

RELOCATION PLAN



Ventura Avenue Apartments Rehabilitation

1240 N. Ventura Avenue
Ventura, California 93001

Ventura Housing Authority Triad Properties

October 2020

Prepared by:



HAMNER, JEWELL & ASSOCIATES
Government Real Estate Services
260 Maple Court, Suite 277
Ventura, CA 93003

RELOCATION PLAN VENTURA AVENUE APARTMENTS

INTRODUCTION

THE PROJECT

Triad Properties is a California nonprofit public benefit corporation, a 501C3 entity, which was formed to promote affordable housing and related services for low to moderate income households in the County of Ventura, California. Triad owns and operates low-income housing units in the City of Ventura. The relationship between Triad and the Housing Authority of the City of San Buenaventura is supportive in nature as Triad independently carries out its stated mission and purpose of providing decent, safe and affordable housing.

In pursuit of its mission, Triad has recently purchased a mixed-use property located at 1240 N. Ventura Avenue in Ventura, California. The building currently consists of 6 commercial spaces, 12 studios, 2 1-bedrooms, and 19 rooms, for a total of 33 units. It is in poor condition with numerous health and safety code violations. Triad plans to renovate the dilapidated property into 20 decent, safe and sanitary studio apartments, six 1-bedrooms and three 2-bedroom apartments, all with bathrooms and kitchenettes. Because the current building has no units that are compliant with the American Disabilities Act (“ADA”), some of the ground level commercial spaces will be converted into ADA housing units.

Planned property renovations include repairing the entire site’s plumbing system, patching and repainting stucco, replacement of windows and doors, electrical improvements, dry wall patching and replacement, painting, flooring, cabinets and countertops, appliances, and installation of smoke and carbon monoxide monitors. The renovation is expected to be undertaken in two phases. Phase One will renovate the southern end of the building and will involve the three commercial spaces on the first floor, ten studios and two 1-bedrooms on the second floor. The tenants will be temporarily relocated while the property improvements are made.

After Phase One is completed, there will be an increased number of new living units which will allow for the relocated households to return and will provide additional rehabilitated units to house tenants from the north side of the building. Phase Two will rehabilitate the northern half of the building. Tenants residing on the northern side will either relocate to newly renovated units in the south end of the property or temporarily relocate offsite while the improvements to the northern side are being completed. It is expected that no more than 6 units from Phase Two may require temporary offsite housing while the final rehabilitation work on the property is being completed.

A mixture of funding sources is expected to be utilized to accomplish this property renovation, including the use of federal Community Development Block Grant funding, HOME Program funding, funding through the Low Income Housing Tax Credit Program. HCD has reserved \$1,200,000 of its project Homekey funding for the El Portal Project. As a condition of this funding, El Portal will reserve 12 units for residents experiencing homelessness or who are at risk of experiencing homelessness and are disproportionately at risk of COVID-19. Many of the currently relocated residents already meet Homekey’s definition of the Target Population. VASH and Mainstream Housing Choice Vouchers will also refer residents who meet the definition of the Target Population.

Triad's top priority and goal is ensuring that the people who reside on this property are safe and that the site provides an opportunity for the development of badly needed safe and affordable housing for some of the local community's lowest income earners. Once developed, the units would stay affordable for 55 years.

RELOCATION PLAN VENTURA AVENUE APARTMENTS

SECTION I RELOCATION NEEDS ANALYSIS

An analysis of the rent roll provided by the property seller to Triad Properties during the site acquisition process shows that the property is primarily comprised of small residential units: 19 rooms with no private baths or kitchens, 12 studios, and two 1 bedrooms. It also contains 6 small commercial spaces. Six of the residential units are reported as vacant as of the time of this Relocation Plan preparation and three commercial spaces are currently vacant. That leaves 27 residences and 3 commercial businesses that will require temporary relocation assistance while the rehabilitation of this property is underway.


Some of these residential units are reported as overcrowded, in non-compliance with decent, safe and sanitary housing requirements. In the table below, provided for the purpose of this Plan preparation, three of the units are over-crowded, with unit #6 severely over-crowded with a reported 8 people in a studio apartment. In accordance with decent, safe and sanitary laws, generally no more than 2 people should occupy a studio apartment. Therefore, four or more replacement units would be required for just this one unit; the household occupants would need to be reassigned to multiple units rather than all re-placed into a single studio. Studios #4 and #8 are also reportedly over-crowded.

Existing Occupants per Unit

1258 N Ventura Avenue		
Property	Size	# People
#1	1 bed x 1 bath	Vacant
#2	1 bed x 1 bath	3
#3	Studio	2
#4	Studio	4
#5	Studio	1
#6	Studio	8
#7	Studio	Vacant
#8	Studio	3
#9	Studio	1
#10	Studio	1
#11	Studio	Vacant
#12	Studio	2

1266 N Ventura Avenue		
Property	Size	
#1	Room	1
#2	Room	2
#3	Room	2
#4	Room	1
#5	Room	2
#6	Room	1
#7	Studio	1
#8	Studio	1
#9	Room	1
#10	Room	1
#11	Room	2
#12	Room	1
#14	Room	1
#15	Room	Vacant
#16	Room	1
#17	Room	Vacant
#18	Room	Vacant
#19	Room	2
#20	Room	1
#21	Room	1

Property	Size	
1240	Comm	Vacant
1252	Comm	Vacant
1254	Comm	Vacant
1264	Comm	Thrift Store
1280A	Comm	Botanica
1288	Comm	Salon

 = Over-crowded unit

All project occupants are deemed very low income. Many have gone in and out of homelessness before arriving at this location. Based on family size, the following table summarizes the temporary replacement housing needs of the residential tenants to be displaced by this Project in terms of number of bedrooms needed in a replacement unit:

Replacement Housing Needs

Unit Type	# of Units
1 Bedroom	4
Studio (or 1BRs)	24
Commercial Retail	4
Total	32

Temporary Housing

Residents will need assistance in identifying and securing temporary housing options for the periods of rehabilitation work and will require financial assistance to defray the temporary increased costs of housing during the temporary relocation period(s). Housing in Ventura is relatively expensive, and the costs of temporary housing alternatives is expected to exceed the monthly housing costs that occupants of the property currently carry. Tenants will also likely need financial assistance to cover moving and storage expenses and funds for any required advance deposits, credit check fees, or hotel/motel occupancy costs and associated room taxes. They may additionally need assistance with arranging for moving assistance and completing claims for relocation assistance benefits.

Residents are expected to seek replacement units nearby Ventura Avenue Apartments. Therefore, proximity, unit size, and rent rates are expected to be the key variables that will be factors in selecting temporary replacement housing. Residents may need assistance with transportation and with completing necessary applications for housing. It is expected that there will be poor credit and references for many residents who reside in this property, making it more challenging and requiring a higher level of assistance in securing temporary replacement housing. Adequate lead time will be needed in order to ensure that temporary housing units will be secured for all tenants that must vacate to accommodate each phase of the property rehabilitation. Because the duration of the temporary relocation periods is expected to be months and will not approach or exceed one year in duration, hotels may be a very viable option for these tenants.

No permanent displacements are anticipated on this project. Although tenant household income is not disclosed at the time of this Plan preparation, it is believed that all tenants are of limited income and will qualify to return to the affordable housing units on the Project site once the rehabilitation work is completed, subject to adherence to standard lease provisions.

Advance Notice

The more advance notice that the residents are provided, the better able they will be to all secure their temporary housing locations for the rehabilitation periods. All households subject to offsite temporary relocation must be provided at least 90 days advance written notice of their scheduled vacate date. These advance requirements are also important for the commercial businesses that may be temporarily displaced.

Moving and Storage

Since tenants will need to fully vacate their units during the rehabilitation period, tenants may need financial assistance with the costs of moving their personal possessions. If tenants move to short-term furnished rentals or motels during their temporary relocation periods, or stay with family or friends, the additional costs of storage facilities for their personal possessions during the rehabilitation period may also be required. Assistance in retaining moving and storage companies will be required. Further,

some tenants may require assistance with packing and unpacking due to physical limitations. Tenants will require assistance in covering the costs of all of these services.

Application and Miscellaneous Required Fees

Tenants may need assistance with Application fees, processing fees, utility service transfer fees, and cleaning fees required in conjunction with applying to rent and secure a replacement property. Tenants may also need assistance with refundable deposits such as security, utility, and pet deposits that they may not have adequate cash on hand to cover in conjunction with accomplishing their relocation.

RELOCATION PLAN VENTURA AVENUE APARTMENTS

SECTION II REPLACEMENT HOUSING RESOURCES ANALYSIS

An analysis of available housing resources was conducted in March 2019 to identify comparable, decent, safe and sanitary units available in reasonably close proximity to the Project area that meet the temporary housing needs of the Project residents. The analysis focused on confirming the general availability of comparable, decent, safe, and sanitary units which contain the required minimum number of bedrooms, are of adequate size for each identified current household, and are comparable with respect to the number of rooms and habitable living space. In the Appendix of this Plan there is a Table (Attachment 1) showing the resource analysis results, including information on traditional residential rental units and hotel rooms identified as available for rent in the area which would be sample resources for consideration as replacement units for the Project site residents, with details on costs, specific locations, and other pertinent details.

In summary, the results of the resource analysis confirm that there are adequate comparable temporary replacement housing resources available within the community to meet the replacement housing needs of those residents that would be temporarily displaced by this Project, as long as financial and advisory assistance is provided to aid in securing such replacement housing options on each tenant's behalf. Adequate lead time will be required to ensure that a sudden volume need within a tight timeline does not over-saturate the market resources.

Since the reported temporary displacement period is projected to be for a duration of only 5-6 months, hotel units are realistically the most viable option for the temporary needs of this Project. It is difficult to get landlords to accept a month-to-month tenancy of only 5-6 months and security deposits and application fees will likely be required, which increase costs. Hotel units, however, are much more expensive for the 5-6 month duration than a traditional month-to-month rental, as summarized below.

Unit Type	Average Price for 90 days
1 Bedroom Apartment	\$ 4,350
Studio Apartment	\$ 4,200
Hotel w/Kitchenette	\$ 7,550
Hotel Room w/o kitchenette	\$ 7,200

Due to the relatively short duration of the tenant vacate periods, motel units with kitchenettes are deemed the best alternative to meet the temporary housing needs of the tenants during the rehabilitation period. There are limited hotels with kitchenettes, however due to the phasing of the project, the number of tenants that must be housed offsite at any one time is expected to be manageable. Triad intends to directly secure and pay for the needed hotel rooms with kitchens so that no meal allowances will be required. In fact, the identified hotel options with kitchens represent superior decent, safe and sanitary housing than those units on the project site within which tenants currently reside. Hotel units are in relatively close proximity to the project site. They are fully furnished and include refrigerators and stoves. There is therefore deemed adequate comparable replacement housing according to the housing survey to meet the project needs. Therefore, there is no need to provide Last Resort Housing Payments.

After the Project rehabilitation is completed, tenants will be provided priority opportunity to move back to the newly refurbished project units.

**RELOCATION PLAN
VENTURA AVENUE APARTMENTS
SECTION III
RELOCATION ASSISTANCE PROGRAM**

A. Program Assurances and Standards

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

Triad Properties will ensure that Relocation Assistance is provided to all occupants that will be temporarily displaced, in conformance with State laws and federal funding requirements. All affected occupants will be provided with a minimum of 90 days advance written notice of their required vacate date and will be offered advisory and financial relocation assistance to help locate affordable temporary housing in the area. Financial assistance will be offered to cover the eligible costs of physically moving personal property from one location to another, and rental assistance to cover temporary increased costs of housing. Businesses will be offered relocation assistance in accordance with the non-residential assistance provisions of the federal Uniform Act.

No permanent displacement is anticipated in this Project. Temporary replacement housing must be decent, safe, and sanitary, with living space to accommodate the displaced household, in an area that does not have unreasonable environmental conditions, not generally less desirable with respect to location to schools, employment, health and medical facilities, and other public and commercial facilities and services; is functionally equivalent to the displacement dwelling; and within the financial means of the displaced household as defined in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Generally, a replacement dwelling is “within the financial means” of a displaced person who is a renter if, after receiving rental assistance as

provided for in this Plan, the person's monthly rent and established monthly utility costs for the replacement dwelling do not exceed the person's base monthly rental for the displacement dwelling.

The relocation program to be implemented by Triad Properties conforms with the standards and provisions set forth in California Government Code section 7260 et seq., the Relocation Assistance Guidelines specified in California Health and Safety Code section 33410 et seq., the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, Section 104(d), the HOME Program created by the National Affordable Housing Act of 1990 (NAHA), as amended, and all other applicable regulations and requirements. The program will include both technical and advisory assistance to all tenants, including:

1. Distribution of relocation informational brochures and Notices
2. Timely referrals to comparable replacement units
3. Assistance with completion and filing of relocation claims, rental applications, and appeals forms, if necessary

B. Relocation Program

Displacement by Rehabilitation

- Tenants who are intended to remain in the project must receive a Notice of Non-displacement and the offer of a "suitable" unit which can be rented at an "affordable" price.
- Tenants who move permanently after the non-profit agency's purchase of the property because they did not receive such an offer are considered displaced.

Rent Increases

- If there is no increase in rent, the unit is considered affordable and the tenant is not considered "rent burdened" -- even if the percentage of income that the family is paying is quite high.
- Under HOME, if the rent is increased for a low-income tenant, as a result of federal assistance, it may not exceed the HUD Total Tenant Payment amount.
- For tenants who are not low-income, 30 percent of gross monthly income is used as the affordability test. A family whose increased rent exceeds this threshold is "rent burdened."
- If any family moves permanently from the project as a result of being rent burdened, it is considered displaced.
- "Rent" for this purpose means gross rent -- the rent paid to the owner plus an estimate for utilities paid by the tenant. [\$550 (Rent Paid to Owner) plus 65 (Estimated cost of tenant-paid utilities) equals \$615 (Gross rent).]

To Avoid Economic Displacement

- To avoid displacement, eligible lower income tenants may be offered tenant-based rental assistance to make rehabilitated units affordable.
- Tenant-based rental assistance includes Section 8 Rental Certificates or Rental Vouchers. HOME Tenant Based Rental Assistance (TBRA) may also be used if there is an expectation that assistance will be renewed after the initial two-year period.
- Rent burdened families offered such assistance before they move may use the assistance in the project or move, BUT they are not considered displaced.

- Tenant-based rental assistance can be provided only if the affected family is eligible under program rules. In general, to be eligible the family's income must not exceed the Section 8 Lower Income limit.

OTHER RIGHTS OF TENANTS WHO WILL REMAIN IN THE PROJECT

Temporary Relocation

- Residents who will remain in the project after rehabilitation may be required to move temporarily during rehabilitation.
- The temporary dwelling must be suitable and decent, safe and sanitary -- but not necessarily comparable. All other conditions of the move must be "reasonable".
- In addition to a Notice of Non-displacement, the resident must, as a minimum, receive:
 - Reasonable advance written notice of the date and approximate duration of the planned temporary move.
 - Information about the terms and conditions under which the tenant will be returning to the unit when the project is completed.
 - Reimbursement for all reasonable out-of-pocket expenses incurred in connection with the temporary move including any increase in monthly rent/utility costs.

Permanent Moves Within the Project

- Tenants will be allowed to remain in the Project after rehabilitation, but not necessarily in the same unit.
- Permanent moves within the same Project must be to suitable, decent, safe and sanitary -- but not necessarily comparable -- units.
- In addition to the Notice of Non-displacement, the resident must, as a minimum receive:
 - Reasonable advance written notice of the date of the planned move to an alternate unit.
 - Reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move.
- The rent plus utilities of the permanent new unit within the project must not exceed the greater of the tenants old rent plus utilities or a specified portion of income depending upon the HUD-assisted program (usually TIP or 30% of gross income).

C. Monetary Relocation Benefit Categories

Relocation benefits will be provided in accordance with State and federal relocation laws. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved procedures.

Residential Moving Expense Payments

Temporary relocatees will be eligible to receive a payment for actual, reasonable, and necessary moving expenses. Payments may be made based on the cost of one, or a combination of the following methods:

- a) Fixed Payment (“Self-Move”) – A fixed payment for moving expenses based on the number of rooms containing furniture or other personal property to be moved. If qualified to receive a fixed moving payment, the payment will be based upon the most recent Fixed Residential Moving Cost Schedule published by the Federal Highway Administration. See **Attachment 2** in the Addendum of this Plan for the current schedule.

-OR-

- b) Actual Reasonable Moving Expense Payments – Tenants may elect to have a licensed, professional mover perform the move or seek reimbursement supported by receipted bills for labor and equipment. Hourly labor rates should not exceed the cost paid by a commercial mover. Equipment rental fees should be based on the actual cost of renting the equipment but not to exceed the cost paid by a commercial mover. Covered cost may include charges for packing, unpacking, moving and insurance, subject to pre-approval and determination of charges being deemed reasonable and necessary. Payment can be made directly to the mover or as reimbursement to Tenant upon completion of required claim forms and written authorization by the tenant.

Rental Assistance – Temporary Increased Costs of Housing

In addition to Moving Expense Payments described above, households will be offered relocation assistance to cover temporary increased costs of housing during each tenant’s temporary relocation period. Payments under this provision may cover hotel costs, rent differentials (temporary increased costs, utilities, and other associated housing costs that are deemed reasonable and necessary. Temporary relocatees shall be reimbursed for all temporary increased costs of housing during the temporary relocation period. This includes a reimbursement for the increased costs of rent and utilities during the temporary relocation period.

Storage Costs

If temporary storage, either in pods or in a mini storage unit, is required while tenants are displaced from their units for the rehabilitation, tenants may qualify for reimbursement for the cost of storage facilities.

Business Relocation Assistance

Businesses are eligible for reimbursement for the costs of searching for a replacement property, moving, disassembling, reassembling, and reinstalling personal property. Businesses are also eligible for specified Business Re-establishment Expenses, not to exceed \$20,000. Alternatively, certain qualified businesses can make an “In Lieu” claim based on the business net revenues. Efforts will be made to phase the rehabilitation of the commercial units on the property so that businesses can be relocated within the site rather than offsite. All business relocation assistance will be administered in accordance with the provisions of the federal Uniform Act.

D. Payment of Relocation Benefits

Relocation benefit payments will be made expeditiously. Claims and supporting documentation for permanent relocation benefits must be filed with Triad Properties within eighteen (18) months from the date the claimant moves from Ventura Avenue Apartments. Sample claim forms for filing relocation assistance claims are included in the Addendum to this Plan – see Attachment 3.

E. Relocation Tax Consequences

In general, relocation payments are not considered income for Federal tax purposes. No relocation payment received by a displaced person shall be considered as income for the purposes of the Internal Revenue Code or for the purpose of determining the eligibility or the extent of eligibility of the person for assistance under the Social Security Act or any other Federal law, except for a Federal law providing low income housing assistance. Individual relocation tax questions or problems should be referred to a tax advisor.

F. Eviction Policy

Triad Properties 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 of the rental agreement, a dangerous or illegal act in the unit, or if the household refuses all reasonable offers to move. Eviction will not affect the eligibility of a person legally entitled to relocation benefits, although the amount of back rent owed, if any, may be deducted from the benefits for which a tenant would otherwise be eligible to receive, if such deduction is authorized under federal guidelines.

G. Appeals Policy

Project area tenants have a right to ask for review when there is a complaint regarding rights to relocation and relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral. Occupants should contact their relocation representative if such proves necessary.

Triad Properties may set a reasonable time limit for a tenant to file an appeal. The time limit shall not be less than 60 days after the person receives written notification of the determination on the person's claim. On a case-by-case basis, for good cause, this time limit may be extended at the discretion of Triad Properties. After receipt of all information submitted by a person in support of an appeal, Ventura Housing Authority shall promptly make a written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the appellant with a copy.

A person has a right to be represented by legal counsel, or other representatives in connection with his or her appeal, but solely at the person's own expense. Should the petitioner prevail in his or her appeal, only the disputed amounts claimed will be payable. No attorney's fees or expenses will be paid by Triad Properties. The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to the City, directly to the State Department of Housing and Community Services (HCD), or directly to the Court. Any person and/or

organization directly affected by this Relocation Plan may petition the HCD, located at 2020 West El Camino Ave., Sacramento, CA 95833, to review the Relocation Plan

H. Projected Dates of Displacement

Dates of Displacement will be determined by the status of development approvals and permit issuance by the City of Ventura as required in order to proceed with rehabilitation work.

All tenants will receive no less than 90 day advance written notice before they will be required to vacate offsite. Tenants who are able to relocate directly from Phase 2 units to Phase 1 units without temporary displacement offsite may be provided 30 days advance notice to relocate within the Project. GIN's were provided to all tenants on site on between the dates of March 28, 2019 and April 9, 2019. Notices of Non-Displacement for first phase relocations were issued in February 2020.

I. Concurrent Community Displacements

It is possible that the Ventura Housing Authority's Westview Village project may concurrently impact the local housing supply, depending on the actual schedules of each project. Since the Ventura Housing Authority has involvement with both of these projects, it is expected that through planning measures, concurrent implementation of these projects with regard to tenant displacements can be avoided. Due to the fact that Westview residents will be placed in long term homes and El Portal tenants will be placed in hotel units due to the shorter duration of their temporary relocation period, no conflicts or competing impacts between these projects is anticipated.

J. Citizen Participation/Plan Review

This Plan will be made available to the public as required by law. A general notice of this Plan will be provided to all residents of Ventura Avenue Apartments and copies of the Plan will be made available to residents, the public, the City of Ventura, and the State Department of Housing and Community Development. Triad held on-site tenant meetings in advance of project implementation to inform tenants of the rehabilitation plan and respond to questions and requests. Active property management staff is always available to tenants and can be reached through the Ventura Housing Authority during normal working hours at:

The Housing Authority of the City of San Buenaventura
(805) 648-5008
995 Riverside Street
Ventura, CA 93001
Property Manager Oscar Ortiz

Relocation Advisor: Heather Johnson
Hamner, Jewell & Associates
(805) 658-8844

SECTION IV

Estimated Relocation Costs

All Relocation Assistance payments will be made with funds payable from Project funding resources.

Because relocation assistance for displaced tenants is based upon reasonable and necessary costs actually incurred in each move, the exact amount of assistance cannot be determined until each tenant selects a replacement property and the actual costs can then be confirmed. A final determination of the exact amount of relocation assistance benefits will be made at the time of displacement, with consideration of confirmed income and rent levels of displaced tenants, actual costs of moving, hotel rent rates, and the costs of any temporary storage of personal property during the temporary move period, all of which will be paid for by Triad. In the interim, a budget for estimated relocation assistance costs can be based on the information contained in this Plan, the analysis of needs and replacement housing resources, and the planned relocation benefits specified herein. Based on this analysis, the recommended budgetary estimate for the financial relocation assistance payments and the Relocation Assistance Plan implementation (staffing of Relocation Advisors for required noticing and coordination, referrals and placements, moving assistance coordination, claim preparation and payment distributions, file documentation as required to confirm compliance) is:

\$450,000 - \$525,000

This budgetary estimate is based on a projected 5-6 month displacement duration. It assumes that all units listed as occupied on pages 3 and 4 of this Plan remain occupied at the time of required temporary vacate. In accordance with Plan requirements, it also includes projected costs for relocation assistance staffing support to ensure that full advisory as well as financial assistance is available for the relocatees. It assumes 5-6 months of hotel stays will be covered for 16 households and that 12 households will be able to move just once, directly from a Phase II unit to a newly rehabilitated Phase I unit. It assumes that units will need to be fully vacated for the 5-6 month rehabilitation period duration, and therefore moving and storage costs for personal possessions may be required. It also assumes business relocation assistance for three commercial occupants.

ADDENDUM ATTACHMENTS:

ATTACHMENT 1 RESOURCE ANALYSIS
ATTACHMENT 2 FHWA FIXED RESIDENTIAL MOVING ALLOWANCE SCHEDULE
ATTACHMENT 3 SAMPLE CLAIM FORM FOR RESIDENTIAL TEMPORARY MOVES (HUD)
ATTACHMENT 4 SAMPLE CLAIM FORM FOR NON-RESIDENTIAL RELOCATIONS
ATTACHMENT 5 TEMPLATE/SAMPLE NOTICES TO TENANTS
ATTACHMENT 6 HAMNER, JEWELL & ASSOCIATES FIRM QUALIFICATIONS

ATTACHMENT 1

RESOURCE ANALYSIS

Location	Cost	Number of Bedrooms	Date available	Conditions	Utilities	Contact info	Application fee	Deposit
87 S. Oak Steet Ventura	\$ 730	1b/1b	March 1st	Shared Bathroom, quiet aff	included	87southoak@gmail.com	\$ 35.00	
Wall St. at Cedar St. Ventura	\$ 1,375	studio	March 25th	no pets	included	(805) 658-2531		\$ 1,400.00
Neptune at Harbor Oxnard	\$ 1,200	studio	now	no pets	\$ 100.00	(805) 832-4075		
9600Telephone Rd Ventura	\$ 1,395	studio	now		icluded	(805) 647-2453		
430 Occidental Dr Oxnard	\$ 1,386	1b/1b	march 25th		included	(805) 981-8633	\$ 40.00	
Saviers and Bard Oxnard	\$ 1,100	studio	April 1st	no pets	included	(805) 276-0446		
Lincoln at Main Ventura	\$ 1,295	studio	now	no dogs	included	(805) 407-4020		
Mandalay Beach/Oxnard Shores	\$ 1,450	studio	now	no pets	included	(805) 984-7987		\$ 1,450.00
Nile River Drive at Kiawah Drive Oxnard	\$ 1,500	studio	now		included	cb74752939f334e3b1772c1c09473de9@hous.craigslist.or		
Mariposa Dr. at Mint Lane Ventura	\$ 1,400	studio	now	quiet, no pets	included	805 667 2162		
Channel Islands at Victoria Oxnard	\$ 1,475	studio	now		\$ 150.00	560cce83552c38dd99b73ca5c467eaaa@hous.craigslist.o		
300 W Ninth St Oxnard	\$ 1,275	studio	now	seniors	included	(805) 754-2805	\$ 30.00	\$ 650.00
838 Empire Ave Unit 838 Ventura	\$ 1,500	apt	now		water and trash	213-476-1586		\$ 1,450.00
855 Buena Vista St Unit 2 Ventura	\$ 1,550	apt	now		included	213-352-5074		\$ 1,500.00
187 W Mission Ave, Ventura	\$ 1,450	1b/1b	now	good credit	water, sewer, trash	805-422-7872		\$ 1,450.00
2350 Peacock Ave, Ventura	\$ 1,250	1b/1b	now			805-496-0577		
3442-3468 Preble Ave, Ventura	\$ 1,495	1b/1b	now	no pets		805-824-2303		
40-54 N Brent St, Ventura	\$ 1,575	1b/1b	now	no pets	water and trash	(805) 653-7711		
209-215 W Mission Ave, Ventura	\$ 1,350	1b/1b	now	no pets	water and trash	(805) 653-7711		
52 El Medio St, Ventura	\$ 1,350	1b/1b	now	no pets	water and trash	(805) 653-7711		
168 S Palm St, Ventura	\$ 1,350	1b/1b	now		included	(805) 654-1413		
1241 Petit Ave, Ventura	\$ 1,525	1b/1b	now			805-647-6680	\$ 45.00	
6250 Telegraph Rd, Ventura	\$ 1,575	1b/1b	now		included	844-653-5158	\$ 25.00	\$ 99.00
11150-11190 Citrus Dr, Ventura	\$ 1,525	1b/1b	now		included	844-309-2287	\$ 30.00	
1201 W. Gonzales Road Oxnard	\$ 1,500	1b/1b	May 15th		included	949.390.8441		
201 W VINEYARD AVE Oxnard	\$ 1,550	1b/1b	now			805-647-6722		
2561 Madera Circle Oxnard	\$ 1,400	1b/1b	now			805-886-7504		
525 N A street Oxnard	\$ 1,250	1b/1b	April 1st	no pets	water, sewer, trash	(805) 482-3209		\$ 1,300.00
Cloyne St. Oxnard	\$ 800	1b	now		included	c2c28af091d0394e844bdd01b43d46d9@hous.craigslist.		
Pleasant Valley Rd at Squires Oxnard	\$ 1,475	1b/1b	now	no pets	water	668cdd79a38835b5b4040a8992deae7d@hous.craigslist.	\$ 35.00	\$ 1,600.00
201 W. Vineyard Ave Oxnard	\$ 1,580	1b/1b	now		water, sewer, trash	805-647-6722		
Lantana Street at Gonzalez Oxnard	\$ 1,350	1b/1b	now	no section 8		805-342-0434		

Motel Name	Price per night	Other fees	Features	Phone Number
Mission Bell motel	\$80	350 Cleaning Fee	Kitchen	(805) 644-6581
Bayshore Inn	\$71	/	single king room	(805) 643-6427
Vagabond	\$79	/	single queen room	(805) 648-5371
Motel 6	\$80	/	standard room	(805) 643-5100
Viking Motel	\$96	Pet fees	King with Kitchen	(805) 643-3273
Viking Motel	\$108	Pet fees	2 Queens w/ Kitchen	(805) 643-3273

ATTACHMENT 2

FHWA FIXED RESIDENTIAL MOVING ALLOWANCE SCHEDULE

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970, AS AMENDED FIXED
RESIDENTIAL MOVING COST SCHEDULE (2015)

State	Occupant owns furniture									Occupant does not own furniture	
	Number of rooms of furniture									1 room/ no furn.	Add'l room no furn.
	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms	Add'l room		
Alabama	600	800	1000	1200	1400	1600	1800	2000	200	400	50
Alaska	700	900	1125	1350	1550	1725	1900	2075	300	500	200
American Samoa	282	395	508	621	706	790	875	960	85	226	28
Arizona	700	800	900	1000	1100	1200	1300	1400	100	395	60
Arkansas	550	825	1100	1350	1600	1825	2050	2275	200	300	70
California	725	930	1165	1375	1665	1925	2215	2505	265	475	90
Colorado	675	895	1115	1270	1425	1580	1735	1890	155	385	55
Connecticut	620	810	1000	1180	1425	1670	1910	2150	150	225	60
Delaware	500	710	880	1110	1260	1410	1560	1710	160	400	60
DC	800	1000	1200	1500	1700	1900	2100	2300	200	500	100
Florida	750	900	1075	1250	1400	1550	1600	1850	300	500	150
Georgia	600	975	1300	1600	1875	2125	2325	2525	200	375	100
Guam	600	950	1300	1600	1900	2150	2400	2650	200	300	150
Hawaii	600	950	1300	1600	1900	2150	2400	2650	200	300	150
Idaho	600	800	1000	1200	1400	1600	1800	2000	200	350	100
Illinois	850	1000	1150	1250	1400	1600	1750	2050	450	650	150
Indiana	500	700	900	1100	1300	1500	1700	1900	200	400	100
Iowa	550	700	800	900	1000	1100	1225	1350	125	500	50
Kansas	400	600	800	1000	1200	1400	1600	1800	200	250	50
Kentucky	500	700	900	1100	1300	1500	1700	1900	200	350	50
Louisiana	600	800	1000	1200	1300	1550	1700	1900	300	400	70
Maine	650	900	1150	1400	1650	1900	2150	2400	250	400	100
Maryland	700	900	1100	1300	1500	1700	1900	2100	200	500	100
Massachusetts	700	850	1000	1200	1350	1500	1650	1800	250	450	150
Michigan	700	950	1150	1300	1450	1600	1750	1900	300	500	200
Minnesota	575	725	925	1125	1325	1525	1725	1925	275	450	100
Mississippi	750	850	1000	1200	1400	1550	1700	1850	300	400	100
Missouri	800	900	1000	1100	1200	1300	1400	1500	200	400	100
Montana	500	700	900	1100	1300	1500	1700	1900	200	350	100
Nebraska	390	545	700	855	970	1075	1205	1325	120	310	40
Nevada	500	700	900	1100	1300	1500	1700	1900	200	350	60
New Hampshire	500	700	900	1100	1300	1500	1700	1900	200	200	150
New Jersey	650	750	850	1000	1150	1300	1400	1600	200	200	50
New Mexico	650	850	1050	1250	1450	1650	1850	2050	200	400	60
New York	600	800	1000	1200	1400	1600	1800	2000	200	350	100
North Carolina	550	750	1050	1200	1350	1600	1700	1900	150	350	50
North Dakota	495	715	900	1080	1265	1415	1510	1695	185	430	65
N. Mariana Is.	282	395	508	621	706	790	875	960	85	226	28
Ohio	600	800	1000	1150	1300	1450	1600	1750	150	400	100
Oklahoma	700	900	1100	1300	1500	1700	1850	2000	200	350	100
Oregon	600	800	1000	1200	1400	1600	1800	2000	200	350	100
Pennsylvania	500	750	1000	1200	1400	1600	1800	2000	200	400	70
Puerto Rico	350	550	700	850	1000	1100	1200	1300	100	300	50
Rhode Island	600	850	1000	1200	1400	1600	1800	2000	150	300	100
South Carolina	700	805	1095	1285	1575	1735	1890	2075	225	500	75
South Dakota	500	650	800	950	1050	1200	1400	1600	200	300	40
Tennessee	500	750	1000	1250	1500	1750	2000	2250	250	400	100
Texas	600	800	1000	1200	1400	1600	1750	1900	150	400	50
Utah	650	800	950	1100	1250	1400	1550	1700	150	500	100
Vermont	400	550	650	850	1000	1100	1200	1300	150	300	75
Virgin Islands	500	700	850	950	1150	1300	1450	1600	150	425	100
Virginia	700	900	1100	1300	1500	1700	1900	2100	300	400	75
Washington	600	800	1000	1200	1400	1600	1800	2000	200	300	50
West Virginia	750	900	1050	1200	1350	1500	1650	1800	150	350	50
Wisconsin	550	730	935	1140	1350	1560	1765	1975	260	440	105
Wyoming	540	800	870	1020	1170	1325	1500	1670	200	370	60

Exceptions: 1. The payment to a person with minimal possession who is in occupancy of a dormitory style room or whose residential move is performed by an agency at no cost to the person is limited to \$100.00.

2. An occupant will be paid on an actual cost basis for moving his or her mobile home from the displacement site. In addition, a reasonable payment to the occupant for packing and securing property for the move may be paid at the agency's discretion.

ATTACHMENT 3

SAMPLE CLAIM FORM FOR RESIDENTIAL TEMPORARY MOVES (HUD)

Reclamo de Gastos por Reubicación Temporal (Mudanzas Residenciales)

Claim for Temporary Relocation

Expenses (Residential Moves)

(Apéndice A, 49 CFR 24.2(a)(9)(ii)(D))

(Appendix A, 49 CFR 24.2(a)(9)(ii)(D))

Antes de completar esta forma, lea la información sobre la Obligación de Reportar al Público y el Acta de Privacidad, en la página 5

See page 5 for Public Reporting Burden and Privacy

Act Statements before completing this form

Departamento Federal de Vivienda y Desarrollo Urbanos de EE.UU

U.S. Department of Housing and Urban Development

Oficina de Planificación y Desarrollo de la Comunidad

Office of Community Planning and Development

Número de Aprobación OMB 2506-0016

OMB Approval No. 2506-0016

(vencimiento. 10/31/2011)

(exp. 10/31/2011)

Sólo para Uso de Agencia ~ For Agency Use Only

Nombre de la Agencia ~ Name of Agency	Nombre o Número del Proyecto ~ Project Name or Number	Número del Caso ~ Case Number
---------------------------------------	---	-------------------------------

Instrucciones: Esta forma de reclamo es para el uso de familias e individuos que solicitan el reembolso de los gastos por reubicación temporal. La Agencia le ayudará a completar esta forma. Si la cifra total de su reclamo no es aprobada, la Agencia le proporcionará una explicación por escrito de la razón. Si no queda satisfecho con la determinación de la Agencia, usted puede apelar esa decisión. La Agencia le explicará cómo procesar una apelación. El Departamento Federal de Vivienda y Desarrollo Urbano proporciona información sobre estos requisitos y otras guías en su sitio de red www.hud.gov/relocation.

Instructions: This claim form is for the use of families and individuals applying for reimbursement of temporary relocation expenses. The Agency will assist you in completing the form. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal. The Department of Housing and Urban Development provides information on these requirements and other guidance materials on its website at www.hud.gov/relocation.

1a. Su(s) Nombre(s) (Usted(es) es/son el/los Reclamantes y su Dirección Postal Actual Your Name(s) (You are the Claimant(s)) and Present Mailing Address	1b. Número(s) de Teléfono Telephone Number(s)
---	--

2a. ¿Se han mudado todos los miembros de la casa a la misma vivienda? Have all members of the household moved to the same dwelling? <input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No (Si dijo "No", escriba los nombres y las direcciones a las que se han mudado) en la Sección de Observaciones.) (If "No", list the names of all members and the addresses to which they moved in the Remarks Section.)	2b. ¿Recibe (o recibirá) un subsidio de programa de vivienda Federal, Estatal o local en la vivienda a la cual se mudó? <input type="checkbox"/> Sí <input type="checkbox"/> No Do you (or will you) receive a Federal, State, or local housing program subsidy at the dwelling you moved to? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

Vivienda ~ Dwelling	Domicilio ~ Address	¿Cuándo alquiló usted esta unidad? When Did You Rent This Unit?	¿Cuándo se mudó usted a esta unidad? When Did You Move To This Unit?	¿Cuándo se mudó usted fuera de esta unidad? When Did You Move Out of This Unit?
3. Unidad de la cual se mudó Unit That You Moved From				
4. Unidad a la cual se mudó Unit That You Moved To				
5. Unidad a la cual regresó Unit That you Returned To				

6. CERTIFICACIÓN DE RESIDENCIA LEGAL EN LOS ESTADOS UNIDOS (Lea las instrucciones siguientes antes de completar esta sección.)

Instrucciones: Para calificar a los servicios consultivos de reubicación o pagos de realojo autorizados por la Ley de Política Uniforme de Asistencia para la Reubicación y Adquisición de Propiedades Inmuebles de 1970, usted debe ser ciudadano o tener nacionalidad de los Estados Unidos, o ser un extranjero legalmente presente en los Estados Unidos. **La certificación siguiente debe completarse para poder recibir cualquier apoyo de realojo.** (Esta certificación puede no ser válida bajo las leyes del estado que proporciona los beneficios de reubicación.) **Su firma en esta forma certifica la validez de su reclamo.** Lea 49 CFR 24.208(g) & (h) para las excepciones basadas en los periodos de dificultad.

CERTIFICATION OF LEGAL RESIDENCY IN THE UNITED STATES (Please read instructions below before completing this section.)

Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, you must be a United States citizen or national, or an alien lawfully present in the United States. **The certification below must be completed in order to receive any relocation benefits.** (This certification may not have any standing with regard to applicable State laws providing relocation benefits.) **Your signature on this claim form constitutes certification.** See 49 CFR 24.208(g) & (h) for hardship exceptions.

Favor de marcar sólo la categoría (Individuo o familia) que describe las condiciones de vivienda. Para la línea (2), ponga el número correcto de personas.

Please address only the category (Individual or family) that describes your occupancy status. For Line (2), please fill in the correct number of persons.

HOGARES RESIDENCIALES

(1) Individuo.

Certifico que soy: (marque uno)

_____ Un ciudadano o ciudadano naturalizado de los EE.UU.

_____ Un extranjero que está legalmente en los EE.UU.

RESIDENTIAL HOUSEHOLDS

Individual.

I certify that I am: (check one)

_____ a citizen or national of the United States

_____ an alien lawfully present in the United States

(2) Familia.

Certifico que viven _____ personas en mi hogar y que _____ poseen ciudadanía o nacionalidad de los EE.UU y _____ son extranjeros residentes legales en EE.UU.

Family.

I certify that there are _____ persons in my household and that _____ are citizens or nationals of the United States and _____ are aliens lawfully present in the United States.

7. DETERMINACIÓN DE LOS GASTOS DE MUDANZA – MUDANZA A UNA UNIDAD TEMPORAL				
Instrucciones: Usted puede ser elegible para recibir un reembolso de los costos reales y razonables de mudanza y demás gastos relacionados en conexión con su mudanza a una vivienda temporal. La tabla de cómputo siguiente le permite calcular su pago. DETERMINATION OF MOVING EXPENSES – MOVE TO TEMPORARY UNIT Instructions: You may be eligible for reimbursement of actual and reasonable moving costs and related expenses in connection with your move to a temporary housing unit. The computation table below provides you with the ability to compute your payment.				
Mudanza a una Unidad Temporal ~ Move to Temporary Unit	(1) Mudanza Comercial (Costos Reales) Commercial Move (Actual Costs)		(2) Mudanza por Cuenta Propia (Costos Reales) (No debe exceder los costos pagados para una mudanza comercial) Self Move (Actual Costs) (Not to exceed cost paid by a commercial mover)	
	Reclamante Claimant	Uso de Agencia Agency Use	Reclamante Claimant	Usos de Agencia Agency Use
(a) Gastos de Mudanza (49 CFR 24.301(g)(1-7)); vea la página 5 (No incluye los gastos de almacenamiento listados separadamente abajo.) Moving Cost Expenses (49 CFR 24.301(g)(1-7)); see page 5 (Do not include storage costs listed separately below.)	\$	\$	\$	\$
(b) Gastos de Almacenamiento (no deben exceder de 12 meses) Storage cost (not to exceed 12 months)	\$	\$	\$	\$
(c) Reconexión de Teléfono Telephone re-connection	\$	\$	\$	\$
(d) Reconexión de Cable/Internet Cable/Internet re-connection	\$	\$	\$	\$
(e) Otros (Explicar en la Sección de Observaciones) Other (Explain in Remarks Section)	\$	\$	\$	\$
(f) Total (Líneas 7(a) – 7(e)) Total (Lines 7(a) – 7(e))	\$	\$	\$	\$
(g) Cantidad Previamente Recibida, si corresponde Amount Previously Received, if any	\$	\$	\$	\$
(h) Cantidad Solicitada (Reste la línea 7(g) de la línea 7(f)) Amount Requested (Subtract Line 7(g) from Line 7(f))	\$	\$	\$	\$
(i) Cantidad Total Aprobada por la Agencia (para mudanza a unidad temporal) Total Amount Approved by Agency (for move to temporary unit)		\$		\$
LA AGENCIA COMPLETARÁ ESTA SECCIÓN ~ TO BE COMPLETED BY AGENCY				
RESUMEN PARA LA MUDANZA A UNA UNIDAD DE VIVIENDA TEMPORAL ~ SUMMARY FOR MOVE TO TEMPORARY HOUSING UNIT				
Número de Línea Line Number	Cantidad Reclamada: Amount Claimed:	Cantidad Recomendada: Amount Recommended:	Fecha de Pago: Date Paid:	Pagadera a: Payable To:
(j) Línea 7(i), Columna (1) Line 7(i), Column (1)	\$	\$		
(k) Línea 7(i), Columna (2) Line 7(i), Column (2)	\$	\$		
(l) Total: ~ Total:	\$	\$		
Acción de Pago Payment Action	Cantidad de Pago Amount of Payment	Firma Signature	Nombre (en letra de imprenta o mecanografiado) Name (Type or Print)	Fecha (mm/dd/aaaa) Date (mm/dd/yyyy)
(m) RECOMENDADO RECOMMENDED	\$			
(n) APROBADO APPROVED	\$			
Observaciones (Incluir hojas adicionales, si es necesario) ~ Remarks (Attach additional sheets, if necessary)				

8. DETERMINACIÓN DE LOS GASTOS DE MUDANZA – MUDANZA A UNA UNIDAD PERMANENTE				
Instrucciones: Usted puede ser elegible para recibir un reembolso de los gastos de mudanza reales y razonables y demás gastos relacionados en conexión con su mudanza a una vivienda temporal. La tabla de cómputo siguiente le permite calcular su pago. DETERMINATION OF MOVING EXPENSES – MOVE TO PERMANENT UNIT Instructions: You may be eligible for reimbursement of actual and reasonable moving costs and related expenses in connection with your move to a permanent housing unit. The computation table below provides you with the ability to compute your payment.				
Mudanza a una Unidad Permanente Move to Permanent Unit	(1) Mudanza Comercial (Costos Reales) Commercial Move (Actual Costs)		(2) Mudanza por Cuenta Propia (Costos Reales) (No debe exceder los costos pagados para una mudanza comercial) Self Move (Actual Costs) (Not to exceed cost paid by a commercial mover)	
	Reclamante Claimant	Uso de la Agencia Agency Use	Reclamante Claimant	Uso de la Agencia Agency Use
(a) Gastos de Mudanza (49 CFR 24.301(g)(1-7)); vea la página 5 Moving Cost Expenses (49 CFR 24.301(g)(1-7)); see page 5	\$	\$	\$	\$
(b) Reconexión de Teléfono Telephone re-connection	\$	\$	\$	\$

8. DETERMINACIÓN DE LOS GASTOS DE MUDANZA – MUDANZA A UNA UNIDAD PERMANENTE

Instrucciones: Usted puede ser elegible para recibir un reembolso de los gastos de mudanza reales y razonables y demás gastos relacionados en conexión con su mudanza a una vivienda temporal. Las tabla de cómputo siguiente le permite calcular su pago

DETERMINATION OF MOVING EXPENSES – MOVE TO PERMANENT UNIT

Instructions: You may be eligible for reimbursement of actual and reasonable moving costs and related expenses in connection with your move to a permanent housing unit. The computation table below provides you with the ability to compute your payment.

Mudanza a una Unidad Permanente <i>Move to Permanent Unit</i>	(1) Mudanza Comercial (Costos Reales) <i>Commercial Move (Actual Costs)</i>		(2) Mudanza por Cuenta Propia (Costos Reales) (No debe exceder los costos pagados para una mudanza comercial) <i>Self Move (Actual Costs) (Not to exceed cost paid by a commercial mover)</i>	
	Reclamante <i>Claimant</i>	Uso de la Agencia <i>Agency Use</i>	Reclamante <i>Claimant</i>	Uso de la Agencia <i>Agency Use</i>
(c) Reconexión de Cable/Internet <i>Cable/Internet re-connection</i>	\$	\$	\$	\$
(d) Otros (explicar en la Sección de Observaciones) <i>Other (Explain in Remarks Section)</i>	\$	\$	\$	\$
(e) Total (Líneas 8(a) – 8(d)) <i>Total (Lines 8(a) – 8(d))</i>	\$	\$	\$	\$
(f) Cantidad Previamente Recibida, si hubiera alguna <i>Amount Previously Received, if any</i>	\$	\$	\$	\$
(g) Cantidad Solicitada (Reste la Línea 8(f) de la Línea 8(e)) <i>Amount Requested (Subtract Line 8(f) from Line 8(e))</i>		\$		\$
(h) Cantidad Total Aprobada por la Agencia (para mudanza a una unidad permanente) <i>Total Amount Approved by Agency (for move to temporary unit)</i>		\$		\$

LA AGENCIA COMPLETARÁ ESTA SECCIÓN BE COMPLETED BY AGENCY**RESUMEN PARA MUDANZA A UNA UNIDAD DE VIVIENDA TEMPORAL ~ SUMMARY FOR MOVE TO TEMPORARY HOUSING UNIT**

Número de Línea <i>Line Number</i>	Cantidad Reclamada: <i>Amount Claimed:</i>	Cantidad Recomendada: <i>Amount Recommended:</i>	Fecha de Pago: <i>Date Paid:</i>	Pagadero a: <i>Payable To:</i>
(i) Línea 8(h), Column (1) <i>Line 8(h), Column (1)</i>	\$	\$		
(j) Línea 8(h), Column (2) <i>Line 8(h), Column (2)</i>	\$	\$		
(k) Total: ~ Total:	\$	\$		
Acción de Pago <i>Payment Action</i>	Cantidad de Pago <i>Amount of Payment</i>	Firma <i>Signature</i>	Nombre (en letra de imprenta o mecanografiado) <i>Name (Type or Print)</i>	Fecha (mm/dd/aaaa) <i>Date (mm/dd/yyyy)</i>
(l) RECOMENDADO RECOMMENDED	\$			
(m) APROBADO APPROVED	\$			

Observaciones (Incluir hojas adicionales, si es necesario) ~ **Remarks** (Attach additional sheets, if necessary)

9. GASTOS MENSUALES DE POCA MONTA PARA REUBICACIÓN TEMPORAL

Los costos listados en esta forma son para el periodo que comienza el _____ y termina el _____ **NÚMERO TOTAL DE MESES:** _____
(Mes/Día) (Año) (Mes/Día) (Año)

MONTHLY OUT-OF-POCKET COSTS FOR TEMPORARY RELOCATION

Costs listed on this form are for the period beginning _____ and ending _____ **TOTAL # OF MONTHS:** _____
(Month/Day) (Year) (Month/Day) (Year)

DETERMINACIÓN DE RENTA Y PROMEDIO DE GASTOS MENSUALES DE SERVICIOS DE UTILIDADES

Instrucciones: Para calcular el pago, las entradas en la Línea 9(i) deben incluir todos los gastos de utilidades. Por lo tanto, en las Líneas 9(b) a 9(f) identifique cada utilidad que le proporciona servicios de electricidad, gas, otros combustibles para calentar/cocinar, agua potable y alcantarillado. En aquellos casos donde el servicio de utilidades va incluido en el pago de la renta mensual, introduzca "IMR" (In Monthly Rent - en la renta mensual). Si se le ha proporcionado un apoyo (subvención) mensual del programa de vivienda (p.ej., Housing Choice Voucher-Vale para alquiler/Sección 8, u otro), introduzca la cantidad aplicable en la Línea 9(h).

DETERMINATION OF RENT AND AVERAGE MONTHLY UTILITY COSTS

Instructions: To compute the payment, entries on Line 9(i) must reflect all utility services. Therefore, identify on Lines 9(b) through 9(f) each utility necessary to provide electricity, gas, other heating/cooking fuels, water and sewer. In those cases where the utility service is covered by the monthly rent, enter "IMR" (In Monthly Rent). If a monthly housing program subsidy (e.g., Housing Choice Voucher/Section 8, other) has been provided, enter the applicable amount on Line 9(h).

Costo de la Reubicación Temporal Mensual (Para una reubicación temporal que dure más de un mes, complete esta Forma de Continuación por cada mes adicional de reubicación temporal o introduzca el total reclamado en la Línea 9(p) y explíquelo en "Observaciones." Monthly Temporary Relocation Cost (For temporary relocation that lasts more than one month, complete this Continuation Form for each additional month of temporary relocation or enter total claimed on Line 9(p) and explain under "Remarks.")	Unidad de la cual se mudó <i>Unit You Moved From</i>		Unidad a la cual se mudó <i>Unit You Moved To</i>		Aumento en el Costo Mensual <i>Increase In Monthly Cost</i>	Cantidad Aprobada <i>Amount Approved</i>
	(1) Reclamante <i>Claimant</i>	(2) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(3) Reclamante <i>Claimant</i>	(4) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(5) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(6) Será Porporcionado por Agencia <i>To Be Provided by Agency</i>
(a) Renta (La cantidad de renta mensual pagadera bajo los términos y condiciones de ocupación). Marque la casilla apropiada: <input type="checkbox"/> Incluidos todos los servicios de utilidades <input type="checkbox"/> Servicios de utilidades no incluidos (listarlos en Línea 9(b) a 9(f) más abajo)	\$	\$	\$	\$	\$	\$

Costo de la Reubicación Temporal Mensual (Para una reubicación temporal que dure más de un mes, complete esta Forma de Continuación por cada mes adicional de reubicación temporal o introduzca el total reclamado en la Línea 9(p) y explíquelo en "Observaciones." Monthly Temporary Relocation Cost (For temporary relocation that lasts more than one month, complete this Continuation Form for each additional month of temporary relocation or enter total claimed on Line 9(p) and explain under "Remarks.")	Unidad de la cual se mudó <i>Unit You Moved From</i>		Unidad a la cual se mudó <i>Unit You Moved To</i>		Aumento en el Costo Mensual <i>Increase In Monthly Cost</i>	Cantidad Aprobada <i>Amount Approved</i>
	(1) Reclamante <i>Claimant</i>	(2) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(3) Reclamante <i>Claimant</i>	(4) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(5) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(6) Será Porporcionado por Agencia <i>To Be Provided by Agency</i>
Rent (The monthly rental amount due under the terms and conditions of occupancy). Check appropriate box: <input type="checkbox"/> All utilities included <input type="checkbox"/> Utilities not included (list on Line 9(b) to 9(f) below)						
(b) Electricidad ~ <i>Electricity</i>	\$	\$	\$	\$	\$	\$
(c) Gas ~ <i>Gas</i>	\$	\$	\$	\$	\$	\$
(d) Agua/alcantarillado ~ <i>Water/sewer</i>	\$	\$	\$	\$	\$	\$
(e) Saneamiento ~ <i>Sanitation</i>	\$	\$	\$	\$	\$	\$
(f) Otros ~ <i>Other</i>	\$	\$	\$	\$	\$	\$
(g) Renta Bruta Mensual y Gastos de Servicios de Utilidades (sume líneas 9(a) a 9(f)) <i>Gross Monthly Rent and Utility Costs (add lines 9(a) through 9(f))</i>	\$	\$	\$	\$	\$	\$
(h) Subsidio de Vivienda Mensual, si aplica (p.ej., Housing Choice Voucher-Vale para Alquiler/Sección 8, u otro) <i>Monthly Housing Subsidy, if applicable (e.g., Housing Choice Voucher/Section 8, other)</i>	\$	\$	\$	\$	\$	\$
(i) Renta Mensual Neta y Gastos de Servicios de Utilidades por Mes de _____ (reste la Línea 9(h) de la Línea 9(g) arriba) <i>Net Monthly Rent and Utility Costs for Month of _____ (subtract Line 9(h) from Line 9(g) above)</i>	\$	\$	\$	\$	\$	\$

OTROS GASTOS RAZONABLES DE POCA MONTA

Instrucciones: Usted puede ser elegible para otros gastos razonables de poca monta, si lo aprueba la Agencia, relacionados con su mudanza temporal.

OTHER REASONABLE OUT-OF-POCKET EXPENSES

Instrucciones: You may be eligible for other reasonable out-of-pocket expenses as approved by the agency in connection with your temporary move.

Costo Mensual para el Mes de: _____ (Mes) (Año) <i>Monthly Cost For Month of: _____ (Month) (Year)</i>	(1) Reclamante <i>Claimant</i>	(2) Sólo para Uso de Agencia <i>Agency Use</i>
(j) Por Día para unidad sin instalaciones para cocinar: \$ _____ por adulto x _____ días en este periodo de mes \$ _____ por niño(a) menos de 12 años x _____ días en este periodo de mes <i>Per Diem for unit without cooking facilities:</i> \$ _____ per adult x _____ days in this month period \$ _____ per child under age 12 x _____ days in this month period	\$	\$
Otros (p.ej., mayores gastos de transporte, refugio para mascotas, estacionamiento). Listar <i>Other (e.g., increased transportation costs, boarding for pets, parking). Itemize</i>		
(k)	\$	\$
(l)	\$	\$
(m)	\$	\$
(n) Total (sume las líneas 9(j) a 9(m)) ~ <i>Total (add lines 9(j) through 9(m))</i>	\$	\$

DEBE SER COMPLETADO POR LA AGENCIA ~ TO BE COMPLETED BY AGENCY**RESUMEN DE LOS GASTOS MENSUALES DE POCA MONTA PARA REUBICACIÓN TEMPORAL****SUMMARY OF MONTHLY OUT-OF-POCKET COSTS FOR TEMPORARY RELOCATION**

Número de Línea: <i>Line Number:</i>	Cantidad Reclamada: <i>Amount Claimed:</i>	Cantidad Recomendada: <i>Amount Recommended:</i>
(o) Sume las Líneas 9(i) Columna 6 y Línea 9(n) Columna 2 <i>Add Lines 9(i) Column 6 and Line 9(n) Column 2</i>	\$	\$
(p) Multiplique la Línea 9(o) por el número de mese de reubicación temporal (No. de meses: _____) o introduzca la cantidad total de todas las Hojas de Continuación, Líneas 10(i) Columna 6 y 10(n) <i>Multiply Line 9(o) by number of months of temporary relocation (# of months: _____) or enter total amount from all Continuation Sheets, Lines 10(i) Column 6 and 10(n)</i>	\$	\$

Acción de Pago Payment Action	Cantidad de Pago Amount of Payment	Firma Signature	Nombre (en letra de imprenta o mecanografiado) Name (Type or Print)	Fecha (mm/dd/aaaa) Date (mm/dd/yyyy)
(r) Recomendado <i>Recommended</i>	\$			
(s) Aprobado <i>Approved</i>	\$			

Observaciones (Incluir hojas adicionales, si es necesario) ~ **Remarks** (Attach Additional Sheets, if necessary)

CERTIFICACIÓN POR EL/LOS RECLAMANTE(S): Certifico que la información de este reclamo y la información secundaria son verídicas y completas y que no he recibido ningún pago por estos gastos de ninguna otra fuente. Pido que las cantidades de la Línea 7(n), Línea 8(m) y Línea 9(r), sean pagadas a: ☐ mí ☐ el contratista (o contratistas) (según se especifica en la Sección de Observaciones).

Firma(s) del/de los Reclamante(s) _____ Fecha: _____

CERTIFICATION BY CLAIMANT(S): I certify that this claim and supporting information are true and complete and that I have not been paid for these expenses by any other source. I ask that the amounts on Line 7(n), Line 8(m) and Line 9(r), be paid to: ☐ me ☐ the contractor(s) (as specified in the Remarks Section).

Signature(s) of Claimant(s): _____ Date: _____

Advertencia: HUD procesará legalmente los reclamos y las declaraciones falsas. La convicción puede dar lugar a una pena criminal o civil. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Gastos Reales Elegibles de Mudanza Residencial (49 CFR 24.301(g)(1-7))

Eligible Actual Residential Moving Expenses (49 CFR 24.301(g)(1-7))

- 1) Transporte de la persona desplazada y de su propiedad personal. Los gastos de transporte hasta una distancia superior a 50 millas no son elegibles, a menos que la Agencia determine que una reubicación superior a 50 millas esté justificada.
Transportation of the displaced person and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the Agency determines that relocation beyond 50 miles is justified.
- 2) Empacar, meter en cajas, desempacar o sacar de las cajas la propiedad personal.
Packing, crating, unpacking and uncrating of the personal property.
- 3) Desconectar, desmantelar, quitar, volver a montar y reinstalar electrodomésticos y otro tipo de propiedad personal.
Disconnecting, dismantling, removing, reassembling and reinstalling relocated household appliances and other personal property.
- 4) Almacenar las propiedades personales durante un periodo que no exceda de 12 meses, a menos que la Agencia determine que se necesita un periodo de tiempo más largo.
Storage of the personal property for a period not to exceed 12 months, unless the Agency determines that a longer period is necessary.
- 5) Seguro para el valor de reposición de la propiedad en relación con la mudanza y el almacenamiento necesario.
Insurance for the replacement value of the property in connection with the move and necessary storage.
- 6) El valor de reposición de la propiedad perdida, robada, o dañada en el proceso de la mudanza (que no sea por culpa o negligencia de la persona desplazada, su agente o su empleado) cuando el seguro que cubre dicha pérdida, robo o daño no esté razonablemente disponible.
The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.
- 7) Otros gastos relacionados con la mudanza que no estén listados como inelegibles bajo §24.301(h), según la Agencia determine que sean razonables y necesarios.
Other moving-related expenses that are not listed as ineligible under §24.301(h), as the Agency determines to be reasonable and necessary

La obligación de reportar al público para esta colección de información se aproxima a 30 minutos de promedio por respuesta. Esto incluye el tiempo de colección, revisión y reporte de los datos. La información se colecta bajo la autoridad de Ley de Desarrollo de la Vivienda y la Comunidad de 1987, 42 U.S.C. 3543, la Ley de la Vivienda de EE.UU de 1937, según enmienda, 42 U.S.C. 1437 et seq. y la Ley de Desarrollo de la Vivienda y la Comunidad de 1981, P.L. 97-35, est. 85, 34, 408, para determinar su elegibilidad para recibir pagos de gastos de mudanza temporal y la cantidad de cualquier pago. Se requiere una respuesta a esta solicitud de información para recibir los beneficios que serán derivados. Esta agencia puede no coleccionar esta información, y a usted no se le requiere completar esta forma, a menos que muestre un número de control OMB actualmente válido

Public reporting burden for this collection of information is estimated to average 30 minutes per response. This includes the time for collecting, reviewing and reporting the data. The information is being collected under the authority of the Housing and Community Development Act of 1987, 42 U.S.C. 3543, the U.S. Housing Act of 1937, as amended, 42 U.S.C. 1437 et seq., and the Housing and Community Development Act of 1981, P.L. 97-35, 85 stat., 34, 408 to determine if you are eligible to receive a payment for temporary moving expenses and the amount of any payment. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a valid OMB control number.

Aviso de Acta de Privacidad: Esta información es necesaria para determinar su elegibilidad para recibir el pago para gastos de mudanza temporal. Por ley, a usted no se le requiere proporcionar esta información, pero si no la proporciona, puede que no reciba el pago para estos gastos o que tarde más en recibirlo. Esta información se colecta bajo la autoridad de la Ley de Desarrollo de la Vivienda y la Comunidad de 1987, 42 U.S.C 3543, la Ley de la Vivienda de EE.UU de 1937, según enmienda, 42 U.S.C. 1437 et seq. y la Ley de Desarrollo de la Vivienda y la Comunidad de 1981, P.L. 97-35, est. 85, 34, 408

Privacy Act Notice: This information is needed to determine whether you are eligible to receive a payment for temporary moving expenses. You are not required by law to furnish this information, but if you do not provide it, you may not receive any payment for these expenses or it may take longer to pay you. This information is being collected under the authority of the Housing and Community Development Act of 1987, 42 U.S.C. 3543, the U.S. Housing Act of 1937, as amended, 42 U.S.C. 1437 et seq., and the Housing and Community Development Act of 1981, P.L. 97-35, 85 stat., 34, 408.

**[HOJA DE CONTINUACIÓN]
[CONTINUATION SHEET]
Reclamo por Gastos de Reubicación Temporal
(Mudanzas Residenciales)
Claim for Temporary Relocation Expenses
(Residential Moves)
(Apéndice A, 49 CFR 24.2(a)(9)(ii)(D))
(Appendix A, 49 CFR 24.2(a)(9)(ii)(D))**

**Departamento Federal de Vivienda y Desarrollo Urbano de EE.UU.
U.S. Department of Housing and Urban Development**
Oficina de Planificación y Desarrollo de la Comunidad
Office of Community Planning and Development

10. HOJA DE CONTINUACIÓN POR CADA MES ADICIONAL DE REUBICACIÓN TEMPORAL Los gastos listados en esta forma corresponden al periodo que comienza el _____ y termina el _____ No. TOTAL DE MESES: _____ <div style="text-align: center;"> (Mes/Día) (Año) (Mes/Día) (Año) </div>			
CONTINUATION SHEET FOR EACH ADDITIONAL MONTH OF TEMPORARY RELOCATION Costs listed on this form are for the period beginning _____ and ending _____ TOTAL # OF MONTHS: _____ <div style="text-align: center;"> (Month/Day) (Year) (Month/Day) (Year) </div>			

DETERMINACIÓN DE RENTA Y PROMEDIO DE GASTOS MENSUALES DE SERVICIOS DE UTILIDADES Instrucciones: Para calcular el pago, las entradas en la Línea 10(i) deben incluir todos los gastos de utilidades. Por lo tanto, en las Líneas 10(b) a 10(f) identifique cada utilidad que le proporciona servicios de electricidad, gas, otros combustibles para calentar/cocinar, agua potable y alcantarillado. En aquellos casos donde el servicio de utilidades va incluido en el pago de la renta mensual, introduzca "IMR" (In Monthly Rent - en la renta mensual). Si se le ha proporcionado un apoyo (subvención) mensual del programa de vivienda (p.ej., Housing Choice Voucher-Vale para alquiler/Sección 8, u otro), introduzca la cantidad aplicable en la Línea 10(h). DETERMINATION OF RENT AND AVERAGE MONTHLY UTILITY COSTS Instructions: To compute the payment, entries on Line 10(i) must reflect all utility services. Therefore, identify on Lines 10(b) through 10(f) each utility necessary to provide electricity, gas, other heating/cooking fuels, water and sewer. In those cases where the utility service is covered by the monthly rent, enter "IMR" (In Monthly Rent). If a monthly housing program subsidy (e.g., Housing Choice Voucher/Section 8, other) has been provided, enter the applicable amount on Line 10(h).						
Gastos Mensuales de Reubicación Temporal (Para una reubicación temporal que dure más de un mes, complete esta Forma de Continuación por cada mes adicional de reubicación temporal. Monthly Temporary Relocation Cost (For temporary relocation that lasts more than one month, complete this Continuation Form for each additional month of temporary relocation.	Unidad de la cual se mudó <i>Unit You Moved From</i>		Unidad a la cual se mudó <i>Unit You Moved To</i>		Aumento de Gasto Mensual <i>Increase In Monthly Cost</i>	Cantidad Aprobada <i>Amount Approved</i>
(2) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(3) Reclamante <i>Claimant</i>	(4) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(5) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(2) Sólo para Uso de Agencia <i>For Agency Use Only</i>	(6) Será proporcionado por Agencia <i>To be provided by Agency</i>	
(a) Renta (La cantidad de renta mensual pagadera bajo los términos y condiciones de ocupación) Marque la casilla apropiada: <input type="checkbox"/> Incluye todos los servicios de utilidades <input type="checkbox"/> No incluye los servicios de utilidades (listados en las Líneas 10(b) a 10(f) más abajo) <i>Rent (The monthly rental amount due under the terms and conditions of occupancy).</i> <i>Check appropriate box:</i> <input type="checkbox"/> All utilities included <input type="checkbox"/> Utilities not included (list on Line 10(b) to 10(f) below)	\$	\$	\$	\$	\$	
(b) Electricidad ~ <i>Electricity</i>	\$	\$	\$	\$	\$	
(c) Gas ~ <i>Gas</i>	\$	\$	\$	\$	\$	
(d) Agua/alcantarillado ~ <i>Water/sewer</i>	\$	\$	\$	\$	\$	
(e) Saneamiento ~ <i>Sanitation</i>	\$	\$	\$	\$	\$	
(f) Otros ~ <i>Other</i>	\$	\$	\$	\$	\$	
(g) Renta Bruta Mensual y Gastos de Servicios de Utilidades (sume líneas 10(a) a 10(f)) <i>Gross Monthly Rent and Utility Costs (add lines 10(a) through 10(f))</i>	\$	\$	\$	\$	\$	
(h) Subsidio de Vivienda Mensual, si se aplica (p.ej., Housing Choice Voucher-Vale para alquiler/Sección 8, otros) <i>Monthly Housing Subsidy, if applicable (e.g., Housing Choice Voucher/Section 8, other)</i>	\$	\$	\$	\$	\$	
(i) Renta Mensual Neta y gastos de Utilidades para el Mes de _____ (reste la Línea 10(h) de la Línea 10(g) más arriba) <i>Net Monthly Rent and Utility Costs for Month of _____ (subtract Line 10(h) from Line 10(g) above)</i>	\$	\$	\$	\$	\$	

OTROS GASTOS RAZONABLES DE POCA MONTA Instrucciones: Usted puede ser elegible para otros gastos razonables de poca monta si son aprobados por la agencia en relación con su mudanza temporal. OTHER REASONABLE OUT-OF-POCKET EXPENSES Instructions: You may be eligible for other reasonable out-of-pocket expenses as approved by the agency in connection with your temporary move.		
Gasto Mensual para el Mes de: _____ <div style="text-align: center;"> (Mes) (Año) </div>	(1) Reclamante <i>Claimant</i>	(2) Uso de la Agencia <i>Agency Use</i>
Monthly Cost For Month of: _____ <div style="text-align: center;"> (Month) (Year) </div>		
(j) Por Día para una unidad sin instalaciones para cocinar: \$ _____ por adulto x _____ días en este periodo de mes \$ _____ por niño(a) menor de 12 años x _____ días en este periodo de mes	\$	\$

OTROS GASTOS RAZONABLES DE POCA MONTA**Instrucciones:** Usted puede ser elegible para otros gastos razonables de poca monta si son aprobados por la agencia en relación con su mudanza temporal**OTHER REASONABLE OUT-OF-POCKET EXPENSES****Instructions:** You may be eligible for other reasonable out-of-pocket expenses as approved by the agency in connection with your temporary move.

Gasto Mensual para el Mes de: _____ <div style="display: flex; justify-content: space-around;"> (Mes) (Año) </div> Monthly Cost For Month of: _____ <div style="display: flex; justify-content: space-around;"> (Month) (Year) </div>	(1) Reclamante Claimant	(2) Uso de la Agencia Agency Use
<i>Per Diem for unit without cooking facilities:</i> \$ _____ per adult x _____ days in this month period \$ _____ per child under age 12 x _____ days in this month period		
Otros (p.ej., mayores gastos de transporte, refugio para mascotas, aparcamiento). Listar <i>Other (e.g., increased transportation costs, boarding for pets, parking). Itemize</i>		
(k)	\$	\$
(l)	\$	\$
(m)	\$	\$
(n) Total (sume las líneas 10(j) a 10(m)) ~ Total (add lines 10(j) through 10(m))	\$	\$

ATTACHMENT 4

SAMPLE CLAIM FORM FOR NON-RESIDENTIAL RELOCATIONS

**Claim for Actual
Reasonable
Moving and Related
Expenses -
Nonresidential
(49 CFR 24 Subpart D)**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2506-0016
(exp. 4/30/2018)

(Form has been revised. See last page.)

For Agency Use Only	Name of Agency	Project Name or Number	Case Number
--------------------------------	----------------	------------------------	-------------

Instructions: This claim form is for the use of displaced businesses, nonprofit organizations, and farms that wish to claim a payment for **Actual Reasonable Moving and Related Expenses, including Reestablishment Expenses**, rather than claim a **Fixed Payment**, under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). The Agency will explain the difference between the two payments and will help you complete this form. HUD provides information on these requirements and other guidance materials on its website at www.hud.gov/relocation. If you are eligible for either payment, the Agency will help you to determine which is most advantageous. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal the determination. The Agency will explain how to make an appeal. **All claims for payments must be filed no later than 18 months from the date of displacement (see 24.207(d)).**

Attach supplemental pages as necessary. All expenses must be thoroughly identified and be accompanied by receipts or other appropriate documentation to be eligible for payment. Professional services and other claims for time expended based on salaries, earnings or fees related to 49 CFR 24.301(g)(12), 24.301(g)(17)(iii)-(vi), and 24.303(b), must be actual, reasonable, necessary, and should be preapproved by the Agency.

(Eligible Moving Expenses: See 24.301(g)(1)-(7); 24.301(g)(11)-(18) & 24.303; **Ineligible Moving Expenses:** See 24.301(h))

(Eligible Reestablishment Expenses: See 24.304(a); **Ineligible Reestablishment Expenses:** See 24.304(b))

Section A. General

1. Name of Business, Farm or Nonprofit Organization		2. Name, Title, Address and Telephone Number of Claimant or Claimant's Authorized Agent	
3. Address from which Business, Farm or Nonprofit Organization moved			
4a. Address to which Business, Farm or Nonprofit Organization moved	4b. Date Move Started (mm/dd/yyyy)	4c. Date Move Completed (mm/dd/yyyy)	
5. Type of Operation (Check One) <input type="checkbox"/> Business <input type="checkbox"/> Farm Operation <input type="checkbox"/> Nonprofit Organization	6. Type of Ownership (Check One) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit Organization	7. Is this a Final Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No," attach an explanation)	

8. Certification of Legal Residency in the United States (Please read instructions below before completing this section.)

Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, a "displaced person" must be a United States citizen or national, or an alien lawfully present in the United States. **The certification below must be completed in order to receive any relocation benefits.** (This certification may not have any standing with regard to applicable State laws providing relocation benefits.) Please address only the category that describes your citizenship status. For item (2), please fill in the correct number of partners. The certification for a nonresidential displaced person may be signed by an owner or other person authorized to sign on its behalf. **Your signature on this claim form constitutes certification.** See 49 CFR 24.208(g) & (h) for hardship exceptions.

NONRESIDENTIAL DISPLACEMENTS

(1) Sole Proprietorship.
I certify that I am: (check one)
_____ a citizen or national of the United States
_____ an alien lawfully present in the United States.

(2) Partnership.
I certify that there are _____ partners in the partnership and that _____ are citizens or nationals of the United States and _____ are aliens lawfully present in the United States.

(3) Corporation. (Name of Corporation)
I certify that _____ is established pursuant to State law and is authorized to conduct business in the United States.

Section B. Supporting Data for Moving Expenses (Not identified in Sections C, D, E, F or G) (49 CFR 24.301(d) & 24.301(e)) (Attach supplemental page if additional space is needed and attached receipts for costs incurred.) (Identify if move is commercial move ☐ self move ☐ or combination move ☐; if combination move, identify each expense as commercial or self move.)

Expense Identification	Amount Claimed	For Agency Use Only
(1)	\$	\$
(2)		
(3)		
(4)		
(5) Total Costs (Include this amount in line (1) of Item 9, Total)	\$	\$

Section C. Supporting Data for Storage Costs (49 CFR 24.301(g)(4))

Is This a Final Claim for Storage? ☐ Yes ☐ No

Date Moved to Storage (mm/dd/yyyy) Date Moved From Storage (mm/dd/yyyy)

Name and Address of Storage Company

Computation of Storage Costs		
Item	Amount	For Agency Use Only
Monthly Rate for Storage	\$	\$
Number of Months in Storage		
Total Storage Costs (Include this amount in line (1) of Item 9, Total)	\$	\$
Description of Property Stored (List may be attached)		

Section D. Supporting Data for Searching Expenses (49 CFR 24.301(g)(17))

	Amount Claimed	For Agency Use Only
(1) Searching Time Number of Hours () x Hourly Rate of Earnings () =	\$	\$
(2) Time Spent Obtaining Permits, Attending Zoning Hearings Number of Hours () x Hourly Rate of Earnings () =	\$	\$
(3) Time Spent Negotiating Purchase/Lease of Replacement Site Number of Hours () x Hourly Rate of Earnings () =	\$	\$
(4) Transportation (Consult with Agency on allowable rate per mile of personal vehicle)	\$	\$
(5) Lodging (Dates: Attach receipts)	\$	\$
(6) Fees Paid to Real Estate Broker or Agent, (Excluding fees or commissions related to site purchase) (Attach contract or other evidence)	\$	\$
(7) Cost of Meals	\$	\$
(8) Other Expenses (Specify and attach receipts)	\$	\$
(9) Total Searching Expenses (Add lines (1) thru (9). Include this amount, or \$2,500, whichever is less, in line (1) of Item 9 Total.)	\$	\$

Section E. Supporting Data for Payment for Actual Direct Loss of Personal Property (List separately each item for which amount claimed in Column (f) is more than \$500. Other items may be grouped together. The Agency will advise on acceptable method for listing items. Attach additional sheets, as needed.) (49 CFR 24.301(g)(14))

(a) Identify Personal Property for Which Payment for Actual Direct Loss is Requested	(b) Fair Market Value As Is For Continued Use At Present Location (Attach appraisals or other evidence)	(c) Proceeds From Sale	(d) Value Not Recovered By Sale (Column (b) minus Column (c))	(e) Estimated Cost of Moving Old Property As Is (To be entered by Agency) (see 24.301(g)(14)(ii))	(f) Amount Claimed (Lesser of Column (d) or (e))	(g) For Agency Use Only
	\$	\$	\$	\$	\$	\$

Claimant's Release of Personal Property

I/We release to the Agency ownership of all personal property remaining on the real property.

Signature(s) of Claimant(s) or Agent Date (mm/dd/yyyy)

(1) Total (Add all entries in column (f) above)	\$	\$
(2) Cost of Effort to Sell Property (e.g., advertising) (49 CFR 24.301(g)(15))	\$	\$
(3) Total Amount Claimed (Add lines (1) and (2). Include this amount in line (1) of Item 9 Total)	\$	\$

Section F. Supporting Data for Substitute Personal Property. List separately each item for which amount claimed in column (f) is more than \$500. Other items may be grouped together. The agency will advise on acceptable method of listing items. Attach additional sheets, as needed.) (49 CFR 24.301(g)(16))

[illegible]

Claimant's Release Of Personal Property

Claimant's Release Of Personal Property
I/We release to the Agency ownership of all personal property remaining on the real property.

Signature(s) of Claimant(s) or Agent

Date (mm/dd/yyyy)

(1) Total (Add all entries in column (f) above)

\$

\$

(2) Cost of Effort to Sell Property (e.g., advertising)

\$

\$

(49 CFR 24.301(g)(15))

(3) Total Amount Claimed (Add lines (1) and (2).
Include this amount in line (1) of Item 9 Total

\$

\$

Section G. Supporting Data for Related Nonresidential Expenses (49 CFR 24.303)

Only if applicable and Determined Actual, Reasonable and Necessary. (Attach supplemental page, if needed)

Expense Identification	Amount Claimed	For Agency Use Only
(1) Utility Connections from Right-of-Way to Improvements at Replacement Site.		
(2) Professional Services for Site Suitability Determination (Based on Agency pre-approved reasonable hourly rates) Number of Hours () X Hourly Rate of Earnings (\$) =		
(3) Impact Fees or One Time Assessments for Utility Usage.		
Total Related Nonresidential Expenses: (Add lines (1) through (3)) (Include this amount in line (1) of Item 9 Total)		

Section H. Supporting Data for Reestablishment Expenses. (49 CFR 24.304) (Attach supplemental page if additional space is needed.)

Expense Identification	Amount Claimed	For Agency Use Only
(1)		
	\$	\$
(2)		
(3)		
(4)		
(5) Total Costs (Enter this amount, or \$25,000, whichever is less, on line (2) of Item 9)	\$	\$

Section I. Certification By Claimant(s): I certify that the information on this claim form and supporting documentation is true and complete and that I have not been paid for these expenses by any other source.

Signature(s) of Claimant(s) or Claimant's Authorized Agent	Title (Type or Print)	Date
X		

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

9. Computation of Payment		
Item	Amount	For Agency Use Only
(1) Moving Expenses (From Section B, C, D, E, F, G)	\$	\$
(2) Reestablishment Expenses (From Section H)	\$	\$
(3) Other (Attach explanation)	\$	\$
(4) Total Amount Claimed (Add lines (1) thru (3))	\$	\$
(5) Amount Previously Received, if any	\$	\$
(6) Amount Requested (Subtract line (5) from line (4))	\$	\$

To Be Completed by Agency				
Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date (mm/dd/yyyy)
10. Recommended	\$			
11. Approved	\$			

Public reporting burden for this collection of information is estimated to average 1.5 hours per response. This includes the time for collecting, reviewing, and reporting the data. The information is being collected under the authority of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and implementing regulations at 49 CFR 24 and will be used for determining whether you are eligible to receive a payment for moving and related expenses and the amount of any payment. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Privacy Act Notice. This information is being used by an agency administering program services on behalf of HUD for certain HUD programs for displaced businesses, nonprofit organizations, and farm operators that wish to apply for a Payment for Actual Reasonable Moving and Related Expenses, including Reestablishment Expenses, rather than apply for a Fixed Payment. (The maximum Fixed Payment is \$40,000). Periodically, HUD reviews a random sample of the agency files to ensure compliance with statutory and regulatory requirements. The information requested is voluntary, you are not required by law to furnish this information, but if you do not provide it, you may not receive this payment or it may take longer to pay you. The Agency will explain the difference between the two types of payments. If you are eligible to choose either payment, the Agency will help you to determine which is most advantageous. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal the determination. The Agency will explain how to make an appeal. This information is being collected under the authority of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The information may be made available to a Federal Agency and other agencies approved by HUD to administer or assist with Uniform Relocation Assistance and Real Property Acquisition Policies Act obligations.

(NOTE: Updated to incorporate MAP-21 statutory changes to the URA effective on 10/01/2014. Please note the current URA regulations of 49 CFR part 24 will be revised in a future URA rule making to reflect MAP-21 changes. For additional information on MAP-21 changes to the URA for HUD programs and projects, refer to HUD Notice CPD-14-09 at the following website: <http://portal.hud.gov/hudportal/documents/huddoc?id=14-09cpdn.pdf>.)

ATTACHMENT 5

TEMPLATE/SAMPLE NOTICES TO TENANTS



(805) 648-5008 • Fax: (805) 643-7984
Denise Wise, Executive Director

GENERAL INFORMATION NOTICE
NONRESIDENTIAL TENANT NOT DISPLACED

March 28, 2019

1264 North Ventura Avenue
Ventura, CA 93001

Gentlepersons:

Triad Properties is interested in rehabilitating the property you currently occupy at 1264 North Ventura Avenue, Ventura, CA 93001, for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Section 8, HOME, CDBG or other programs.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for nonresidential tenants (businesses, nonprofit organizations, or farms) temporarily relocated is that is that if your operation will be shut down for any length of time due to the rehabilitation project, at our option, you may be: 1) Temporarily relocated and reimbursed for all reasonable out of pocket expenses; *or* 2) determined to be displaced and eligible for relocation assistance and payments as a displaced person under the URA.

(Note: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

BOARD OF DIRECTORS:

John Polanskey, Chair
Oscar Hernandez
Ramsey Jay
Jim White



995 Riverside Street, Ventura, California 93001

Please remember:

- This is not a notice to vacate the premises.
- This is not a notice of relocation eligibility.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: Karen Flock, Senior Developer, 995 Riverside Street, Ventura, CA 93001, (805) 626-5819.

Sincerely,



Denise M. Wise
Executive Director





(805) 648-5008 • Fax: (805) 643-7984
Denise Wise, Executive Director

BOARD OF DIRECTORS:

John Polanskey, Chair
Oscar Hernandez
Ramsey Jay
Jim White

**GENERAL INFORMATION NOTICE
RESIDENTIAL TENANT NOT DISPLACED**

March 28, 2019

Theresa Miller
1258 North Ventura Avenue #2
Ventura, CA 93001

Dear Theresa Miller:

Triad Properties is interested in rehabilitating the property you currently occupy at 1258 North Ventura Avenue #2, Ventura, CA 93001, for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Section 8, HOME, CDBG or other programs.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket moving expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination if you feel that your application for assistance was not properly considered.



995 Riverside Street, Ventura, California 93001

(Note: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: Karen Flock, Senior Developer, 995 Riverside Street, Ventura CA 93001, (805) 626-5819.

Sincerely,



Denise M. Wise
Executive Director





**Housing Authority
of the
City of San Buenaventura**
(805) 648-5008 Fax (805) 643-7984
Denise M. Wise, Chief Executive Officer

BOARD OF
COMMISSIONERS

John Polanskey, Chair
Jim White, Vice Chair
Barbara Keller
Selfa Saucedo
Karol Schulkin
Diana Sparagna
Wanda Sumner

April 14, 2020

Alfredo Alvarez
Alfredo's Botanica Espiritual
43 E. Lewis Street
Ventura, CA 93001

NON-DISPLACEMENT NOTICE TO TEMPORARILY RELOCATE

Subject: Ventura Housing Authority – Ventura Avenue El Portal Project
Relocation (Alfredo's Botanica Espiritual)

Dear Mr. Alvarez,

As you know, Triad Properties has purchased the property at 1238 – 1280 Ventura Avenue, Ventura, within which you operate your business Alfredo's Botanica Espiritual. On Approximately April 2, 2020, ownership of the property will be transferred to El Portal Ventura LP, a limited partnership that includes the Ventura Housing Authority in a partner role. This notice is to confirm that the new owners of the property are planning to rehabilitate the property, including the premises that your business currently rents at 1280A N. Ventura Avenue. We plan to be ready to commence this improvement work later this year and expect that you will need to vacate your premises sometime this fall to accommodate the rehabilitation work on the space that you currently occupy.

In order to accommodate this rehabilitation work, you will need to temporarily vacate the space that you currently occupy. The Housing Authority will make available to you alternative space in the building for the duration of the rehabilitation period on your current unit, and when the work on your current unit is completed, you can return.

In preparation for your business relocation, this letter is intended to provide you with reasonable advance notice of the date you will need to temporarily relocate your business premises in order for the rehabilitation work to be completed. We want to assure you that you will not be permanently displaced from the property. The displacement is expected to last 6 months but we will keep you informed of how the work is going so that you have advance notice of when you can plan to return to your current location.

This notice guarantees you the following:

1. Upon completion of the rehabilitation, you will be able to return to your current rental premises. Of course, you must comply with standard rental terms and conditions of your lease.
2. Your monthly rent rate upon your move back will be the same as under your current lease for a period of 12 months following your return.
3. The Housing Authority will provide you with another commercial unit in the same building to temporarily occupy and will cover all reasonable and necessary costs of your temporary move, including



packing and moving and any needed temporary signage.

4. The Housing Authority will also cover any needed modifications to the temporary site reasonable to make the site suitable for your continued business operation, and will also pay all reasonable and necessary costs to move your business back to your original unit on the property when the rehabilitation work is completed. If you need boxes for packing, we will have them provided to you.

5. This is a Notice of Non-Displacement. You will not be required to move permanently as a result of the rehabilitation.

You will be required to temporarily Vacate your current unit this fall, 2020. You will receive another notice as your vacate date gets closer so that you have a specific date by which you must move. Your new location will be 1254 N. Ventura Avenue, Ventura. This is your advance notice to vacate on said date. Please begin packing your items so you are ready to completely vacate your current premises on your required vacate date. We will keep you informed of the status of the rehabilitation work so you know exactly when your original location will be ready for your return.

Please note that if you elect to move out prematurely for your own reasons, you will not receive any relocation assistance.

We will make every effort to assist you with this process. Of course, you must continue to comply with the terms and conditions of your current rental agreement.

We hope that the information contained in this letter answers any questions you may have had about your ability to continue the occupancy of your current premises. This letter is important and should be retained.

Sincerely,



Denise Wise
Chief Executive Officer

Att: General Relocation Assistance Attachment to Non-Displacement Notice to Temporarily Vacate

Attachment to Non-Displacement Notice to Temporarily Vacate

1. **RELOCATION ADVISORY ASSISTANCE:** The Housing Authority will assist you in making arrangements to move your personal property from the property being rehabilitated and to return it when the rehabilitation work is completed.
2. **MOVING AND RELATED EXPENSES:** You may be reimbursed the cost to relocate your personal property based on actual moving and related costs as the Housing Authority determines to be reasonable and necessary. The following moving expenses may be considered:
 - a. Transportation of personal property.
 - b. Packing, crating, unpacking, and uncrating of the personal property.
 - c. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated personal property.
 - d. Insurance for the replacement value of the personal property in connection with the move and necessary storage.
 - e. The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of your own, your agent, or your employee) where insurance covering such loss, theft, or damage is not reasonably available.
 - f. Other moving related expenses as Ventura Housing determines to be reasonable and necessary.

Based on the provision of "low value/high bulk," the Housing Authority may determine that the cost of moving the property would be disproportionate to its value, in which case the move payment shall not exceed the amount which would be received if the property were sold at the site.

CAUTION: In order to qualify for reimbursement of the above-described expenses, you **MUST:**

- a. Provide the Housing Authority with an updated list of the personal property to be moved;
- b. Notify the Housing Authority at least five (5) days in advance of the date of the start of your move or disposition of your property;
- c. Permit the Housing Authority to monitor the move and make reasonable and timely inspections of the personal property at both the displacement and replacement sites.

Failure to comply with any of the requirements may result in your losing part or all of your benefits.

You should also be aware that you are not entitled to payment, under the relocation regulations, for:

- The cost of moving any structure or other real property improvement in which you reserved ownership;
- Interest on a loan to cover moving expenses;
- Personal injury

You may move either by commercial mover or take full responsibility for all or part of the move. If you elect a "self-move", the Housing Authority must first obtain at least one acceptable bid or estimate that would be used as a basis for your self-move payment.

All claims for relocation payments must be submitted on forms approved and provided by Housing Authority, and must be supported by documentation such as receipts or bills from a moving company. We will assist you with preparation of claims and acceptable documentation. The Housing Authority has the right to deny payment of claims which are improperly or inadequately filed.

If for any reason you believe that there has been an error in determining your eligibility or the amount of a relocation payment, you may elect to file a grievance in accordance with Housing Authority's adopted grievance procedures. Contact us for additional information if this becomes necessary.

Moving and related payments are not considered as income for the purposes of personal income tax laws. Furthermore, these payments are not considered income or resources to recipients of public assistance.

RECEIPT ACKNOWLEDGEMENT

I hereby acknowledge receipt of this Non-Displacement Notice to Temporarily Relocate.

☐ **I will need moving assistance.** ☐ **Yes** ☐ **No**

☐ **I have additional special needs** _____

NAME OF BUSINESS _____

YOUR NAME and TITLE _____

ADDRESS _____

MAILING ADDRESS (if different) _____

PHONE # _____ **Email** _____

SIGNATURE _____



**Housing Authority
of the
City of San Buenaventura**
(805) 648-5008 Fax (805) 643-7984
Denise M. Wise, Chief Executive Officer

BOARD OF
COMMISSIONERS

John Polanskey, Chair
Jim White, Vice Chair
Barbara Keller
Selfa Saucedo
Karol Schulkin
Diana Sparagna
Wanda Sumner

February 6, 2020

Hand Delivered

Kevin Davidson

1258 Ventura Avenue, Unit 10
Ventura, CA 93001

NON-DISPLACEMENT NOTICE TO TEMPORARILY VACATE

Dear Tenant,

As you were informed by our prior notice to you dated March 28, 2019, the Housing Authority of the City of San Buenaventura is planning to rehabilitate the property that you are currently residing in. We plan to be ready to commence this improvement work in April 2020.

This notice is intended to provide you with reasonable advance notice of the date you will need to temporarily vacate your unit in order for the rehabilitation work to be completed. We want to assure you that you will not be permanently displaced from the property.

This notice guarantees you the following:

1. Upon completion of the rehabilitation, you will be able to return and lease and occupy a refurbished apartment on the property that will be suitable, decent, safe and sanitary, under reasonable terms and conditions. Of course, you must comply with standard rental terms and conditions on an ongoing basis, any pending verification information must be finalized, and you will be subject to an annual recertification process.
2. Your monthly rent upon your move back will remain the same until the full project is completed. Once complete, project-based Section 8 vouchers will be issued.
3. The Housing Authority will cover all reasonable and necessary costs of your temporary move. This will include providing a room for you at the Viking Motel located at 2107 E. Thompson Avenue in Ventura for the duration of the time that you must vacate your current residence.
4. The Housing Authority will also cover the costs of moving any personal furnishings and other items that you cannot take with you to the Viking Motel to a storage facility that will hold your items at no cost to you, and then move them back to your new unit on the property when the rehabilitation work is completed. This moving and storage service will be provided at no cost to you. If you need boxes for packing, we will provide them to you.



5. This is a Notice of Non-Displacement. You will not be required to move permanently as a result of the rehabilitation.

You will be required to temporarily vacate the property on April 5, 2020. This is your advance notice to vacate on said date. Please begin packing your items so you are ready to completely vacate your current unit on that date. If you have furnishings and will require a storage pod/unit, please notify our relocation consultants at (805) 658-8844 so they can arrange for moving and storage. Please remember to take all items that you will need with you for an estimated 5-6 month period, including all medications. You will not be able to access the items you place in storage until you return to the property approximately on September 5, 2020. We will keep you informed of the status of the rehabilitation work so you know exactly when your new unit is ready for your return.

Since you will have the opportunity to occupy a newly rehabilitated apartment, we urge you not to move now. If you elect to move out prematurely for your own reasons, you will not receive any relocation assistance.

We will make every effort to assist you with this process. Of course, you must continue to comply with the terms and conditions of your current residency agreement.

We hope that the information contained in this letter answers any questions you may have had about your ability to continue your residency in your current complex. This letter is important and should be retained.

Sincerely,



Denise Wise
Chief Executive Officer

RECEIPT ACKNOWLEDGEMENT

I hereby acknowledge receipt of this Non-Displacement Notice to Temporarily Vacate.

☐ I will need moving and storage assistance. ☐ Yes ☐ No

☐ I have pets. State number and type: _____

☐ I have additional special needs _____

NAME _____ APT # _____

ADDRESS _____

MAILING ADDRESS (if different) _____

PHONE # _____ Email _____

SIGNATURE _____



Housing Authority
of the
City of San Buenaventura
(805) 648-5008 Fax (805) 643-7984
Denise M. Wise, Chief Executive Officer

BOARD OF
COMMISSIONERS

John Polanskey, Chair
Jim White, Vice Chair
Barbara Keller
Selfa Saucedo
Karol Schulkin
Diana Sparagna
Wanda Sumner

March 12, 2020

Via US Mail

Kevin Davidson
1258 Ventura Avenue, Unit 10
Ventura, CA 93001

30-DAY NOTICE TO TEMPORARILY VACATE

Dear Kevin,

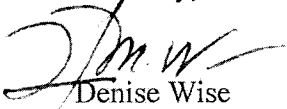
As you are aware, the Housing Authority of the City of San Buenaventura plans to rehabilitate the property where you currently reside. On February 6, 2020, we provided you with a Non-Displacement Notice to Temporarily Vacate, which informed you that you will need to temporarily vacate your unit in order for the rehabilitation work to be completed. This is to follow up with the previous Notice and provide with this final 30-Day Notice to Temporarily Vacate. The final date by which you must vacate your current unit completely is **April 16, 2020**.

The Housing Authority has reserved a room for you at the Viking Hotel for the full duration of your temporary relocation, which is expected to be five to six months. The Viking Hotel is located at located at 2107 E. Thompson Avenue in Ventura. Their rooms are furnished with standard hotel items and have private bathrooms and kitchens.

The Housing Authority will assist you if you need help with transporting yourself and your personal possessions to the Viking Motel, and will also cover the costs of moving any personal furnishings and other items that you cannot take with you to the Viking Motel to a storage facility that will hold your items at no cost to you. Please begin packing your items so you are ready to completely vacate your current unit on April 16, 2020. Please remember to take all items that you will need with you for an estimated 5-6 month period, including all medications, clothes, toiletries, and any kitchen cooking items. You will not be able to access the items you place into storage until you return to the property on approximately September 20, 2020, so be sure to take everything that you expect to need for the full duration of your stay at the Viking Motel. We will keep you updated of the status of the rehabilitation work so you know exactly when your new unit is ready for your return.

This letter is important and should be retained.

Sincerely,


Denise Wise
Chief Executive Officer



30-Day Notice to Temporarily Vacate
Ventura Avenue Project
March 12, 2020
Page 2

RECEIPT ACKNOWLEDGEMENT

I hereby acknowledge receipt of this 30-Day Notice to Temporarily Vacate.

Date _____

NAME _____ APT # _____

ADDRESS _____

MAILING ADDRESS (if different) _____

PHONE # _____ Email _____

SIGNATURE _____

ATTACHMENT 6

HAMNER, JEWELL & ASSOCIATES FIRM QUALIFICATIONS

HAMNER, JEWELL & ASSOCIATES

FIRM QUALIFICATIONS

HAMNER, JEWELL & ASSOCIATES is a specialized real estate consulting firm that provides right of way and governmental real estate acquisition and relocation services. For over thirty five years, Hamner, Jewell and Associates has provided these services to public agencies throughout Ventura, Santa Barbara, and San Luis Obispo Counties, and to select clients in Los Angeles and San Diego Counties and the Central Valley. With three offices, in Ventura, Arroyo Grande and Fresno, we are able to service agencies along the Central Coast and Central Valley corridors.

Clients Our extensive client list includes municipalities, counties, school districts, special districts, redevelopment agencies, nonprofit housing organizations, private developers, public utilities, and engineering firms.

Services Our primary specialization is acquiring real property rights, including easements and other partial interests, and providing mandated relocation assistance to property occupants on behalf of entities with the authority to acquire property by eminent domain. Our services are designed with the specific intent of successfully acquiring property by agreement, minimizing the instances in which eminent domain action would otherwise be required, but preserving the acquiring agency's right to initiate such action should it become a viable necessity.

We have acquired temporary and permanent easements or fee interests for roadways, sewer lines, waterlines, well sites, tank sites, utilities, greenbelts, and construction areas. We have also acquired access rights, air rights, slope easements, drainage easements, and properties for redevelopment projects and capital improvement projects such as parks, public parking lots, and sewer expansion projects.

We have relocated residences and businesses that have ranged from office, retail, and industrial, including restaurants and bars, to automotive businesses, and even a tattoo parlor.

Additionally, our services include acquisition and relocation planning, including drafting acquisition and relocation guidelines, relocation plans, and replacement housing plans. We also provide preliminary relocation surveys and cost estimates, market surveys, resource analysis, title analysis, representation in lease negotiations, interim property management, utility relocation coordination, construction noticing, dispute resolution, and other general real property consulting services.

Federal Funding: Uniform Act Compliance **HAMNER, JEWELL & ASSOCIATES** is experienced and knowledgeable with all federal funding requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act ("Uniform Act") and we have an excellent working relationship with our local federal oversight representatives from Caltrans and HUD. To facilitate federally funded public works projects, we work extensively with Caltrans District representatives and can facilitate projects in compliance with Caltrans and federal funding requirements. In addition to FHWA/Caltrans-funded projects, we have also handled property acquisition funded by other federal agencies, such as acquiring transportation center sites utilizing Federal Transit Administration (FTA) funding, and aviation easements utilizing Federal Aviation Administration (FAA) funding. We also have experience in federal stimulus-funded projects and are familiar with the extra tracking and reporting requirements associated with such projects.

Professional Accolades **HAMNER, JEWELL & ASSOCIATES** has been repeatedly recognized as "Employer of the Year" by California Central Coast Chapter 47 of the International Right of Way Association in recognition of outstanding professionalism, support, and active involvement in the right of way acquisition field, and Managing Senior Associate Lillian Jewell was named Chapter 47's Professional of the Year in 1993 and again in 2000. Additionally, HJA Associates David Jewell and Cathy Springford have also been honored with Professional of the Year acknowledgements, David in 2003 and Cathy in 2010.

Offices in: Arroyo Grande (805) 773-1459 and Ventura (805) 658-8844
www.hamner-jewell.com