

PREPARED FOR
DOHENY-VIDOVICH PARTNERS

BY:



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INTRODUCTION

In 2023, Doheny-Vidovich Partners (Applicant) submitted development plans to the City of Los Altos for the redevelopment of property located at 4896 El Camino Real, Los Altos, CA 94022 (Property). In addition to redevelopment of the site, the project includes the demolition of a commercial and residential property (Project). This proposed activity is hereinafter referred to as the Project.

Scope and Purpose of This Relocation Plan

In accordance with California Senate Bill 330 (SB 330) the potential displacement of residential households requires that a Relocation Plan be prepared in accordance with California Relocation Assistance Law (CRAL) and the California Relocation Assistance Guidelines (Guidelines). The Applicant has funded this Relocation Plan under the direction of the City of Los Altos (City) in order to meet Applicant obligations, set forth in SB330. What follows is the Relocation Plan (Plan) developed for the proposed Project.

The Applicant does not have the power of Eminent Domain and will not utilize the City of Los Altos' power of Eminent Domain to acquire the Property. The project is privately funded. There are no public funds or public/private partnership agreements anticipated for this project. Therefore, only the CRAL and Guidelines shall apply in the event low-income persons or households are displaced for the Project (these persons are hereinafter referred to as the Displacees). The Uniform Relocation Act (URA) and the US Department of Housing and Urban Development (HUD) Handbook 1378 are not applicable to this Project.

As SB330 is not concerned with displaced businesses or non-profit organizations, this Plan shall make no considerations for non-residential relocation assistance under CRAL and the Guidelines.

If the Applicant proceeds with the development of this project, the Applicant offers assurances to implement a Relocation Assistance Program in compliance with obligations set forth in SB330, CRAL, the Guidelines, and the direction of the city. The Applicant bears all obligations to implement a Relocation Assistance Program as outlined herein.

This Plan is designed to meet the relocation planning requirements of California Government Code 7260 and the regulations of subchapter 1 of chapter 6 of division 1 of title 25 in the California Code of Regulations (aka the Guidelines).

This Plan is limited to do the following:

1. Meet the requirements and spirit of SB330 and associated regulations, CRAL, the Guidelines, and any other applicable relocation laws (Applicable Regulations).
2. Satisfy legal and regulatory requirements for relocation planning in accordance with the Applicable Regulations.
3. Describe the Site, its location, and the proposed Project that will require residential occupants to permanently relocate.
4. Describe and analyze the laws, statutes and regulations governing the relocation of the Occupants (hereinafter referred to collectively as the Displacees).
5. Describe the persons impacted by the Project and their potential relocation needs.
6. Describe the roles and responsibilities of the Applicant, and their designated relocation specialist for the Project.
7. Outline the Policy protections, relocation rights and benefits that the Applicant is obligated to provide to the Displacees.
8. Outline the relocation program, process, and compensatory measures required to ensure the Displacees are provided with relocation assistance that reasonably meets their needs in accordance with the Policy and that practically fit with the Applicant's intent and Project needs.
9. Describe the replacement property resources that may be available to the Displacees.
10. Describe the process to develop, approve and update the Plan.
11. Describe the process for any appeals of the relocation benefits and services provided.
12. Provide the general schedule and budget for relocation activities.

The Plan is limited to this scope, which is consistent with the regulatory requirements CRAL and the Guidelines and recognized best practices for relocation plan development.

Beyond being a requirement of the Applicable Regulations, a relocation plan is a communication and management tool for the stakeholders involved in the relocation process. Identified stakeholders thus far in the project development process include the Displacees, the Applicant, City of Los Altos, the California Housing and Community

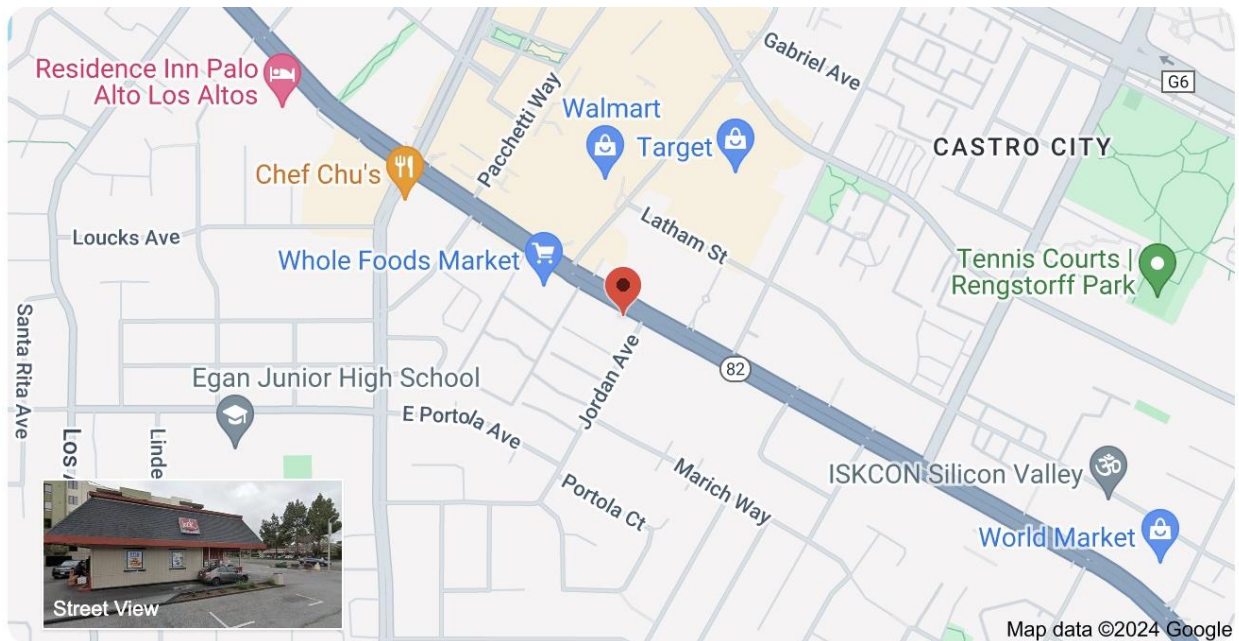
Development Department (HCD), and community-based service organizations and housing counseling organizations who may be able to aid the Displacees.

Site Description and Project Description

The redevelopment project is a five-story, mixed use development with 33 residential units, 18,236 square feet of office, and two levels of underground parking.

The Subject Property (Property) of this Plan is located at 4896 El Camino Real, Los Altos, CA 94022. Figure 1 shows its location. The Property is situated in Los Altos on El Camino Real which connects several Peninsula and South Bay cities in the San Francisco Bay Area within the Postal Zip Code of 94022. Residents enjoy easy access to the Santa Clara Valley Transportation Authority (VTA) bus system including the El Camino and Jordan stop in front of the Property. The surrounding community includes parks, libraries, recreational facilities, schools, and medical facilities. Residents can find grocery stores, restaurants, community facilities, automotive repair businesses, and other small community-based businesses within three miles.

Figure 1: Area Location



The Property is currently improved with a drive-through chain fast-food restaurant and a Single Family Residential (SFR) unit that is rented to a residential tenant occupant. Currently, the unit is occupied by three persons. The unit may meet the definition of a

Protected Unit if the household income is at or below 80% of the Area Median Income (AMI) for Santa Clara County, CA for 2024 as shown in Table 1 below.

Table 1: California HCD Santa Clara County Income Chart 2024

Number of Persons in Household:	1	2	3	4	5	6	7	8
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Santa Clara County Area Median Income: \$184,300	Acutely Low	19350	22100	24900	27650	29850	32050	34300	36500
	Extremely Low	38750	44250	49800	55300	59750	64150	68600	73000
	Very Low Income	64550	73750	82950	92150	99550	106900	114300	121650
	Low Income	102300	116900	131500	146100	157800	169500	181200	192900
	Median Income	129000	147450	165850	184300	199050	213800	228550	243300
	Moderate Income	154800	176900	199050	221150	238850	256550	274250	291900

Source : <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/income-limits-2024.pdf>

Overview of Relocation Planning and Implementation

Revival Development Services (Revival) has been hired by the Applicant to prepare this Plan. The Applicant will retain a third-party relocation specialist to implement this Plan including delivering the Advisory Services and assistance receiving payments described in the Plan.

Revival’s President, Chad Wakefield, authored this Plan. Mr. Wakefield has delivered relocation plans and services under HCD’s purview and monitoring since 2007 including assisting with SB330 triggering projects, California Project HomeKey funding, and various other federal, state, and local agency requirements including in Alameda, Santa Clara, San Mateo, San Francisco, and Marin Counties.

RELOCATION PLAN

A. REGULATORY FRAMEWORK AND REQUIREMENT ANALYSIS

In its most basic form, CRAL and the Guidelines the following minimum requirements:

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. Permanent relocation to a comparable housing unit that is decent, safe, and sanitary, and meets the needs of the Household.
4. Assistance with moving to the replacement 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.

The following law, regulations and ordinances are applicable to this Project.

Housing Accountability Act (HAA) Gov Code § 65589.5

Established the state's overarching policy that a local government may not deny, reduce the density of, or make infeasible housing development projects, emergency shelters, or farm working housing that are consistent with objective local development standards.

Permit Streamlining Act (PSA) Gov Code § 65920-64

Applies to housing development projects, decreases required timeframe to approve or disapprove a housing development project with an EIR.

Housing Crisis Act of 2019 (HCA), Chapter 654, Statutes of 2019 (SB 330, SB 8, and AB1218

Amended the Housing Accountability Act and Permit Streamlining Act. Added new provisions to the Government Code limiting local authority to downzone property or adopt new, subjective design standards. Effective January 1, 2020, and sunsets on January 1, 2030 (per SB 8).

California Assembly Bill 1218

Removed the date the Housing Crisis Act requirements sunset.

Ellis Act Gov Code § 7060-7060.7

State law concerning property owners' right to evict tenants, obligations to provide assistance to eligible households, and replace units.

California Relocation Assistance Law CA Government Code § 7260

Establishes Relocation Planning and Relocation Assistance Program requirements for eligible displaced persons.

California Code of Regulations Title 25, § 6000

Provides regulatory guidance for implementing California Relocation Assistance Law.

State of California Government Code Section 66300.6

New provisions added to the Government Code by SB 330. Requires the Developer to allow residents to remain in their unit until six months prior to the start of construction and contains additional relocation assistance requirements for residents in affordable residential units defined as Protected Units. Occupants of Protected Units shall also have the first right of refusal for a new unit at the Project.

Specific requirements taken directly from 66300.6 are provided below as they appear in the text of the code.

(3) (A) Any existing occupants will be allowed to occupy their units until six months before the start of construction activities. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under this section. Notice shall be provided at least six months in advance of the date that existing occupants must vacate.

(B) Any existing occupants that are required to leave their units shall be allowed to return at their prior rental rate if the demolition does not proceed and the property is returned to the rental market.

(4) The developer agrees to provide both of the following to the existing occupants of any protected units that are lower income households:

(A) Relocation benefits that are equivalent to the relocation benefits required to be paid by public entities pursuant to Chapter 16 (commencing with Section 7260) of Division 7 of Title 1 and any implementing regulations.

(B) A right of first refusal for a comparable unit available in the new housing development, or in any required replacement units associated with a new development that is not a housing development, affordable to the household at an affordable rent or an affordable housing cost. This subparagraph shall not apply to any of the following:

(i) A development project that consists of a single residential unit located on a site where a single protected unit is being demolished.

(ii) (I) Units in a housing development in which 100 percent of the units, exclusive of a manager's unit or units, are reserved for lower income households.

(II) Notwithstanding subclause (I), this subparagraph shall apply to protected units occupied by an occupant who qualifies for residence in the new development and for whom providing a comparable unit would not be precluded due to unit size limitations or other requirements of one or more funding source of the housing development.

(iii) A project that meets the requirements of subparagraph (C) of paragraph (1).

(C) (i) For purposes of complying with subparagraph (B), if one or more single-family homes that qualify as protected units are being replaced in a development project that consists of two or more units, "comparable unit" means either of the following, as applicable:

(I) A unit containing the same number of bedrooms if the single-family home contains three or fewer bedrooms.

(II) A unit containing three bedrooms if the single-family home contains four or more bedrooms.

(ii) For purposes of this subparagraph, a comparable unit is not required to have the same or similar square footage or the same number of total rooms.

(D) This subparagraph does not apply to an occupant of a short-term rental that is rented for a period of fewer than 30 days.

(5) This subdivision does not confer additional legal protections upon an unlawful occupant of a protected unit.

B. PROGRAM ASSURANCES AND STANDARDS

Funding of Relocation: Adequate funds shall be made available for the relocation of all eligible Displaced Persons/Households within the budget of the Project. The Applicant shall pay all actual, reasonable, and necessary relocation expenses through its own Project. This Plan provides for an estimate of the cost of the Displacee's relocation expenses. This estimate is detailed in Section L of the Plan. The estimate is subject to change as additional information pertaining to the needs of the Displacees, local housing market cost, and moving expenses is gathered. The estimate is also not intended to be a fixed price to be met; the actual cost may be lower should the Displacees require financial assistance than the estimate.

Review and Comment to This Plan: Given the permanent nature of the displacement contemplated and expected as a result of the Project, in accordance with CRAL and the Guidelines, there is a formal 30-day public review and comment period for the Plan prior to start of relocation. Resident and other stakeholder feedback regarding the program will be considered and incorporated into the Plan where appropriate. The review and comments period are explained later in this Plan.

Notification of Eligibility of Relocation Program Assistance and Notice to Vacate: In accordance with the CRAL, each household shall be informed in writing regarding the types of relocation assistance they shall receive in a Notice of Eligibility (NOE) and the dates of their relocation through a minimum of a 90-day Notice to Vacate. Notice translations into languages other than English will be prepared if required such as Spanish. NOTE: as later discussed, through the resident interview process, no communication in languages other than English has been determined to be necessary.

Fair Housing and Other Civil Rights Protections: 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, the Unruh Act, as well as any otherwise

arbitrary or unlawful discrimination. Relocation notices shall be provided in the primary language of each Household.

Appeals: Any Displacee, is afforded the right to appeal the decision to the Applicant and their designated appeals hearing body with HCD being the ultimate arbiter of unsettled appeals at the Applicant's level unless the Displacee pursues judicial relief through the appropriate judiciary. Section J of this Plan provides the complete appeals process for the Project. Displacees who disagree with decisions by the Applicant including but not limited to, the determination of eligibility or ineligibility for relocation assistance, the type and amount of relocation assistance that is being offered, offer of comparable, Decent, Safe, and Sanitary (DS&S) housing, and property management practices.

C. RELOCATION PLANNING AND NEEDS ASSESSMENT METHODOLOGY

Based on information provided by the Applicant on September 12, 2024, there is one occupied residential unit. All occupants are expected to be displaced.

Interviews with Displacee will be required prior to displacement. These interviews will be focused on special needs including physical mobility challenges that need to be considered in the relocation process, languages spoken in the home and potential need for assistance in languages other than English, and locational preferences for relocation. These data are required to determine the relocation assistance the household is eligible to receive.

D. DEMOGRAPHICS AND OCCUPANT DATA & DESCRIPTIONS

Occupant Data

It is estimated that there are 3 persons occupying the residential structure. There is one adult and one related child, and an adult roommate residing at the Property. Based on stated income, and depending upon the composition of these persons there is either one two-person household at 52% AMI (low-income at or below 80% AMI) and one single person household at 85% AMI (moderate income, at or above 80% AMI); if the persons do report to all belong to one household their combined income would exceed the median income level shown previously in Image 1.

Household Special Needs

Special needs are not known. This data will be discovered during the interview process.

E. RELOCATION ASSISTANCE ELIGIBILITY

Relocation Eligibility Under CRAL In Accordance with SB330

The following definitions per SB330 are critical in understanding the relocation requirements and determining relocation eligibility.

Table 2: SB330 Definitions

<i>Project:</i>	A development by a private owner or developer which causes the displacement of low or very low-income households living in a protected residential dwelling unit.
<i>Displaced Person:</i>	Low and very low-income households living in a protected residential unit who is displaced as a result of owner and/or developer removal of the residential unit.
<i>Protected Unit:</i>	A Protected Unit means any of the following: <ul style="list-style-type: none"> • Residential dwelling units that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low-income within the past five years. • Residential dwelling units that are or were subject to any form of rent or price control through a public entity's valid exercise of its police power within the past five years. • Residential dwelling units that are or were occupied by lower or very low-income households within the past five years. • Residential dwelling units that were withdrawn from rent or lease in accordance with Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 within the past 10 years.
<i>Low-Income:</i>	Household Income at 50% to 80% of Area Median Income
<i>Very Low-Income:</i>	Household Income at 35% to 50% of Area Median Income

Per SB 330, in order to be eligible for assistance under CRAL, a household must be residing in a protected unit (be low-income); occupied by persons at or below 80% AMI.

Eligible persons will receive permanent relocation assistance including relocation advisory services, referrals to replacement spaces, moving assistance, and other relocation assistance payments. Each Displacee will receive a Notice of Eligibility (NOE) and a 90-day Notice to Vacate at the minimum. Where necessary a 30-day Notice were issued, as necessary.

Ineligibility for Relocation Assistance

Households above 80% AMI will not be eligible under CRAL per SB330. Any occupant not eligible for assistance will receive a Notice of Ineligibility and will receive no relocation assistance. The Applicant may elect to voluntarily provide advisory services including the 90-day Notice to Vacate and referrals to replacement locations.

F. REPLACEMENT PROPERTY NEEDS

All occupants will be displaced. All replacement housing offered to residential Displacees, at a minimum, must be DS&S including providing adequate sleeping area for all households to be considered comparable replacement units. As defined under 6008 (D) of CRAG DS&S means:

(1) Housing in sound, clean and weather tight condition, in good repair and adequately maintained, in conformance with the applicable state and local building, plumbing, electrical, housing and occupancy codes or similar ordinances or regulations and which meets the following minimum standards:

(A) Each housekeeping unit shall include a kitchen with a fully usable sink, a stove or connection for a stove, a separate and complete bathroom, hot and cold running water in both bathroom and kitchen, an adequate and safe wiring system for lighting and other electrical services and heating as required by climatic conditions and local codes.

(B) Each nonhousekeeping unit shall be in conformance with state and local code standards for boarding houses, hotels, and other dwellings for congregate living.

(2) When the term decent, safe, and sanitary is interpreted, under local, state, or federal law, as establishing a higher standard, the elements of that higher standard, which exceed the provision of paragraph (1) of this subsection, are incorporated herein. A unit which is occupied by no more than the maximum number of people allowed under the State Building Code shall be considered to be in compliance with the occupancy provisions of this subsection.

Households will receive referral to at least 3 DS&S housing units over their 90-day Notice period including as a basis for their replacement housing in their NOE.

Relocation to the replacement units listed below or anywhere within the Los Altos area should ensure that the occupants have similar or improved access to public services, public facilities such as parks, transportation, medical services, and employment. The households will receive sufficient replacement housing assistance to ensure that they have the option to relocate into comparable, DS&S replacement housing where they have continued similar access to all amenities.

Table 3 below shows samples of units that were available for rent during the research period of September 5-10. The survey found that there was a limited supply of units available in the immediate area to accommodate the potentially eligible household, and it is expected to remain that way through the project timeframe.

These rental properties should be available and affordable within each the household's financial means with the assistance of the Relocation Assistance Program. While there are active public projects in Los Altos that will cause the displacement of similarly sized households, the concurrent displacement should not affect the availability of comparable housing for this household.

Replacement Housing Survey

In-depth replacement housing searches based on the residents' needs and location requests prior to relocations will occur to provide ample re-housing information to the displaced households.

Table 3: Replacement Housing Survey Results

<i>Property Address</i>	<i>Unit Size and Monthly Rent</i>	<i>Distance from Property (miles)</i>
150 W Edith Ave Apt 20, Los Altos, CA 94022	2-BR/\$3,595	2
11 Deep Well Ln, Los Altos, CA 94022	2-BR/\$6,000	3.2
581 University Ave, Los Altos, CA 94022	1-BR/ \$3,750	3

G. RELOCATION ASSISTANCE PROGRAM

Relocation Staff Availability and Responsibilities

Households will be notified in the future of the names, phone numbers and email addresses of the team assigned to the Project. This Plan will be updated with specific contact information for relocation staff and the households will receive a notice of this change.

Specific activities performed by relocation staff are described below.

1. Distribute and explain a General Information Notice (GIN).
2. Interview the Displacees and assess their relocation needs. Careful documentation of this assessment will be recorded in the relocation case file.
3. Develop a housing survey, evaluate a DS&S dwelling unit for each household, select a DS&S replacement dwelling unit for the basis of determining any replacement housing payments, and calculate any required replacement housing payments.
4. Prepare a NOE for each household and personally present the NOE to the Displacee. NOE to include referral for at least one comparable replacement unit.
5. Distribute the 90-day Notice to Vacate. The 90-day Notice can be provided concurrently or after the NOE is served.
6. Provide additional referrals to replacement housing; a minimum of three referrals shall be provided to residential Displacees.
7. Provide relocation counseling services to assist Displacees make good decisions to plan their move.
8. Coordinate moves to replacement locations.
9. Assist with the completion and filing of relocation claims, rental applications, and appeals forms, if necessary.
10. Other assistance that may be appropriate to ensure the Displacee receives services and benefits that are reasonably permitted and/or required under the CRAL and the Guidelines to ensure that hardships and impacts are reduced as much as possible in the relocation process.
11. Document receipt of all required notices, referrals provided, signed claims and receipts of payments, and demonstration of advisory services and relocation assistance provided in the Displacee's relocation file.

Noticing

Notices required by CRAL, and the Guidelines shall be personally served where feasible, posted, or mailed with a certified return receipt. All other notices shall be personally served where feasible, posted, or mailed first class mail. Any notice which is posted shall be affixed to the resident's door and a photo will be taken of the notice displaying the date of the notice.

All notices and proof of service will be maintained in relocation case files. All notices and other informational documents provided will include the relocation specialist's contact information and any necessary directions to the resident to contact the relocation specialist. Notices will be provided to the household in their primary language. The required notices have been detailed above.

Relocation Housing Options

The following options may be available.

Rental Assistance for Tenant Occupants Who Choose to Rent a Permanent Replacement Dwelling Unit

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

Based upon the available data regarding Project Displacees, the displaced households may qualify for, and may be eligible to apply for, relocation benefits under CRAL provisions.

Except in the case of Last Resort Housing situations, payments to households exceeding 80% AMI will be payable over a 42-month period and limited to a maximum of \$5,250 as stated under CRAL. Table 4 portrays an example of a benefit determination for a household not utilizing a housing voucher. Where a voucher is used, the method of calculation is similar:

Table 4: Sample CRAL RAP Calculations

1. Old Rent (Total Tenant Payment)	\$1,200	Old Rent and Utilities
Or		
2. Ability to Pay	\$1,400	30% of the Gross Household Income (for Low Income Households)
3. Lesser of lines 1 or 2	\$1,200	Base Monthly Rental
Subtracted From:		
4. Actual New Rent	\$1,300	Actual New Rent and Utilities
Or		
5. Comparable Rent	\$1,400	Determined by FHRH (includes utilities)
6. Lesser of lines 4 or 5	\$1,300	
7. Yields Monthly Need:	\$100	Subtract line 3 from line 6
Rental Assistance	\$4,200	Multiply line 7 by 42 months

Rental Assistance Payment amounts are equal to 42 times the difference between the base monthly rent and the lesser of:

- (i) The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
- (ii) The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person. The base monthly rent for the displacement dwelling is the lesser of:
 - (i) The average monthly cost for rent and utilities at the displacement dwelling for reasonable period prior to displacement, as determined by the Applicant; or
 - (ii) Thirty percent (30%) of the displaced person's average monthly gross household income if the amount is classified as "low income" by HUD's Annual Survey of Income Limits for the Public Housing and Section 8 Programs. If a displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or

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

Down Payment Assistance to Tenants Who Choose to Purchase

The displaced household may opt to apply the entire benefit amount for which they are eligible toward the purchase of a replacement unit.

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

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

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

Residential Moving Assistance

Households shall have two options for moving assistance: a professional or self-move. The Applicant) or their 3rd Party Relocation Specialist) will meet with each household to explain the moving assistance services that will be made available to them and ascertain the move option that best suit their needs and abilities. These two options are further explained below.

Option 1: Residential Self-Move (Fixed Payment In-lieu of Actual and Reasonable Move Costs)

Should a household choose to conduct a self-move to an off-site unit, they will receive a Fixed Move Payment (FMP) based on the Federal Fixed Move Payment Schedule for the

State of California, which was last updated and effective August 26, 2021, shown in Table 5 below.

Table 5: FHWA Fixed Move Payment Schedule

1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8* rooms
\$780	\$1,000	\$1,250	\$1,475	\$1,790	\$2,065	\$2,380	\$2,690

*Additional rooms are \$285

Source:

https://www.fhwa.dot.gov/real_estate/uniform_act/relocation/moving_cost_schedule.cfm

Under this option, the household would not receive moving compensation for costs such as labor, boxes, and other packing materials, utility transfers, or other costs related to the physical move of their home. This is because the intent of the FMP is to provide funds to the household to pay for all costs associated with the move per the Policy. Relocation staff will prepare and process the appropriate claim for the household to receive assistance.

Option 2: Professional Residential Move

Under this option, the Applicant will directly pay for professional moving services required. Services would include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the household's personal property to their permanent unit.

Utility Transfer/Hookup Fee Reimbursement

All households that elect to have a professional move will have all move cost itemized which may include utility transfer and/or hookup fees. The Applicant will reimburse residents for the actual cost upon presentation of an itemized bill from the appropriate company. Advance payments may be considered if a household demonstrates a financial hardship.

Last Resort Housing

Should replacement housing not be available as required for the households when the computed replacement housing assistance eligibility exceeds \$5,250, or replacement

dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person's average monthly income, Last Resort Housing assistance payments will have to be provided.

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds \$5,250, or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceed 30% of the person's average monthly income (financial means), or when a tenant fails to meet the 90-day occupancy requirement and comparable replacement rental housing is not available within the displaced person's financial means. Calculations of Last Resort rental assistance benefits for tenants who fail to meet the 90-day occupancy requirement will be based solely on household income. Non-90-day qualifiers must meet basic eligibility requirements applied to all other Displacees.

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

H. PAYMENT OF RELOCATION BENEFITS

Any relocation assistance payments payable to the household will be made expeditiously. In order to receive any applicable permanent replacement housing payments, the household must rent and occupy a decent, safe, and sanitary replacement housing unit upon leaving the Property within 12 months. All persons eligible to receive a payment must submit claims and supporting documentation for relocation no later than 18 months after the date they vacate the Project Site in order to remain eligible for payment.

The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows:

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance.
2. Relocation staff will review all necessary documentation before reaching a determination as to which expenses are eligible for compensation.

3. Required claim forms will be prepared by relocation staff and be presented to the claimant for their review and signature. Signed claims and supporting documentation will be returned to relocation staff for processing of payment.
4. Relocation staff will review and approve claims for payment or request additional information.
5. Relocation staff will issue benefit checks to claimants in the most secure, expeditious manner possible.
6. Receipts of payment and all claims' materials will be maintained in the relocation case file.
7. In cases where the claimant 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 J of this plan.

I. 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 will 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.

J. APPEALS POLICY

The appeals policy and grievance procedures shall follow the standards described in CRAL and defined by HCD. Briefly stated, a 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 comparable and DS&S housing. Property management practices by the Applicant are also appealable.

Appellants are not required to exhaust their administrative remedies; they may choose to submit their appeal directly to HCD, City, or to a court. Persons wishing to submit an appeal to HCD may do so in writing to:

Department of Housing and Community Development
2020 West El Camino Ave., Sacramento, CA 95833

Once received, HCD would assign a hearing officer for the appeal.

Should a household not be satisfied with HCD's decision, or choose not to appeal to HCD, they may seek judicial relief through the appropriate level of the judiciary for their complaint. By not seeking relief from HCD, the claimant does not limit their right to judicial relief.

Households not wishing to go directly to HCD with an issue can send their appeal in writing to the Applicant:

Should the appellant and the Applicant not be able to resolve the appeal, the appellant may forward an appeal to HCD. The Applicant's relocation specialist will assist the household with information as to how to submit an appeal to HCD.

K. PROJECTED RELOCATION SCHEDULE

A relocation schedule will be added to this Plan as the Project evolves. No households will be required to move under a notice until six months prior to the start of construction.

L. ESTIMATED RELOCATION COSTS

The estimated relocation cost 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. The cost estimate 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 total relocations and the type/method of moving (professional versus self-moves).

The approval of this Plan does not constitute the approval of the relocation budget for the purposes of determining maximum levels of eligible compensation. The Applicant cannot offer lesser relocation payments than those required by CRAL in order to conform to the parameters of the preliminary budget that is included in the approved relocation plan.

As there is a maximum of one low-income household the estimate provided here only accounts for a range of cost for that household. The estimated budget for potentially

eligible moving costs and replacement housing payments with consideration for payments under Housing of Last Resort is \$87,000 - \$171,000.

M. PUBLIC COMMENTS AND REVIEW PERIOD

This Plan will be circulated to the previous occupants of the Property and will be available for public review and comment upon request from October 2024 through November 2024. The Plan will also be available at the city during normal office hours. Comments shall be submitted to the City contact listed below.

City Contact: Jia Liu, AICP, Associate Planner, City
of Los Altos, (650) 947-2696 or
jliu@losaltosca.gov

APPENDIX A: SAMPLE RELOCATION FORMS AND NOTICES



RESIDENT INTERVIEW FORM				
Date of Interview:		Interviewer Name:		
Head of Household Name:				
Address:				
Home Phone Number:		Mobile Phone Number:		
Email Address:		Preferred Form of Communication:		
HOUSEHOLD INFORMATION				
First, Last Name	Relationship to Head of Household	Gender	Age	Special Characteristics of Household: (Non-English speaking, Disabled, Elderly, Etc.?)
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
USE SPACE FOR ADDITIONAL HOUSEHOLD MEMBERS				
Income Details (Ask for annual income. Include amounts received through SSI – other govt. support such as Section 8):				
Are there any special needs you would like to provide additional details for?				

CURRENT HOUSING INFORMATION and RELOCATION PREFERENCES
Current Rent:
Date Moved In:
Estimated Monthly Utility Cost for Electric, Gas, Water, Sewer and Trash):
Total Number of Bedroom:
Other Rooms In Unit (ie. Living, Family, Storage):
Desired Location for New Housing:
What else should we know about your housing needs?

ROUTINE ACTIVITIES (LOCATION AND TRANSPORTATION)
Employment and/or school location:
Transportation requirements:
a. Do you have a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many are in the household?
b. Do you depend on public transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes what routes are used?</i>



c. Other transportation concerns:

ANIMALS	
Are there animals in your household?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Animal 1:	Is this a Service Animal/Emotional Support Animal <input type="checkbox"/> Yes <input type="checkbox"/> No
Animal 2:	Is this a Service Animal/Emotional Support Animal <input type="checkbox"/> Yes <input type="checkbox"/> No
Animal 2:	Is this a Service Animal/Emotional Support Animal <input type="checkbox"/> Yes <input type="checkbox"/> No

SERVICES NEEDS	
Do you have a support person in place to help you during this process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes.. Name and phone number of persons:</i>	
What services do you anticipate needing to prepare and complete your move?	
What do you anticipate will be your biggest obstacles in getting ready for your move?	
Do you have cable, internet, or phone services? List providers below	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL HOUSEHOLD QUESTIONS AND INTERVIEWER NOTES

Print Resident Name

Resident Signature

Date of Interview

Relocation Specialist Signature

Date of Interview

Non-residential Interview Form	
Date of Interview:	Email Address:
Business Name (Legal Entity):	
Address:	
Telephone Number:	Point of Contact:
SECTION 1. NOTICES	
Date first occupied this property:	
Did you receive the General Information Notice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
INTERVIEWER INSTRUCTIONS: If the answer is "NO" to question above, provide the notice.	
SECTION 2. PROPERTY DESCRIPTION AND CHARACTERISTICS	
Property Description and Zoning:	
Structures:	On-Site Storage Areas:
Current amount of rent:	
Utilities Cost and Needs?	
Equipment at Site:	
Permits and Licenses:	
SECTION 3. BUSINESS INFORMATION	
Business Type/Description:	
Primary Market/Trade Area:	
Other Locations:	
Number of Staff and Hours of Operations:	
Best Time to Move:	
Hazardous Materials Use/Storage:	
Period of Lowest/Highest Inventory:	
Equipment Under Lease and/or Warranty:	
High Bulk Material:	
Other Details:	

GENERAL INFORMATION NOTICE (GIN)

[DATE]

[Resident Name]
[STREET ADDRESS]
[CITY, STATE, AND ZIP]

Dear [Resident Name]:

DeAnza Properties (Developer) is proposing to acquire and redevelop the property located at [INSERT COMPLETED ADDRESS] APN [APN(s)] (Property and Premises) where you presently reside. This proposed Project will require all persons remaining at the Property to move permanently from the Property. A percentage of new units will be set aside for households earning at or below 80% of Santa Clara County the Area Median Income (adjusted for household size).

As required under California SB 330, and in accordance with State of California Government Code Section 66300 (d)(II)(C) the Developer shall be required to allow residents to remain in their unit until 120-days prior to the start of construction.

In accordance with 66300 (d)(II)(D), occupants in a Protected Units, as defined per 66300 (d)(II)(E)(ii), shall provide residents of affordable residential units with relocation assistance benefits per California Government Code Chapter 16 Section 7260 Division 7 Title 1. Occupants of Protected Units shall also have a first right of refusal for a new unit at the Project.

In order to determine potential eligibility for relocation assistance, an interview with a qualified relocation specialist must be conducted. The Developer has retained the services of Revival Development Services, LLC to conduct these interviews and develop eligibility letters for relocation assistance. Please contact [INSERT STAFF CONTACT] no later than [INSERT DEADLINE], to conduct this interview.

Be prepared to provide the following documentation to [INSERT STAFF CONTACT] no later than INSERT DEADLINE]: 1) Copy of lease and rental receipts; and 2) Income documentation for 12-months from [INSERT DATES] including but not limited to pay stubs, cash affidavit verification, and other income excluding food stamps. Failure to meet these requirements shall result in the forfeiture of any and all relocation assistance you may be eligible to receive.

Please direct any questions or concerns regarding this letter to INSERT CONTACT]. If you require translation to a language other than English, please advise as soon as possible.

Sincerely,
Chad K. Wakefield

President
Revival Development Services, LLC

RESIDENT'S GENERAL INFORMATION NOTCE ACKNOWLEDGEMENT OF RECEIPT

Resident Name: _____ Resident Unit #: _____
Resident Signature: _____ Date Received: _____

RESIDENT'S GENERAL INFORMATION NOTCE ACKNOWLEDGEMENT OF RECEIPT

Resident Name: _____ Resident Unit #: _____
Resident Signature: _____ Date Received: _____

TENANT INFORMATION STATEMENT Government Code §66300(d)

YOUR RESPONSE TO THIS LETTER MAY AFFECT YOUR HOUSING BENEFITS THIS IS NOT
AN EVICTION NOTICE OR TERMINATION OF TENANCY

[DATE]

Current Resident

RE: Request for Information for Replacement Unit Determination

Dear Current Resident:

The owner of the property has filed an application with the City of Los Altos to construct a new residential housing development on the Property. The Housing Crisis Act of 2019, SB 330 (Government Code §66300) requires the owner to replace any units that are or recently were occupied by Lower Income tenants with restricted affordable units in their new building. The law also requires owners to provide certain rights and benefits to existing Lower Income tenants.

In order to ensure that all Protected Units are replaced, and all eligible tenants are protected, the City must have accurate information about the units and tenant households at the Property. The City is asking each of the tenants of the Property to **complete and return the attached form**.

YOU MAY HAVE A RIGHT TO BENEFITS

Qualified Lower Income tenants currently living in the building may have the following rights:

1. A right of first refusal for a comparable unit (at the same rent and with the same bedroom type) in the new building once it is completed.
2. The right to remain in your unit until up to six (6) months before the start of construction.
3. Financial assistance with relocation costs in accordance with state or local law (whichever is greater).

YOUR RESPONSE WILL HELP PRESERVE AFFORDABLE HOUSING

Cooperating with this request is voluntary, but your participation will assist the City in preserving affordable housing for future generations. Even if you are not eligible for benefits or choose not to occupy a unit in the new property, the number of units created in the new building with long-term affordability requirements may depend on your response.

WHAT YOU SHOULD DO

Please complete and return the attached documents, signed and dated, to the address listed on the form within two (2) weeks of the date of this letter. If you need assistance with this form, please contact [INSERT CONTACT].

After the City completes the Replacement Unit Determination and issues a permit for construction of the new building, you will receive notice of the owner/landlord's intent to demolish your unit, along with additional information about your rights and benefits, if applicable.

Sincerely,

City of Los Altos

TENANT INFORMATION STATEMENT Government Code §66300(d)

YOUR RESPONSE TO THIS LETTER MAY AFFECT YOUR HOUSING BENEFITS THIS IS NOT AN EVICTION NOTICE OR TERMINATION OF TENANCY

(To Be Completed by Tenant)

Date: _____

UNIT INFORMATION:	
Property Address:	
Unit Number:	Number of Bedrooms:
Number of people in Household:	
Name(s) of all person(s) on Lease Agreement:	

Please review the following 2024 income table, based on the number of people in your household, and indicate by checking the appropriate box below whether you believe your household qualifies as low- or very low- income, above low-income, or unknown:

Number of Persons in Household:	1	2	3	4	5	6	7	8	
Santa Clara County Area Median Income: \$184,300	Acutely Low	19350	22100	24900	27650	29850	32050	34300	36500
	Extremely Low	38750	44250	49800	55300	59750	64150	68600	73000
	Very Low Income	64550	73750	82950	92150	99550	106900	114300	121650
	Low Income	102300	116900	131500	146100	157800	169500	181200	192900
	Median Income	129000	147450	165850	184300	199050	213800	228550	243300
	Moderate Income	154800	176900	199050	221150	238850	256550	274250	291900

- My annual household income is at or below the low-income limit in the table above.
- I understand that I will need to provide additional documentation to access relocation benefits. My annual household income is at or below the very low-income limit in the table above.
I understand that I will need to provide additional documentation to access relocation benefits.
- My annual household income is above the low-income limit in the table above. I understand that I am not entitled to relocation benefits.
- I do not know whether my annual household income is low- or very low-income. Tenant Signature: _____ Date: _____

Please Return this form to:
[DEPARTMENT]
[ADDRESS]
[CITY, STATE, ZIP]

