

A U T O



T E M P

**908 OCEAN STREET  
SANTA CRUZ, CA  
RELOCATION PLAN**

**PREPARED FOR**

**High Street Residential  
415 Mission Street 45<sup>th</sup> Floor  
San Francisco, CA 94105**

**By**

**AUTOTEMP  
275 REFLECTIONS DRIVE #26  
SAN RAMON, CA 94583  
510.238.9386**

**February 2024**

## **908 Ocean Street Relocation Plan**

### **INTRODUCTION**

Since 1948, Trammel Crow Company (TCC) has delivered exceptional outcomes for investors, tenants, and residents. They develop iconic buildings across all property sectors on the most desirable sites in top-tier markets across the United States and Europe. TCC employs over 600 professionals, who form the bedrock of their success. They are inventive creators and problem solvers known for their passion, grit, deep local expertise, and trusted relationships. They share insights and knowledge across the platform for the benefit of our stakeholders, and embody their values of Respect, Integrity, Service and Excellence (RISE) in their projects.

TCC, through High Street No. Cal. Development, Inc. (“Developer” or “High Street”) proposes to acquire approximately 4.5 acres, and undertake an extensive redevelopment, building a new 389-unit multifamily project with approximately 9,500 SF of ground floor commercial space. Amenities will include a resident lounge, outdoor courtyard with pool, fitness center, coworking lounge, bike storage rooms, private storage rooms (the “Project”). The development will include 335 market rate units and 54 affordable units; 19 units reserved for households earning no more than 80% of the Area Median Income (AMI); and 36 units for households earning no more than 50% of the AMI.

### **The Project**

As part of the Project, the Developer proposes to demolish 12 existing residential units, six of which are currently occupied by tenants in good-standing. The occupied units include two two-bedroom; three three-bedroom; and one four-bedroom units and reconstruct in its place the multi-story building. The Project site which is the subject of this Relocation Plan is located in the City and the County of Santa Cruz. The subject occupied properties are located at 130 Hubbard Street; 451 May Street; 928 Ocean Street; 1004 Ocean Street; 1008 ½ Ocean Street; and 1014 Ocean Street; just north of Water Street. The surrounding area is a mix of single- and multi-family residential, institutional, and commercial uses. Please see **Attachment 1** for the project site location.

As a result of construction of the Project, six tenant households will have to be permanently displaced for this Project to go forward. The Project utilizes the

**908 Ocean Street Relocation Plan**

State Density Bonus to comply with all of the General Plan guidelines, housing element and zoning requirements and conforms to the adjacent land uses.

There are no public funds in the Project. However, the Project is using California SB330 which requires relocation assistance be provided to low-income households, along with the right of first refusal to return to a newly constructed unit. The requirement to replace “protected” units 1:1 will be met with the new development. The following table shows the State income limits as published by the State of California Department of Housing and Community Development, effective June 06, 2023, from one to eight household members.

Santa Cruz County Area Median Income: \$132,800	Acutely Low	13950	15900	17900	19900	21500	23100	24700	26250
	Extremely Low	34600	39550	44500	49400	53400	57350	61300	65250
	Very Low Income	57650	65900	74150	82350	88950	95550	102150	108750
	Low Income	92500	105700	118900	132100	142700	153250	163850	174400
	<b>Median Income</b>	92950	106250	119500	<b>132800</b>	143400	154050	164650	175300
	Moderate Income	111550	127500	143400	159350	172100	184850	197600	210350

Autotemp an experienced acquisition and relocation firm, has been selected to prepare this Relocation Plan (the ‘Plan’), and will provide all subsequently required relocation assistance. In compliance with statutory requirements, the Plan has been prepared to evaluate the present circumstances and replacement housing requirements of the current Project occupants.

This Plan provides for the results of a needs assessment survey, their incorporation into the planning process, and details of the Developer’s proposed relocation plan. This Plan sets forth policies and procedures which would be necessary to conform to statutes and regulations established by the California Relocation Assistance Law, California Government Code Section 7260 et seq (the “CRAL”) and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et seq. (the "Guidelines") for residential displacements along with the City of Santa Cruz’s requirements.

No mandatory displacement activities will take place prior to the required reviews and approval of this Plan.

## **908 Ocean Street Relocation Plan**

### **A. METHODOLOGY AND ASSESSMENT OF NEEDS**

To obtain information necessary for the development of the Plan, interviews were conducted with the current tenants on the Project site in December 2023 who will be displaced for the redevelopment. Inquiries made of the occupants included primary language in the home, disabilities and health problems, and preferences related to replacement housing and location.

All information of a statistical nature supplied by property management and households was purely anecdotal in nature and not validated by documentary evidence such as will otherwise be required to comply with relocation qualifying criteria, including the City's Determination Packet which will be completed by tenants, closer to the time of displacement, with the assistance of Autotemp. See Attachment 6.

Six households will be permanently displaced, in order for the Project to proceed. Inquiries made of the residential occupants included household size and composition, ages of occupants, rental and income information, length and type of occupancy, ethnicity, primary language in the home, disabilities, and health problems.

The interview process will be used to determine housing preferences or reported need to be close to public transportation, employment, schools, public/social services and agencies, recreational services, parks, community centers, or shopping. In addition, health needs, which would require special consideration for accessibility and perhaps proximity to medical facilities, will be identified. The interviews were performed by staff and confidentiality will be maintained.

Currently there are six occupied units, one two-bedroom; three three-bedroom; and one four-bedroom single-family residences and one two-bedroom duplex unit. Households are renting between \$1,885 and \$3,495 per month for the single-family residences; and \$1645 per month for the two-bedroom duplex unit. The standard housing density utilized provides for two (2) persons per bedroom and one person in a common living area for tenant occupied units although, this can be adjusted to include two persons in the common living area. There is

## **908 Ocean Street Relocation Plan**

currently no over-crowding. All of the households speak and understand English or Spanish.

One of the households reported disabilities, needing wheelchair access, and is classified as “senior” with the head of household being 62 years of age or older. All of the households reported the desire to remain in the general area, although one would consider Watsonville. None of the households rely upon public transportation. Two of the households have pets.

Based on initial information, at least one household will not qualify for relocation benefits.

### **B. REPLACEMENT RESOURCES**

A resource survey will be conducted prior to any mandatory displacement to identify available comparable, decent, safe and sanitary units, which are adequate in size and contain the required number of bedrooms, in close proximity to the Project site. A housing survey was performed during the week of January 15, 2024 to identify available comparable, decent, safe and sanitary units in proximity to the Project site and is included in Attachment 5.

These potential replacement housing resources offer similar amenities, with monthly rents ranging from \$3150 to \$5595 for a single-family residence and \$3145 to \$4300 for a two-bedroom unit in the surrounding area.

Based on the results of that survey, an adequate number of available units were found to meet the potential needs of the households that will be permanently displaced offering similar or better amenities, meeting the locational and accessibility needs of the households.

This Relocation Plan outlines the requirements for moving the households being displaced and demonstrates the level of advisory and financial assistance that will be provided.

**C. CONCURRENT DISPLACEMENT**

Based on the anticipated needs of the Project, there is no known concurrent displacement at this time which may impact, negatively, upon the ability to relocate the occupants of the site.

**D. TEMPORARY RELOCATION**

There is no *anticipated* requirement for temporary relocation.

**E. PROGRAM ASSURANCES AND STANDARDS**

Adequate funds shall be made available to relocate the up to six residential tenants, if determined to be low-income and eligible to receive relocation benefits.

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

All Households have received a General Information Notice on or about November 17, 2023 by certified mail (See Attachment 2). No household will be displaced without at least 90-day notice; no more than six months prior to demolition; and unless comparable replacement housing can be located. Comparable housing includes standards such as: decent, safe and sanitary (as defined in § 6008[d] of the Guidelines); comparable as to the number of bedrooms, living space, and type and quality of construction of the acquired unit, but not lesser in rooms or living space than necessary to accommodate the displaced household; in an area that does not have unreasonable environmental conditions; not generally less desirable than the acquired unit with respect to proximity to schools, employment, health and medical facilities, and other public and commercial facilities and services; and within the financial means of the displaced household as defined in Section 6008, subdivision (c)(5) of the

## **908 Ocean Street Relocation Plan**

### Guidelines.

The relocation program to be implemented by High Street conforms with the standards and provisions set forth in Government Code section 7260 et seq., the Guidelines, California Health and Safety Code section 33410 et seq., if applicable, and all other applicable regulations and requirements.

### **F. RELOCATION ASSISTANCE PROGRAM**

Autotemp staff will be available to assist tenants being displaced with questions about relocation and, actual assistance in relocating. Relocation staff may be contacted, at **888.202.9195**, between the hours of 8:30 AM. to 6:00 PM, Monday through Friday, and also available on-site by appointment.

The Relocation Office is located at **275 Reflections Drive #26, San Ramon, CA**. A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to the tenants being displaced.

Specific activities will include:

1. Distribution of informational statements. **Attachment 3** contains a *sample* of the informational notices that will be given to the displaced residential occupants;
2. Timely referrals to residential dwelling units; and,
3. Assistance with completion and filing of relocation claims and appeals forms, if necessary.
4. To fully inform eligible project occupants of the nature of, and procedures for, obtaining relocation assistance and benefits;
5. To determine the needs of each displacee eligible for assistance;

**908 Ocean Street Relocation Plan**

6. To provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, sexual orientation, marital status or other arbitrary circumstances;
7. To assist each eligible person to complete applications for benefits.
8. To make relocation benefit payments in accordance with the Guidelines, where applicable;
9. To inform all persons subject to displacement of High Street's policies with regard to eviction and property management; and,
10. To establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of High Street's decisions with respect to relocation assistance.

Because of the nature of a permanent displacement, the following services will be provided to the households in addition to those outlined above:

1. To provide an adequate number of referrals.
2. To provide current and continuously updated information concerning replacement housing opportunities.

**G. CITIZEN PARTICIPATION**

This Plan meets or exceeds the requirements outlined for a "Model Plan" as outlined in the Guidelines under Section 6038. Copies of this Plan will be provided at least 30 days prior to the Planning Commission hearing to approve the Project's Relocation Plan to the project site occupants to promote review and participation. The Developer will ensure the following:

1. Full and timely access to documents relevant to the relocation program;



## **908 Ocean Street Relocation Plan**

2. In lieu of a Relocation Committee, individual resident meetings were held with the residents to promote education and understanding of the relocation program;
3. Households will be met with individually at least 90 days prior to their need to relocate, reviewing their options and the services available including those that did not attend the resident meeting;
4. Providing technical assistance necessary to interpret elements of the relocation program and other pertinent materials;
5. A general notice of this Plan will be provided to all displacees of the proposed project, a sample of which is included as Attachment 7. This Plan shall be made available for circulation for information and review by interested citizen groups, state and county agencies, and all persons affected by the project.
6. The Plan will be reviewed to ensure that it is feasible and complies with locally-adopted rules and regulations governing relocation.

## **H. RELOCATION BENEFIT CATEGORIES**

Benefits will be provided in accordance with the CRAL, the Guidelines, and all other applicable regulations and requirements. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved procedures as outlined in **Attachment 4**. The Developer will provide appropriate benefits for the site tenants/displacees as required by the above laws and requirements.

Pursuant to the definition of dwelling, both primary residents and any part-time residents are entitled to the moving expenses detailed in §6090 as long as they meet the eligibility requirements of §6034. Part-time residents are not entitled to rental assistance payments. If the displaced person was paying little or no rent, the base rent will be calculated on the amount they would have to pay for a similar dwelling in a comparable area.

## **908 Ocean Street Relocation Plan**

Specific eligibility requirements and benefit plans will be detailed on an individual basis with each displaced household and will include a Notice of Eligibility, a sample of which is included as Attachment 8. In the course of personal interviews and follow-up visits, each displaced household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

### **Residential Moving Expense Payments**

All permanently eligible displaced households will be eligible to receive a payment for moving expenses or compensation therefor. The payment will be made based upon either a fixed room count schedule or an invoice for actual reasonable moving expenses from a licensed professional mover. Moving expenses will be based on one of the following options:

1. **Fixed Payment** – A fixed payment for moving expenses based on the number of rooms containing furniture or other personal property to be moved. The fixed moving payment will be based upon the most recent Federal Highway Administration (FHA) schedule maintained by the California Department of Transportation (Attachment);

- Or -

2. **Actual Reasonable Moving Expense Payments** - The displaced tenants may elect to have a licensed, professional mover perform the move; if so, High Street will pay for the actual cost of the move up to 50 miles and all reasonable charges for packing, unpacking, insurance, and utility connection charges. The payment will be made directly to the mover or as a reimbursement to the displaced tenants

### **Rental Assistance/Down Payment Assistance**

For permanent residential displacee households – *except* in the case of ‘Last Resort Housing’ situations, as defined below – a Rental Assistance Payment (RAP) will be limited to a maximum of five thousand two hundred fifty dollars (\$5,250.00), based upon the

## **908 Ocean Street Relocation Plan**

households monthly housing need over a forty-two (42) month period. In addition, such tenants may opt to apply the amount to which they are entitled toward the purchase of a replacement unit.

### **Last Resort Housing**

Based on a housing resource survey which was conducted concurrent with the preparation of this Plan, it would appear that an adequate number of “comparable replacement housing” units would be available – *if* the time of displacement were imminent – to meet the needs of any displaced tenants *however*, a combination of factors – including the income level of the particular project occupant; the project rent; and, the prospectively higher cost of replacement units – may create the need for a ‘Last Resort Housing Payment’.

“Last Resort Housing” payments are authorized by statute if affordable “comparable replacement housing” cannot be located for the displaced tenant household (i.e., housing renting for not more than 30% of the household’s gross monthly income). In such an instance, payments may be made beyond the \$5,250.00 statutory cap, up to forty-two (42) months’ worth of rental assistance. Any supplemental increment beyond \$5,250.00 *may* be paid in installments, unless applied in full as down-payment on the purchase of a replacement dwelling. The Developer will provide an advance payment to assist in the move, along with a final, lump-sum payment of the balance due.

### **I. PAYMENT OF RELOCATION BENEFITS**

Relocation benefit payments will be made expeditiously. Claims and supporting documentation for relocation benefits must be filed with the Developer within eighteen (18) months from the date the claimant moves from the displacement property. Procedures for preparing and filing of claims and processing and delivering of payments are included in this Plan as **Attachment 4**.

**908 Ocean Street Relocation Plan**

**J. EVICTION POLICY**

The Developer recognizes 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; serious violation(s) of the rental agreement; a dangerous or illegal act performed by Lessee, its employees, invitees or, any combination thereof in the unit; or, if the lessee/displacee refuses all reasonable offers to move.

**K. APPEALS POLICY**

The appeals policy will follow the standards described in Section 6150 et seq. of the Guidelines. Briefly stated, displaced tenants will have the right to ask for review when there is a perceived grievance regarding any of a displacee's rights to relocation, and relocation assistance, such as a determination as to eligibility, the amount of a payment, or the failure to provide a comparable replacement housing referral. The hearing officer, Adam Voelker, is an employee of Trammel Crow who is outside the decision process. Mr. Voelker can be contacted at [avoelker@trammelcrow.com](mailto:avoelker@trammelcrow.com) or 610.334.0886. Any displaced person has the right to contact HCD for the purpose of an appeal or grievance and those further details are available upon request.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to the city, directly to HCD or directly to the Court.

Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan or 916.263.7469.

**L. PROJECTED DATES OF DISPLACEMENT**

The residential occupants will receive a 90-day notice to vacate, along with copies of the demolition permits pursuant to SB567, before they are required to move. This notice is tentatively expected to be issued on or about June 01,

**908 Ocean Street Relocation Plan**

2025, with the property vacated by September 01, 2025.

**M. ESTIMATED RELOCATION COSTS**

High Street pledges to appropriate the necessary funds using development funding, on a timely basis, to ensure the successful completion of the project. Any and all required financial assistance will be provided. The anticipated budget for relocation benefits is as follows:

Rental Assistance Payment	\$400,000.00
Moving Assistance	\$ 30,000.00
Implementation	\$ 58,000.00
Contingency	\$ 50,000.00
TOTAL	\$538,000.00

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## TABLE OF ATTACHMENTS

- Attachment 1:** Project Site Maps
- Attachment 2:** General Information Notice
- Attachment 3:** Sample Informational Statement – Residential Occupants
- Attachment 4:** Relocation Payment Policy and Procedures for Relocation Payments and Assistance
- Attachment 5:** Resource Study
- Attachment 6:** Determination Packet
- Attachment 7:** Sample General Notice of Plan
- Attachment 8:** Sample Notice of Eligibility

# ATTACHMENT 1: PROJECT SITE MAPS

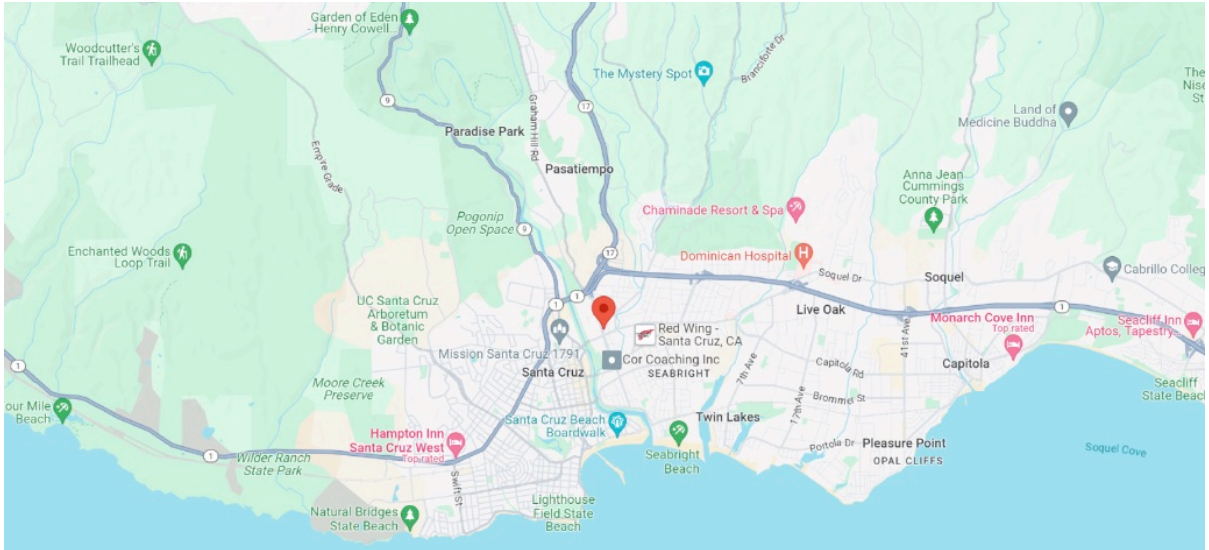
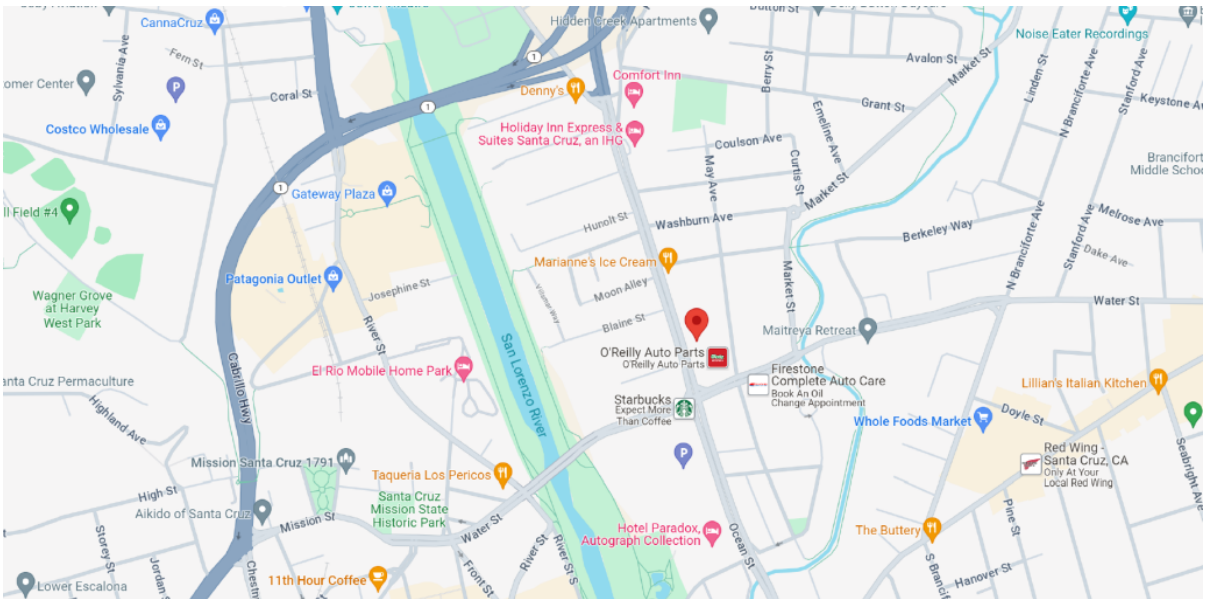
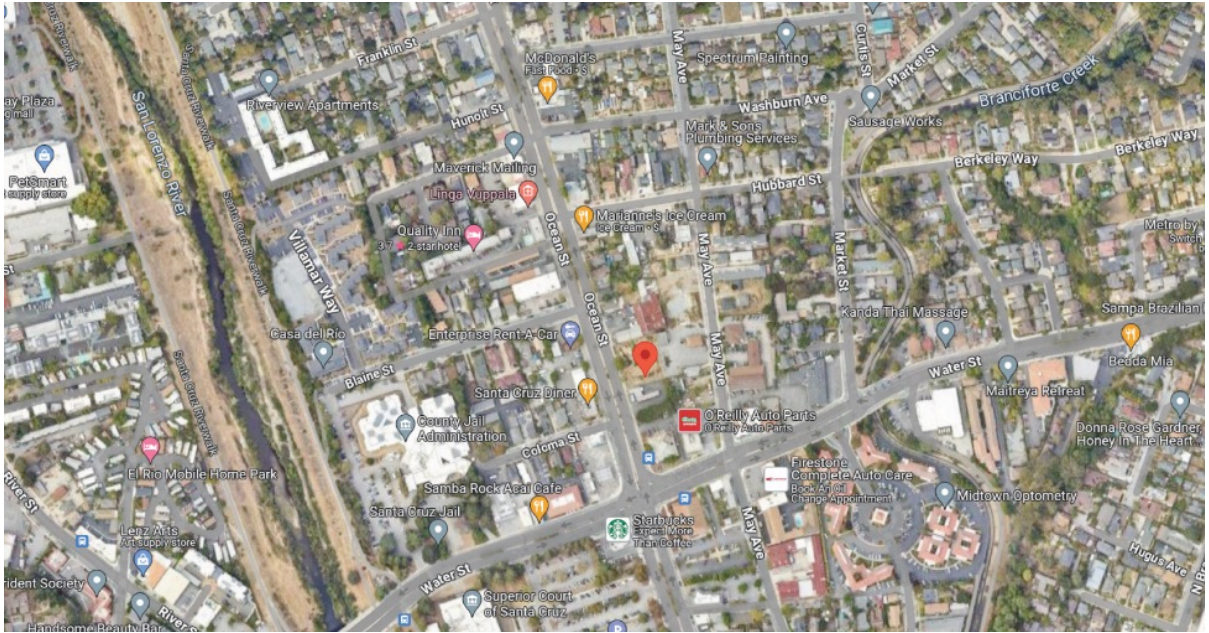


Figure 1. Regional Location

Figure 2. General Site-specific Location



**Figure 3. Overhead View**





## **ATTACHMENT 2: GENERAL INFORMATION NOTICE**



## General Information Notice

SENT VIA CERTIFIED MAIL

RETURN RECEIPT REQUESTED

November 17, 2023

██████████ and All Other Occupants  
1004 Ocean Street  
Santa Cruz, CA 95060

Dear Occupants:

High Street No. Cal. Development, Inc. ("Developer") proposes to acquire and undertake the redevelopment of the property you currently occupy at **1004 Ocean Street** ("Project"). This notice is to inform you of your rights under the State law. If you are displaced for the Project, you may be eligible for relocation assistance under the Housing Crisis Act (Government Code §66300), which provides that displaced tenants may be eligible to receive benefits set forth in California Relocation Assistance Law (Government Code, §7260 et. seq.). **However, you do not have to move now. This is not a notice to vacate the premises or a notice of relocation eligibility.**

The Developer has retained the professional firm of **Autotemp** to assist in the relocation process. In order to assess and better plan for the relocation needs of possible displaced households in the Project, the Developer is preparing a relocation plan. To prepare this relocation plan, Autotemp staff will need to conduct an interview with you in order to assess your relocation needs. Autotemp will start contacting the residents in the near future.

You should continue to pay your rent to your landlord because failure to pay rent and meet your obligations as a tenant may be cause for eviction and loss of relocation assistance. You are not being asked to move now. You will have the right to remain in your unit until 6 months prior to the start of construction for the Project. If you move or are evicted before receiving a notice to vacate, you may not be eligible to receive relocation assistance. Please contact us before you make any moving plans.

If you are eligible for relocation assistance, you will receive advisory services, including referrals to replacement housing, as well as a minimum of a 90-day advance written notice of the date by which you will be required to move. Additionally, you may receive a payment to cover moving expenses and could be eligible for financial assistance to help you rent or buy a replacement dwelling. Qualified displaced tenants will also be given a right of first refusal to lease a comparable unit in the Project at an affordable rental rate, after construction is complete. Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance or a right of first refusal to lease a future unit in the Project.

If you have any questions about this or any other relocation issues, please contact Debbie Martinez of Autotemp at 888.202.9195 ext: 2 or [Debbie@autotempservices.com](mailto:Debbie@autotempservices.com).

Sincerely,

High Street No. Cal. Development, Inc.

# ATTACHMENT 3: SAMPLE INFORMATIONAL STATEMENT FOR FAMILIES AND INDIVIDUALS

## **1. GENERAL INFORMATION**

High Street No. Cal. Development, Inc. (“High Street”) intends to redevelop the site in which you now live. If and when the project proceeds, and it is necessary for you to move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must move. Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the state law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don’t provide it, you may not receive the benefits or it may take longer to pay you. We suggest you save this informational statement for reference.

High Street has retained the professional firm of **Autotemp** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is:

**Autotemp**  
**275 Reflections Drive #26**  
**San Ramon, CA 94583**  
**Telephone: 888.202.9195**

**PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING.** However, if you desire to move sooner than required, you must contact your representative with Autotemp so you will not jeopardize any benefits. This is a general informational brochure only and is not intended to give a detailed description of either the law or regulations pertaining to High Street’s relocation assistance program.

**Please continue to pay your rent to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive.**

## **2. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING**

High Street, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself.

When a suitable replacement dwelling unit has been found, your relocation consultant will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing

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requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

### **3. MOVING BENEFITS**

If you must move as a result of displacement by High Street, you will receive a payment to assist in moving your personal property. The actual, reasonable and necessary expenses for moving your household belongings may be determined based on the following methods:

- A Fixed Moving Payment based on the number of rooms you occupy (see below); **or**
- A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
- A combination of both (in some cases).

For example, you may choose a Self Move, receiving a payment based on the Fixed Residential Moving Cost Schedule shown below, plus contract with a professional mover to transport your grand piano and /or other items that require special handling. In this case, there may be an adjustment in the number of rooms which qualify under the Fixed Residential Moving Cost Schedule.

#### **A. Fixed Moving Payment**

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by High Street, and ranges, for example, from \$510.00 for one furnished room to \$2,690.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation representative will inform you of the amount you are eligible to receive, if you choose this type of payment.

If you select a fixed payment, you will be responsible for arranging for your own move and High Street will assume no liability for any loss or damage of your personal property. A fixed payment also includes utility hook-up, credit check and other related moving fees.

<b>Fixed Moving Schedule CALIFORNIA (Effective 2021)</b>	
<b>Occupant owns furniture:</b>	
1 room	\$780
2 rooms	\$1,000
3 rooms	\$1,250
4 rooms	\$1,475
5 rooms	\$1,790
6 rooms	\$2,065
7 rooms	\$2,380
8 rooms	\$2,690
Each additional room	\$285
<b>Occupant does NOT own furniture:</b>	
1 room	\$510
Each additional room	\$100

#### **B. Actual Moving Expense (Professional Move)**

If you wish to engage the services of a licensed commercial mover and have High Street pay the bill, you may claim the ACTUAL cost of moving your personal property up to 50 miles. Your relocation representative will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a “mover” scope of services for High Street’s approval.

#### **4. REPLACEMENT HOUSING PAYMENT - TENANTS AND CERTAIN OTHERS**

You may be eligible for a payment of up to \$5,250.00 to assist you in renting or purchasing a comparable replacement dwelling. In order to qualify, you must either be a tenant who has occupied the present dwelling for at least 90 days prior to the initiation of negotiations or an owner who has occupied the present dwelling between 90 and 180 days prior to the initiation of negotiations.

A. **Rental Assistance.** If you qualify, and **wish to rent** your replacement dwelling, your maximum rental assistance benefits will be based upon the difference over a forty-two (42) month period between the rent you must pay for a comparable replacement dwelling and the lesser of your current rent and estimated utilities or thirty percent (30%) of your gross monthly household income. You will be required to provide your relocation representative with monthly rent and household income verification prior to the determination of your eligibility for this payment.

**- OR -**

B. **Down-payment Assistance.** If you qualify and **wish to purchase** a home as a replacement dwelling, you can apply up to the total amount of your rental assistance payment towards the down-payment and non-recurring incidental expenses. Your relocation representative will clarify procedures necessary to apply for this payment.

Where a tenant is sharing a dwelling with an owner-occupant and paying the owner-occupant rent for the privilege, the tenant shall not be entitled to more than one-half of the rental assistance otherwise payable.

#### **5. SECTION 8 TENANTS**

When you do move, you may be eligible to transfer your Section 8 eligibility to a replacement site. In such cases, a comparable replacement dwelling will be determined based on your family composition at the time of displacement and the current housing program criteria. This may not be the size of the unit you currently occupy. Your relocation representative will provide counseling and other advisory services along with moving benefits.

#### **6. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS**

To qualify for a Replacement Housing Payment, you must rent or purchase and occupy a comparable replacement unit **within one year from the following:**

- For a tenant, the date you move from the displacement dwelling.
- For an owner-occupant, the latter of:
  - a. The date you receive final payment for the displacement dwelling, or, in the case of condemnation, the date the full amount of estimated just compensation is deposited in court,;
  - or**
  - b. The date you move from the displacement dwelling.

All claims for relocation benefits must be filed with High Street **within eighteen (18) months** from the date on which you move.

## **7. LAST RESORT HOUSING ASSISTANCE**

If comparable replacement dwellings are not available when you are required to move, or if replacement housing is not available within the monetary limits described above, High Street will provide Last Resort Housing assistance to enable you to rent or purchase a replacement dwelling on a timely basis. Last Resort Housing assistance is based on the individual circumstances of the displaced person. Your relocation representative will explain the process for determining whether or not you qualify for Last Resort assistance.

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and Last Resort eligibility must be applied toward the down-payment and eligible incidental expenses of the home you intend to purchase.

## **8. EVICTIONS**

Any person, who occupies the real property and is not in unlawful occupancy, is presumed to be entitled to relocation benefits. Except for the causes of eviction set forth below, no person lawfully occupying property will be required to move without having been provided with at least 90 days written notice from High Street. Eviction will be undertaken only in the event of one or more of the following reasons:

- Failure to pay rent; except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of dangerous illegal act in the unit;
- Material breach of the rental agreement and failure to correct breach within the legally prescribed notice period;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings; or
- The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the public entity.

## **9. APPEAL PROCEDURES - GRIEVANCE**

Any person aggrieved by a determination as to eligibility for a relocation payment, or the amount of a payment, may have the claim reviewed or reconsidered in accordance with High Street's appeals procedure. Complete details on appeal procedures are available upon request from High Street.

## **10. TAX STATUS OF RELOCATION BENEFITS**

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as

income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

*(IRS Circular 230 disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting marketing or recommending to another party any matters addressed herein)*

## **11. NON-DISCRIMINATION AND FAIR HOUSING**

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under High Street's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact High Street.

## **12. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE**

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in relocating to a new home. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation representative at Autotemp.

## **ATTACHMENT 4: RELOCATION PAYMENT POLICY AND PROCEDURES FOR OBTAINING RELOCATION ASSISTANCE AND PAYMENTS**

Claims and supporting documentation for relocation benefits must be filed with the Developer within eighteen (18) months from the date the claimant moves from the acquired property.

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. Assistance amounts will be determined in accordance with the provisions of the California Relocation Law and Guidelines.
3. Required claim forms will be prepared by relocation personnel in conjunction with claimant(s). Signed claims and supporting documentation will be submitted by relocation personnel to the Developer.
4. The Developer will review and approve claims for payment or request additional information.
5. The Developer will issue benefit checks which will be personally delivered, or available for pick-up by Claimants, unless circumstances dictate otherwise.
6. Final payments will be issued after confirmation that the Project area premises have been completely vacated and actual residency at replacement unit is verified.
7. Receipts of payment will be obtained and maintained in the relocation case file.



# ATTACHMENT 5: RESOURCE STUDY

Address	Contact	Phone	BR/BA	Unit Type	Sq Ft	Rent
<b>2BR UNITS</b>						
880 N Winchester Blvd #100, Santa Clara, CA 95050	Sherman & Boone Kaicie McMurray	(831) 687-9025	2BR/1BA	CONDO	1176	\$3,145.00
1130 Whitewater Cv, Santa Cruz, CA 95062	PURE PM of CA	669-322-5985	2BR/1BA	SFR	987	\$3,150.00
880 N Winchester Blvd Apt 100, Santa Clara, CA 95050-5	Sherman & Boone Kaicie McMurray	(831) 687-9025	2BR/1.5BA	CONDO	1176	\$3,195.00
306 Dakota Ave, Santa Cruz, CA 95060	Karin Vollrath		2BR/1BA	SFR	915	\$3,250.00
425 Market St, Santa Cruz, CA 95060	Sadie Pfyffer Pacific Sun Property Management	(831) 603-0844	2BR/1BA	SFR	1140	\$3,300.00
4610 Portola Dr, Santa Cruz, CA 95062	Suzy Rodoni Silverberg	(831) 740-8595	2BR/1BA	SFR	1092	\$3,395.00
223 Lighthouse Ave   Santa Cruz, CA 95060	Atlantis Properties	(408) 354-8910	2BR/1BA	SFR	900	\$3,795.00
203 Ocean View Ave, Santa Cruz, CA 95062-3333	Sherman & Boone Kaicie McMurray	(831) 687-9025	2BR/1BA	SFR	840	\$3,995.00
1411 Seabright Avenue - A, Santa Cruz, CA 95062	Kendall & Potter Property Management	(831) 477-7934	2BR/2BA	SFR	921	\$4,300.00
<b>3BR UNITS</b>						
142 Walti Street, Santa Cruz, CA 95060	C&C Prop Mgmt	(831) 372-1964 Ext. 4	3BR/2BA	TWNHSE	1139	\$3,695.00
159 Frederick St, Santa Cruz, CA 95062	Nancy Freitas	(408) 413-0871	3BR/2BA	TWNHSE	1377	\$4,500.00
1973 17th Avenue,, Santa Cruz, CA 95062	Kendall & Potter Property Management	(831) 477-7934	3BR/2BA	SFR	1500	\$3,800.00
1760 Washington Street, Santa Clara	ATI Properties	(650) 405-0314	3BR/2BA	SFR	1600	\$3,989.00
7660 Empire Grade, Santa Cruz, CA 95060	Marty Levy	831 438-3343	3BR/2BA	SFR	2282	\$3,995.00
129 Myrtle St, Santa Cruz, CA 95060	Kimberly White	(408) 547-9847	3BR/2BA	SFR	1300	\$4,200.00
1390 Glen Canyon Rd, Santa Cruz, CA 95060	Brian Wellikson	(831) 278-3431	3BR/2BA	SFR	1700	\$4,500.00
1523 Escalona Dr, Santa Cruz, CA 95060	Matt LeMieux	(650) 239-2604	3BR/2BA	SFR	1171	\$4,750.00
14 Rincon Court, Santa Cruz, CA 95060	Wilder Associates Inc	(831) 662-0291	3BR/2BA	SFR	1645	\$4,900.00
3435 Hawes Dr, Santa Cruz, CA 95062	Paul Locatelli	(831) 531-5962	3BR/1.5BA	SFR	1972	\$5,000.00
115 Greystone Ct, Santa Cruz, CA 95062	Edward Brauhn	(831) 292-5299	3BR/2.5BA	SFR	1730	\$5,000.00
1960 Homestead Rd, Santa Clara, CA 95050	Lauson Fargher Realcom Associates	(408) 244-7785	3BR/2BA	SFR	2560	\$5,475.00
<b>4-BR UNITS</b>						
401 Dufour Street, Santa Cruz, CA 95060	Wilder Associates Inc	(831) 662-0291	4BR/2BA	SFR	1393	\$4,500.00
144 Bay St, Santa Cruz, CA 95060	CIF Property Management	(831) 249-9744	4BR/2BA	SFR	1374	\$4,500.00
114 Sycamore St, Santa Cruz, CA 95063	Jeff Whiting	(619) 219-0762	4BR/2.5BA	SFR	1900	\$5,199.00
550 Towee Drive, Santa Cruz, CA 95060	Sean Sullivan	(831) 227-3986	4BR/3BA	SFR	2678	\$5,595.00

**ATTACHMENT 6:  
DETERMINATION PACKET**



# **AFFORDABLE HOUSING DETERMINATION PACKET**



## AFFORDABLE HOUSING DETERMINATION PACKET

### GENERAL INFORMATION

Both the City of Santa Cruz Municipal Code and California State Law requires property owners to provide relocation assistance to displaced households and to replace demolished affordable housing units at a 1:1 rate and restricted at an affordable rate to eligible households. This packet is intended to assist property owners in determining if a tenant is a low to moderate income household for the purposes of relocation assistance and/or restricted affordable replacement housing requirements.

#### RELOCATION ASSISTANCE:

A property owner is required to pay relocation assistance to existing tenants who qualify as lower income households and who are displaced for the purposes of demolition and redevelopment. While the City's Zoning Ordinance includes requirements for relocation assistance, State Law now requires relocation assistance that supersedes the City's local requirements. State law requires that the relocation assistance described in Government Code section 7260 et seq. be provided to all lower income tenants. This includes moving costs and assistance in obtaining new housing and may require payment of up to 42 months of the difference between rent affordable to the tenant and the rent required to obtain an adequate replacement unit.

#### RESTRICTED AFFORDABLE REPLACEMENT HOUSING:

California State Law requires that housing provided or constructed to replace "protected" units be deed-restricted for a 55-year term at rents affordable to very low or low income households or sold at an affordable ownership cost. Protected units are units that are: (i) subject to a form of rent or price control in the last five years, including but not limited to restrictions under an affordability agreement or covenant, (ii) occupied by a lower income tenant in the last five years; or (iii) removed from the rental market within the last 10 years pursuant to the Ellis Act (Government Code Section 66300 and 65915(c)).

Additionally, if a project requests any of the benefits available under state density bonus law (Government Code section 65915), it must replace any "protected" units that were demolished in the past five years, even if the project itself doesn't include the demolition of any dwelling units. (Government Code section 65915(c)).

Only the demolition of one single-family dwelling and construction of one single-family dwelling in its place is exempt from this affordability requirement.

Developers must provide the addresses of the units to be demolished or converted and the names of the tenants who occupied the units during the past twelve month period.

**Applicants** (Developer, Property Owner, Property Manager or Project Representative) **must complete this Affordable Housing Determination Packet in full.**



**CITY OF SANTA CRUZ  
AFFORDABLE HOUSING DETERMINATION PACKET**

**APPLICATION CHECKLIST**

**ALL BOXES ON THIS CHECKLIST MUST BE CHECKED, INDICATING THE APPLICANT HAS CONFIRMED THAT ALL STEPS HAVE BEEN COMPLETED AND THE NECESSARY DOCUMENTATION ACCOMPANIES THIS APPLICATION.**

**READ ALL STEPS CAREFULLY**

*This application will be used to determine tenant's income level during their tenancy at the project site. Tenant's income level may qualify them for relocation assistance. The application and the following items must be submitted to the Housing Authority of the County of Santa Cruz at 2160 41st Avenue, Capitola, CA 95010 in order to process this application; check all documents submitted:*

1.  **Processing Fee:** *Submit a check in the amount of \$135.00 made payable to the Housing Authority. The check must be from the owner or developer of the property - no checks will be accepted from the Tenant. The \$135.00 will cover one hour of review. **More time for review and processing may be necessary if additional information is required and/or if application is incomplete upon submittal.** HA will notify applicant and owner/agent if additional processing time is required.
  - o *If more than 1 hour is required, HA retains the right to track additional time and charge Property Owner accordingly. Any additional charges shall be paid by Property Owner prior to the HA's issuance of the Certification Letter. For each quarter of an hour (15 mins) over the initial 1 hour, \$33.50 may be charged.**
2.  **Letter of Referral for Relocation Assistance:** *Applicant to fill out, date, and sign for each tenant potentially subject to relocation assistance.*
3.  **Eligibility Application:** *Applicant to fill out, date and sign. Provide all requested information.*
4.  **Authorization to Release Information:** *Tenant to fill out, date and sign. This form authorizes the Housing Authority to collect information necessary to determine eligibility.*
5.  **Verification of Employment (VOE):** *The employer of each adult member of Tenant's household must complete and submit this form directly to the Housing Authority. If a household member has two jobs, each employer must submit a form. Forms may be mailed to the Housing Authority at 2160 41st Avenue, Capitola, CA 95010 or may be faxed to 831-469-3712. Also submit a copy of all employed household members' most recent pay stub for all employment. If using a third party VOE source to fulfill this request it must be dated within 60 days of application submission. Third party sources will be accepted at the discretion of the Housing Authority.*
6.  **Profit and Loss Statement:** *Required only if self-employed; must be prepared by a certified accountant or bookkeeper on their letterhead. Must also submit complete, signed copies of three most recent federal income tax returns - must be signed in ink by Tenant, no photocopied signatures.*



7.  **Verification of Deposits and Assets (VODA):** Tenant to submit all pages of three months of statements from each account you held at the time of your initial tenancy. If you are a continuing tenant, provide current statements. For each depository – if using the provided forms fill-in your name, address, social security number; sign and date. Give to your depository with instructions to fill out and return directly to Housing Authority. If using a third party VODA source to fulfill this request it must be dated within 60 days of application submission. Third party sources will be accepted at the discretion of the Housing Authority. **If you do not provide this documentation when submitting your application, this will cause a delay in processing your application.**

You must submit a copy of the Award or Benefit Notification letter, earnings statement, account statement, lease agreement, etc., related to the below listed sources of income:

- |   |  |
|---|--|
| <input type="checkbox"/> Interest                 | <input type="checkbox"/> Retirement benefits             |
| <input type="checkbox"/> Dividends                | <input type="checkbox"/> Rental income                   |
| <input type="checkbox"/> Bonuses                  | <input type="checkbox"/> Disability payments             |
| <input type="checkbox"/> Social security payments | <input type="checkbox"/> Unemployment insurance payments |
| <input type="checkbox"/> Checking accounts        | <input type="checkbox"/> Savings Accounts                |

8.  **Alimony or Child Support:** Tenant to provide a copy of any alimony or child support court decree indicating payment schedules. If you were separated at that time, submit legal separation documents showing the payment schedule and amount.
9.  **Stocks and Bonds:** Tenant to submit a copy of each or provide a Statement of Value from a broker, bank or certified public accountant showing the value of any and all stocks and bonds you own.
10.  **Real Estate:** Tenant to submit a Statement of Estimated Value prepared by a real estate broker on letterhead, bank statements or a report from the County Assessor Office for all real estate owned.
11.  **Federal Income Tax Returns:** Tenant to submit a copy of the federal income tax return for the past year (and current year if available). The tax return must be signed in ink by tenant, no photocopied signatures will be accepted. Include all appropriate Schedules used in filing your taxes including W2 and 1099 forms. If any adult member of the household was not required to file a tax return in the most recent filing year, they must complete the attached "Income Tax Affidavit". If you no longer have a copy of your tax returns and attachments for the period in question, you must submit IRS form 4506-T to the IRS to request said forms.

The above information is required of all adult household members - eligibility is calculated based upon income from all household members. The information must be verified by supporting documentation.

Lack of documentation will delay processing of the application.

Submission of incomplete applications may result in additional processing fees. For any additional review required, additional charges of \$135.00 per hour will be charged on a quarter of the hour basis.

The application and initial check must be mailed to the Housing Authority of the County of Santa Cruz at 2160 41st Ave., Capitola, CA 95010.



**CITY OF SANTA CRUZ  
AFFORDABLE HOUSING DETERMINATION PACKET**

**LETTER OF REFERRAL FOR AFFORDABLE HOUSING DETERMINATION**

Date: \_\_\_\_\_

Housing Authority of the County of Santa Cruz  
2160 41st Avenue  
Capitola, CA 95010

**RE: Letter of Referral for Affordable Housing Determination**  
**Unit Address:** \_\_\_\_\_

This letter is to refer \_\_\_\_\_ ("Tenant") as a potential recipient of relocation assistance in connection with the tenancy at the unit listed above. This information is being supplied to determine if the Tenant's income and assets qualify the tenant for relocation assistance and to determine the level of affordability for any required replacement housing.

Enclosed is my \$135.00 check for processing the Affordable Housing Determination Packet.

<b>Name of Developer:</b>	
<b>Mailing Address:</b>	
<b>Email Address:</b>	
<b>Phone:</b>	
<b>Tenant Name:</b>	
<b>Tenant Mailing Address:</b>	
<b>Tenant Phone:</b>	

\_\_\_\_\_  
Signature of Developer



**CITY OF SANTA CRUZ  
AFFORDABLE HOUSING DETERMINATION PACKET**

**ELIGIBILITY APPLICATION**

*This application will be used to determine tenant's eligibility for relocation assistance and the level of affordability required for any replacement housing. Provide all information requested and return the application to the Housing Authority of the County of Santa Cruz complete with all necessary and required attachments at 2160 41st Ave., Capitola, CA 95010.*

**A. Tenant Information**

1. Legal Name: \_\_\_\_\_  
Tenant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_
  
2. Current Residence: \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_
  
3. Tenant Telephone: \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**B. Co-Tenant Information**

1. Legal Name: \_\_\_\_\_  
Tenant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_
  
2. Current Residence: \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_
  
3. Tenant Telephone: \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**D. Tenant Employer Information**

1. Employer Name: \_\_\_\_\_
2. Employer Address: \_\_\_\_\_
3. Employer Phone: \_\_\_\_\_
4. Employment Start Date: \_\_\_\_\_
5. Number of Hours Worked Per Week: \_\_\_\_\_
6. Gross Monthly Income (before deductions): \$ \_\_\_\_\_



**E. Co-Tenant Employer Information**

- 1. Employer Name: \_\_\_\_\_
- 2. Employer Address: \_\_\_\_\_
- 3. Employer Phone: \_\_\_\_\_
- 4. Employment Start Date: \_\_\_\_\_
- 5. Number of Hours Worked Per Week: \_\_\_\_\_
- 6. Gross Monthly Income (before deductions): \$ \_\_\_\_\_

*Note: Eligibility is determined using income from all adult members of the household. Use additional pages if necessary to provide employment information for all adult household members*

**F. Family Composition** - list all members of household at initial occupancy including Tenant and Co-Tenant


Household Member	Birth Date	Social Security	Relation to Tenant
			Tenant
			Co-Tenant

**G. Tenant Income and Assets:** (please provide income and asset information requested in the tables on the following pages)

Tenant eligibility is calculated using the annual gross income (as defined by Revenue Ruling 86-124 of the Internal Revenue Code) of all adult members of the household. Annual gross income is the sum of gross monthly income multiplied by 12. Gross monthly income is the sum of monthly gross pay plus any additional income from overtime, part-time employment, bonuses, dividends, interest, royalties, pensions, Veterans Administration (VA) compensation, net rental income, etc.; and other income (such as alimony, child support, public assistance, sick pay, social security benefits, unemployment compensation, income received from trusts, and income received from business activities or investments). Income from assets must also be counted.

The income to be taken into account in determining annual gross income is the income of the Tenant and any other person who lived in the residence in question. Income includes the income of both spouses as well as all household members 18 years of age and over.

**GROSS ANNUAL INCOME WORKSHEET**

<b>Gross Annual Income at the time of initial occupancy- see Exhibit "A" for list of income inclusions/exclusions</b>				
<b>Household Member</b>	<b>a. Wages/Salaries</b>	<b>b. Benefits/Pensions</b>	<b>c. Other Income</b>	<b>d. Asset Income</b>
				<b>Enter line 4 amount from Gross Annual Asset Table (below ) here.</b> 
<b>1 Totals</b>	a. \$ _____	b. \$ _____	c. \$ _____	
<b>2. Gross Annual Income: (Enter total of Box 1a through 1d)</b>				<b>2. \$ _____</b>

<b>Gross Annual Assets - see Exhibit "B" for list of asset inclusions</b>			
<b>Household Member</b>	<b>Asset Description</b>	<b>Current Cash Value</b>	<b>Actual Income From Asset</b>
<b>3. Total Cash Value of Assets</b>		<b>3. \$ _____</b>	
<b>4. Total Actual Income From Assets</b>			<b>4. \$ _____</b>

*(continued next page)*

Checking, Saving, Money Market Accounts Etc.,			
Depository Name/Address	Account Type	Account No.	Balance/Value

Submit **all pages** of each account.

(continued next page)

**EXHIBIT "A"**  
**24 CFR PART 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS**

**Part 5 Income Inclusions** - This table presents the Part 5 income inclusions as stated in the Code of Federal Regulations.

<b>General Category</b>	<b>Statement from 24 CFR 5.609 (b) - April 1, 1998</b>
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	Net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except as provided in number 14 of Income Exclusions).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in number 3 of Income Exclusions).
6. Welfare Assistance	Welfare Assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph is the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day and allowances of a member of the Armed Forces (except as provided in number 7 of Income Exclusions).

**EXHIBIT "A"**  
**(con't)**

**Part 5 Income Exclusions** - This table presents the Part 5 income exclusions as stated in the Code of Federal Regulations.

<b>General Category</b>	<b>Statement from 24 CFR 5.609 (b) - April 1, 1998</b>
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR5.403).
6. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
7. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Self-Sufficiency Program Income	<ul style="list-style-type: none"> <li>a. Amounts received under training programs funded by HUD.</li> <li>b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set side for use under a Plan to Attain Self-Sufficiency (PASS).</li> <li>c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and that are made solely to allow participation in a specific program.</li> <li>d. Amounts received under a resident service stipend (as defined in 24 CFR 5.609(c)(8)(iv).</li> <li>e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.</li> </ul>
9. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
10. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims under the laws of that government by persons who were persecuted during the Nazi era.
11. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
12. Adoption Asst. Payments	Adoption assistance payments in excess of \$480 per adopted child.



**EXHIBIT "A"**  
**(con't)**

**Part 5 Income Exclusions**

13. Family Support Act Income	For public housing only, the earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the 1937 Act (43 U.S.C. 1437t), or any comparable federal, state or local law during the exclusion period.
14. Social Security & SSI Income	Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	<p>Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including:</p> <ul style="list-style-type: none"> <li>• The value of the allotment made under the Food Stamp Act of 1977;</li> <li>• Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);</li> <li>• Payments received under the Alaskan Native Claims Settlement Act;</li> <li>• Payments from the disposal of funds of the Grand River Band of Ottawa Indians;</li> <li>• Payments from certain submarginal U.S. land held in trust for certain Indian tribes;</li> <li>• Payments, rebates or credits received under Federal Low-Income Home Energy Assistance Programs (includes any winter differentials given to the elderly);</li> <li>• Payments received under the Main Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 9z Stat. 1785);</li> <li>• The first \$2,000 of per capita shares received from judgements awarded by the Indian Claims Commission or the Court of Claims or from funds the Secretary of Interior holds in trust for an Indian tribe;</li> <li>• Amounts of scholarships funded under Title IV of the Higher Education act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs, or veterans benefits;</li> <li>• Payments received under Title V of the Older Americans Act (Green Thumb, Senior Aides, Older American Community Service Employment Program);</li> <li>• Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);</li> <li>• Earned income tax credit;</li> <li>• The value of any child care provided or reimbursed under the Child Care and Development Block Grant Act of 1990; and</li> </ul> <p>Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, State job training programs and career intern programs).</p>

**EXHIBIT "B"**  
**ASSET INCLUSIONS**

<b>Inclusions</b>	<ol style="list-style-type: none"><li>1. Cash held in savings accounts, checking accounts, safe deposit boxes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance.</li><li>2. Marketable securities, stocks, bonds, and other forms of capital investment.</li><li>3. Equity in real estate.</li><li>4. Other personal property which is readily convertible to cash.</li><li>5. Inheritance already received</li><li>6. Lump sum insurance payments already received.</li><li>7. Settlements for personal property damage already received.</li></ol>
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**CITY OF SANTA CRUZ  
AFFORDABLE HOUSING DETERMINATION PACKET**

**TENANT INCOME TAX AFFIDAVIT**

*(Complete this form only if you did not file a federal income tax return for any of the past three years)*

I, the undersigned, do hereby swear, certify, and affirm that:

1. I did not file a federal income tax return for the following years that corresponded to my initial tenancy at the unit in question:

\_\_\_\_\_ *(insert year)*

2. The reason I did not file a federal income tax return in the year identified above was:

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I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in Santa Cruz, CA

\_\_\_\_\_  
*Signature of Tenant*

\_\_\_\_\_  
*Printed Name of Tenant*





**CITY OF SANTA CRUZ  
AFFORDABLE HOUSING DETERMINATION PACKET**

**AUTHORIZATION TO RELEASE INFORMATION**

**Tenant Name:** \_\_\_\_\_

**Co-Tenant Name:** \_\_\_\_\_

Signature of Tenant below (use of the term "Tenant" herein includes both Tenant and Co-Tenant) authorizes the Housing Authority of the County of Santa Cruz to obtain any and all information concerning Tenant's employment, benefits, income and assets, and any other sources of income and any other information in connection with Tenant's City of Santa Cruz Relocation Assistance Application.

This form may be reproduced or photocopied and that copy shall be as effective a consent as the original of this form as signed by Tenant.

Tenant understands that this information is being collected by the Housing Authority of the County of Santa Cruz for the purposes of determining Tenant's eligibility to receive relocation assistance and in determining the level of affordability of any replacement housing and may be shared with the City of Santa Cruz.

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Tenant

\_\_\_\_\_  
Signature of Co-Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Co-Tenant



**CITY OF SANTA CRUZ  
AFFORDABLE HOUSING DETERMINATION PACKET**

**TENANT CERTIFICATIONS**

**The undersigned (“Tenant” and “Co-Tenant”), in conjunction with this Affordable Housing Determination Packet hereby certifies the following:**

1. Tenant understands and agrees that the City of Santa Cruz will impose conditions on the eligibility to receive Relocation Assistance as set forth in the Affordable Housing Declaration of Restrictions or Affordable Housing Development Agreement governing the unit.
2. Tenant's gross annual income for the period of time in question as stated above is \$ \_\_\_\_\_.
3. Tenant understands and agrees that this Application will be relied upon for purposes of determining Tenant's eligibility for relocation assistance and in determining the level of affordability of any replacement housing.
4. Tenant understands and agrees that a material misstatement negligently made in this Application or in any other statement made by Tenant in connection with this Application will constitute a federal violation punishable by a fine, in addition to any criminal penalty imposed by law.
5. Tenant understands and agrees that, in addition, any material misstatement or false statement which affects Tenant's eligibility will result in a denial of Tenant's Application.

**I declare under penalty of perjury in the State of California that the foregoing is true and correct.**

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's Printed Name

\_\_\_\_\_  
Co-Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Co-Tenant

# ATTACHMENT 7: SAMPLE GENERAL NOTICE OF PLAN

## NOTICE OF RELOCATION PLAN PUBLIC NOTICE

<<Date>>

«Name»

<<MAILING ADDRESS>>

<<CITY, STATE ZIP>>

Re: **908 Ocean Street Project Relocation Plan**

Dear Occupants:

High Street No. Cal. Development, Inc. (the “Developer”) proposes to acquire and undertake the redevelopment of the property you currently occupy at <<Address>> (the “Project”). If the Project proceeds, you may be displaced. In planning for the project, the Developer has retained the professional relocation firm Autotemp to provide you with assistance which you may be eligible for. In accordance with state law, a Relocation Plan has been prepared by the Developer, describing the benefits and services available to you as a tenant of the Project site. Enclosed is a copy of the Plan for you to review. A copy of the relocation plan is also posted on the City’s website at <<website>>.

**We solicit, and welcome your comments to the Relocation Plan** during the thirty (30)-day, public review period. Please send written comments and/or questions to:

**Linh Inokuchi**  
**Autotemp**  
**275 Reflections Drive, #26**  
**San Ramon, CA 94583**  
**Phone Toll-free: 888.202.9195 ext. 7**  
**linh@autotempservices.com**

**Your comments must be received no later than 5:00 p.m., on <<Date>>.**

Sincerely,

Linh Inokuchi  
Autotemp, Inc.

**ATTACHMENT 8:  
SAMPLE NOTICE OF ELIGIBILITY**

# Notice of Eligibility and Conditional Entitlement

90-day Tenant-Occupant (CA State)

<<DATE>>

<<ALL ELIGIBLE ADULTS>>

<<MAILING ADDRESS>>

<<CITY, STATE ZIP>>

Dear Occupants:

High Street No. Cal. Development, Inc. (called here the “Displacing Agency”) is proceeding with the project known as <<PROJECT NAME>>. To carry out this project, it will be necessary for you to relocate from your dwelling at <<SITE ADDRESS>>.

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

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

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

**1.RELOCATION ADVISORY ASSISTANCE** provided by Autotemp, a professional firm hired by the Displacing Agency to provide relocation assistance to you, such as referrals to replacement housing and help with filing for benefits.

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

- A. A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for <<ROOM COUNT>> rooms is \$<<FIXED MOVING AMOUNT>>; **or**
- B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
- C. A combination of both (in some cases).

**3.REPLACEMENT HOUSING ASSISTANCE:** You may receive the following financial assistance to purchase or to rent replacement housing:

- A. If you RENT replacement housing, you may file a claim for a **RENTAL ASSISTANCE** payment, equal to the difference between the monthly rent and

utilities necessary to rent a comparable replacement dwelling (as determined by the Displacing Agency) and the base monthly rent, multiplied by 42 months.

A study was completed to determine the cost of a comparable replacement dwelling most nearly representative of your current dwelling. The study indicated that the cost of comparable dwellings is \$<<COMP AMT>> for the monthly rent and estimated utilities (rent of \$<<COMP RENT AMT>> and utilities of \$<<COMP UTIL AMT>>).

Base monthly rent is defined as the lesser of:

- (1) \$<<DISPL AMT>>, which represents the average monthly rent (\$<<DISPL RENT AMT>>) and average monthly utilities (\$<<DISPL UTIL AMT>>) at your displacement dwelling (if you are paying little or no rent, the amount is based on the economic rental value of your dwelling); **or**
- (2) \$<<INCOME30 AMT>>, which represents thirty (30) percent of your adjusted gross monthly household income. (If “N/A”, income was not used in the calculation because the income information provided was insufficient evidence of income.)

Based on the above, your base monthly rent amount is \$<<BASE RENT AMT>>, and your maximum rental assistance payment is calculated as follows:

Maximum Rental Assistance Payment Calculation		
1	Comparable Dwelling Cost	\$0.00
2	Base Monthly Rent	\$0.00
3	Monthly Difference (Line 1 minus Line 2)	\$0.00
4	<b>Maximum payment (difference times 42 months)</b>	<b>\$0.00</b>

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

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

- B. If you BUY replacement housing, you may file a claim for **DOWNPAYMENT ASSISTANCE** payment. You may then use the full amount of your rental assistance payment, as calculated above based on comparable cost (\$<<MAX RENTAL AMT>>), for a down payment and incidental expenses (typically known as “closing costs”) associated with the purchase of a replacement dwelling. All amounts used as a down-payment and incidental expenses must be applied to

the purchase of the replacement dwelling. Any payments you may have received as rental assistance will be deducted from your down payment assistance. Let us know if you prefer to buy a replacement home, and we will help you find such housing.

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

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

If you remain in occupancy of your present dwelling after the Displacing Agency has completed the purchase, you must continue to pay your rent to the Displacing Agency for the period of your tenancy, as well as meet all other conditions stated in your lease or rental agreement. Failure to pay rent may reduce the replacement housing payment which you are eligible to receive.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you. You may appeal in writing with the Displacing Agency the determination of eligibility or the amount of your relocation benefits.

If at any time you have questions or need assistance, please contact Debbie Martinez, your relocation consultant at 888.202.9195 ext. 2 or [Debbie@autotempservices.com](mailto:Debbie@autotempservices.com).

Sincerely,

Attachment (referrals)

<b>ACKNOWLEDGMENT BY OCCUPANTS</b>	
I was personally contacted by the Relocation Consultant for the Displacing Agency. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Consultant will be available to assist me if any questions arise or assistance is needed.	
<b>Signature:</b>	<b>Date:</b>