaga.**

O lenei peleni o le a fofogaina mo se fa'amaonia e le Komisi o Matagaluega o Fale i San Francisco a le o le tau mafanafana 2016. O le a mauaina i se taimi o muamua se isi fa'amatalaga fa'asino i le fonotaga a Komesina.

Fa'amolemole ia fa'autagia mai lenei fa'aaliga: O sina oto'otoga o lenei peleni mo si'itiaga faapea le peleni e le o se fautuaga ia amata loa ona tapena ma si'itia tagata. Fa'amolemole aua lava ne'i tula'i se tasi ae le'i taua'aina se fa'atonuga patino mo si'itiaga.

Fa'afetai tele i loutou auai, i le iloiloaina ma manatu fa'asoa mai aua lenei fa'amoemoe

**Fa'afetai tele**



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**Chad K. Wakefield, PMP**  
Pule Sinia o le Galuega

### **Sunnydale HOPE SF Master Relocation Plan Summary**

**This document is a summary of the draft Master Relocation Plan for the Sunnydale HOPE SF. Please review this and give us your comments by May 4, 2016. You can contact us as described at the end of this document. Please be advised that this summary of the relocation plan, nor the plan are in any way intended to advise residents to begin the relocation process. Please do not take steps to relocate or move prior to receiving advanced notification.**

**Introduction:** The San Francisco Housing Authority (SFHA) selected the Sunnydale Development Co., LLC (“Developer”), a partnership between Mercy Housing and Related Companies, to develop and carry out a revitalization plan for Sunnydale (“Project”).

The Project is comprised of 11 phases of demolition and construction of Replacement Public Housing Units and other housing units. All Sunnydale households will be relocated from their current units to other on- and off-site housing units (“Relocation Units”). The estimated schedule for the construction of the new housing units, streets, utilities and neighborhood serving facilities is from 2017-2030. The Project will develop one-for-one replacement of the existing 775 public housing units (“Replacement Public Housing Units”). SFHA determined that the Developer will develop a Master Relocation Plan and implement the Plan.

Sunnydale Households have numerous protections including rights to Federal and State relocation assistance in accordance with Federal and State relocation assistance laws. In accordance with the City of San Francisco’s Right to Return to Revitalized Housing Ordinance, households who remain in Good Standing, meaning those households that have not been evicted or been served with a summons and complaint for eviction by SFHA have the Right to Return to a revitalized housing unit. Upon completion of the new units, each Sunnydale household will be moved to a newly constructed unit that meets their needs within the new Sunnydale development. Some Sunnydale households may have the opportunity to move voluntarily and permanently to affordable

units in other neighborhoods. Current non-residential occupants will also be required to relocate and in some cases be able to take occupancy in a new space at Sunnydale. SFHA will continue to own the land where all affordable units are located, including the 775 Replacement Public Housing Units. SFHA will execute long term ground leases with individual limited partnerships in which affiliates of the Developer are general partners. The new housing will be owned and managed by these entities established for those purposes.

**Purpose of the Relocation Plan:** This document is a summary of the Master Relocation Plan developed for the Project. The purpose of the Relocation Plan is to describe the relocation requirements under local, state and federal laws to assist SFHA and the Developer in implementing the relocation. The Plan is also a way to communicate relocation rights, benefits and eligibility criteria of the required relocation program to the Sunnydale households.

**Federal and State Relocation Laws for the Project:** The Project is being assisted by federal funding sources including HUD's Choice Neighborhood Initiative (CNI) and proposes to use other federal funds including HOME, CDBG and potentially Rental Assistance Demonstration. The federal funds require that the SFHA provide a relocation program including relocation planning and assistance in accordance with the Uniform Relocation Act (URA). The City of San Francisco funding to the Project requires the relocation program is also in accordance with the State of California Relocation Assistance Law (CRAL) and Guidelines (Guidelines).

**Relocation Program Requirements:** The primary relocation responsibilities of SFHA and the Developer under the URA and CRAL include the following;

1. Prepare a Relocation Plan (Plan), receive comments on the Plan during a 30 Day Comment Period, and present the Plan to the SFHA Board of Commissioners for approval.
2. Provide Counseling and Relocation Advisory Services to help residents to prepare for and execute their relocation.

3. Provide Written Relocation Notices to Sunnydale-Velasco households, including a Notice of Eligibility (NOE) describing the household's relocation benefits and a 90 Day Notice to Vacate to be issued 90 days before the household is to move.
4. Provide temporary housing or help the household secure permanent replacement housing.
5. Provide Moving Assistance to temporary and/or permanent replacement housing.
6. Provide an opportunity to Appeal Relocation Decisions.

**Relocation Assistance Team:** Sunnydale households will work with Mercy Housing's Relocation Staff throughout the relocation process starting with resident meetings and focus groups, and individual household interviews. Mercy Relocation Staff will work with all households prior to and during each phase of the Project to create an individual relocation plan for the household and then execute their relocation.

**Relocation Notification Plan:** Mercy Relocation Staff will provide all required written notifications to the household including their Notice of Eligibility (for relocation benefits), the 90-day Notice to Vacate, and a 30-day Notice to Vacate. Depending upon the final funding plan for the Project, additional written notifications may be required. All notices will be translated into the household's primary language, personally served and explained where possible or delivered certified return receipt mail.

**Moving Assistance Plan:** Mercy Relocation Staff will meet with each household to explain the moving assistance services that will be made available to them. Mercy expects to hire a moving contractor (or multiple contractors if needed) to provide moving services. Services would include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the household's personal property to and from their relocation housing unit. Similar services will be provided to households being directly relocated to their new replacement 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 will be handled on

a phase by phase, case by case basis. Such services are referred to as related services. All moving and related services will be directly paid for by the Developer.

**Residents' Right to Return to Revitalized Housing:** In addition to the URA and CRAL requirements that protect Sunnydale household, San Francisco's Right to Return to Revitalized Housing Ordinance provides that public housing households have a right to revitalized housing and relocation assistance after a relocation from their original unit, so long as the household is in good standing, meaning that it is not in the eviction process or has not been evicted by SFHA.

The Ordinance treats all lawful tenants residing within a unit as a household, and the household shall be eligible to return to a single revitalized unit and not separate replacement units.

All current households, whose tenancy at Sunnydale was not lawfully terminated prior to, or after, the Initiation Date (date of first notice for eligibility for relocation assistance), shall have a right to, and the highest priority for, a replacement unit at the new Sunnydale development.

**Replacement Housing Plan:** All 775 existing Sunnydale-Velasco housing units will be replaced one-for-one by the Project. Most of the new replacement units will be constructed on the Site but it is anticipated that some new replacement units will be located outside of the Site, including in the immediate area or in other neighborhoods. All households will be required to vacate their current or original units to accommodate the demolition and construction process. The construction of units is expected to last longer than 12-months per phase. The primary replacement housing resource will be the units to be built by the Developer; however, some households may need to be temporarily relocated off-site to housing arranged for by the Developer on their behalf during construction of new units at Sunnydale.



The Plan is to move as many households from their original units to vacant units at Sunnydale. In essence, the households that will be able to be relocated on-site during the construction will be transferred to another low income public housing unit.

Any increased housing cost related to temporary housing will be paid for by the Developer.

**Required Relocation Plan Review Period:** In accordance with the Guidelines, the draft Plan is required to be circulated for a 30-day public review and comment period.

The draft Plan will be made available to each Project household and non-residential occupant for a 30-day review period so that written and verbal comments on the draft Plan can be collected. Sunnydale-Velasco households are receiving a written notice that the draft Plan is available to read and that the Plan is summarized in this document. Non-Sunnydale residents, including public agencies, advocacy groups and other interested parties, will also be invited to provide written comments to the draft Plan. The comment period will open from April 4, 2016 to May 4, 2016.

A copy of this Plan will be available for review at the following locations (all in San Francisco) beginning on April 4, 2016:

- Sunnydale Health and Wellness Center at 1711 Sunnydale Avenue
- Mercy Housing and YMCA office at 1657 Sunnydale Avenue
- SFHA Leasing Office at 1654 Sunnydale Avenue
- Boys & Girls Club at 1654 Sunnydale Avenue, Second Floor
- TURF at 1652 Sunnydale Avenue
- Vis Valley Strong Families at 1704 Sunnydale Avenue
- Samoan CDC at 2055 Sunnydale Avenue

The draft Plan may also be accessed online at [www.sfha.org](http://www.sfha.org) and [www.sfmohcd.org](http://www.sfmohcd.org). A summary of the draft Relocation Plan will also be presented at a Sunnydale resident meeting on Monday, April 4, 2016 at 5:30pm – 7:30pm at the Sunnydale Community

Room at 1654 Sunnydale Avenue. The draft Plan will be revised to incorporate the comments.

The revised Plan will be presented for approval to the San Francisco Housing Authority Commission (Commission) the Summer of 2016. A written notice will be mailed to the Sunnydale-Velasco households about the Commission hearing that can be attended and comments submitted in person.

Any written comments or questions received will be included in the Final Master Relocation Plan to be presented to the Commission for approval.

**All written comments should be mailed, faxed, or emailed by May 4, 2016 to:**

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

**Verbal comments may be discussed with Chad at 510.760.6071 by May 4, 2016.**