

Relocation Plan for the C and E Street Relocations Project



Prepared for The Housing Successor Agency of the City of Cathedral City

Prepared by LACAL Consulting, Inc.

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Introduction

The Housing Successor Agency of the City of Cathedral City (Agency) intends to undertake the necessary steps for the demolition and grading of 3 parcels totaling approximately 0.5 acres or 0.16 acres each. The 3 parcels are scattered and generally known as C and E Street Relocations Project (Project). The Agency currently owns and manages all 3 parcels which are slated for demolition and grading. The Project necessitates the relocation of tenant occupants of the Project properties which will result in the displacement of 4 households.

The Project will require the relocation of 4 residential households. The involvement of the Agency, a public entity, and its local public funds, triggers the need to provide relocation assistance and benefits in accordance with state relocation law (California Government Code Section 7260 et seq.) and the implementing regulations (California Code of Regulations Title 25 Chapter 6). Among the regulatory requirements applicable to the Project is the need to prepare a relocation plan. The purposes of a relocation plan, in broad terms, are to address the needs of potential displacees, the availability of adequate replacement housing, and the Agency's plans to provide required assistance.

LACAL Consulting, Inc. (LACAL), an experienced, professional relocation consulting firm, has been selected to prepare the relocation plan (the Plan).

This Plan provides the results of a needs assessment survey, a housing resource study and details of the proposed relocation program the Agency will follow, and sets forth policies and procedures necessary to conform with statutes and regulations established by the California Relocation Assistance Law, California Government Code section 7260 et seq., and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et seq. (the Guidelines) as it relates to relocation assistance activities.

The Document is organized in 4 sections:

Section I: General demographic data and Project description

Section II: Profile of residents who may be affected

Section III: Description of available housing resources

Section IV: Description of the relocation assistance program

I. Project Location and Description

A. Location

The 3 Project properties are located on C and E Streets in Cathedral City, generally between B Street to the North, E Street to the South, Cathedral Canyon Drive to the West and Van Fleet Avenue to the East. The subject Project site is comprised of 3 parcels totaling approximately 0.5 acres, or 0.16 acres each. The site is located less than a mile south of East Palm Canyon Drive or State Route 111. Palm Springs International Airport is approximately 3.5 miles north-west of the Project and Cathedral City is neighbored by the cities and communities of Palm Springs, Rancho Mirage, Palm Desert, Desert Hot Springs and Thousand Palms. (see Figure 1 for Regional Location Setting, Figure 2 for Specific Site Location and Figure 3 for Aerial Project View).

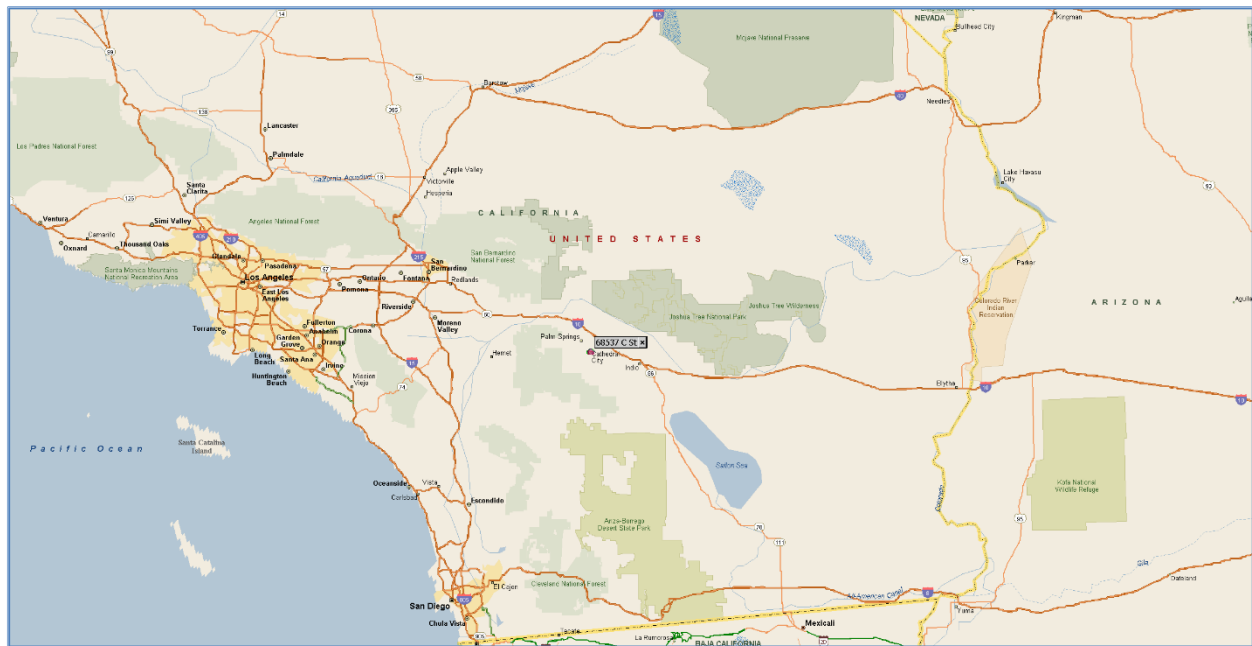


Figure 1: Regional Project Site Setting

Specific location of C and E Street Relocations Project is at the three scattered sites in Cathedral City: 68537 C Street, 68745 C Street and 68676 E Street. The area is residential, also known as The Cove. Residential units are older, small single family residences and small complexes: duplex, triplex, fourplex.

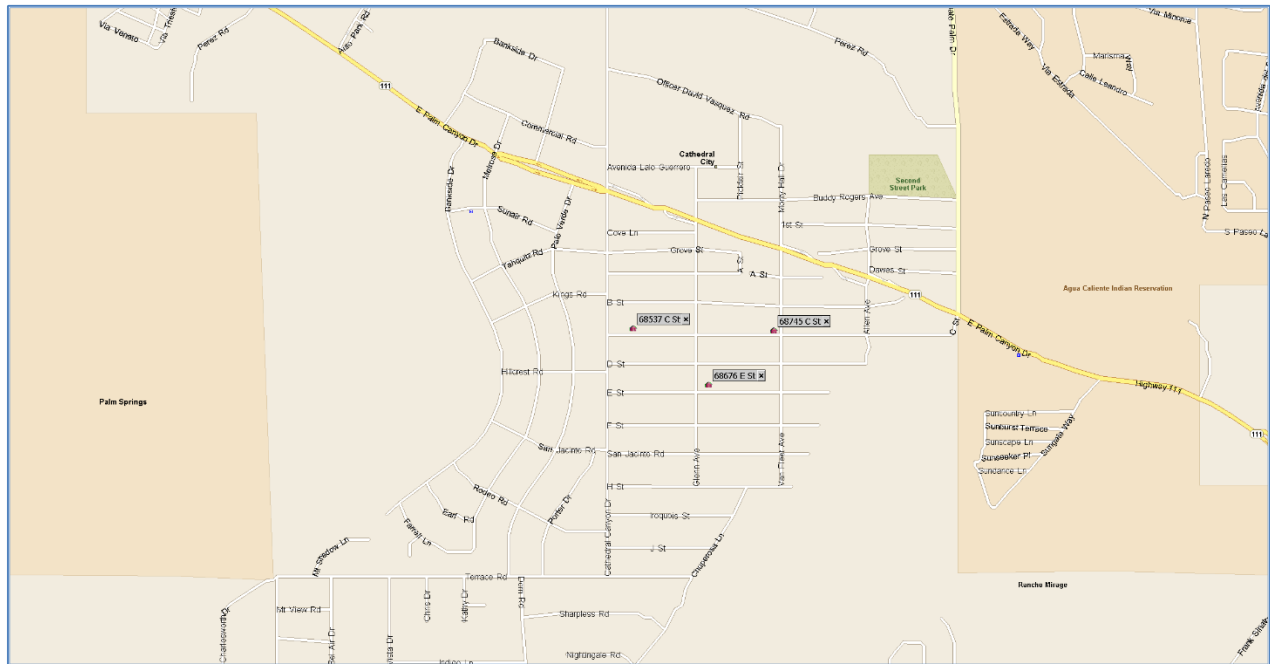


Figure 2: C and E Street Relocations Properties



Figure 3: Aerial View of Project Vicinity

B. Project Description

The Agency is going to undertake the demolition of 3 Project properties and grade them flat.

The financing for the Project will consist of former RDA Housing Funds solely, no state or federal infusion of capital is anticipated.

C. General Area Demographic and Housing Characteristics

According to the 2010 U. S. Census, the population of the City of Cathedral City was 51,200 and the population of the impacted Census Tract 450 was 3,424 (see Table 1). Corresponding Census data concerning the housing mix is shown in Table 2.

Table 1: 2010 Census Population - City of Cathedral City and Impacted Tract

Population	Tract 450	%	City	%
Total Population	3,424	100.0	51,200	100.0
White	2,395	69.9	32,537	63.5
Black or African American	71	2.1	1,344	2.6
American Indian and Alaska Native	21	0.6	540	1.1
Asian	49	1.4	2,562	5.0
Native Hawaiian and Other Pacific Islander	2	0.1	55	0.1
Some Other Race	757	22.1	12,008	23.5
Two or More Races	129	3.8	2,154	4.2
Hispanic or Latino (of Any Race)	1,589	46.4	30,085	58.8

Source: U.S. Census Bureau, Race and Hispanic or Latino Origin: 2010

Table 2: 2010 Census Housing Units - City of Cathedral City and Impacted Tract

Population	Tract 450	%	City	%
Total Units	1,806	100.0	20,995	100.0
Owner-Occupied	838	46.4	10,769	51.2
Renter-Occupied	663	36.7	6,278	30.0
Vacant Housing Units	305	16.9	3,948	18.8
Available for Sale Only (of Total Vacant Units)	23	7.5	472	12.0
Available for Rent - Full Time Occupancy	112	36.7	786	19.9
Sold or Rented - Not Occupied	21	6.9	128	3.2
Otherwise Not Available (e.g. seasonal, recreational, migratory, occasional use)	112	36.7	2,138	54.2
Other Vacant	37	12.1	424	10.7

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

II. Relocation Needs Assessment

This Plan provides the results of a needs assessment survey, their incorporation into the planning process, and details of the Agency's proposed relocation program. This Plan sets forth policies and procedures necessary to conform to state statutes and regulations for residential displacements. Permanent funding sources for the Project include local, former RDA Housing Funds, no state or federal funds.

To obtain information necessary for the preparation of this Plan, personal interviews with the current residents on the Project site were conducted during the week of April 18, 2015. Interviewers were successful in obtaining survey responses from all 4 units, either in person or via a phone follow-up. Inquiries made of the occupants included household size and composition, ages of occupants, rental and income information, length and type of occupancy, ethnicity, primary language in the home, disabilities and health problems, and preferences related to replacement housing and location.

A. Housing Mix

The Project consists of 4 residential units, 1 single family residence and 2 duplexes, 1 of which is occupied by the same family in its entirety as a single family residence. The bedroom size mix is presented in Table 3.

Table 3: Housing Units and Bedroom Sizes (4 Respondents)

No. of Bedrooms	One	Two	Three	Four
No. of Units	1	1	1	1

B. Project Rents

The Project unit rents range from \$400 for a one bedroom apartment to \$800 for a three-bedroom single family residence. No Project households are receiving Section 8 or any other Housing Assistance.

C. Occupancy and Overcrowding

The Project site consists of 16 individuals among 4 respondent units; 11 adults and 5 children. The average household size is 4 persons per unit.

The standard housing density utilized is two persons per bedroom and one person in a common living area for tenant occupied units although this can be adjusted to include two persons in the common living area. Based on this standard no households in the Project are overcrowded and will require replacement units similar in size as the displacement units.

D. Tenant Income Information

Income information was provided by all responding households, although some information may be incomplete since the person surveyed did not know the exact income earned by all members of the household, and according to the income levels for the County of Riverside adjusted for family size as published by the California Department of Housing and Community Development (HCD), in April 2015 (see **Appendix A**), 1 household qualifies as extremely low income (30% or less of area median), 2 households qualify as low income (51%-80% of area median), and one household qualifies as moderate income (81%-120% of area median).

Table 4: Tenant Income Levels (4 Respondents)

Income Level	Extremely Low	Very Low	Low	Moderate
No. of Households	1	0	2	1

E. Replacement Housing Needs

Replacement housing needs, as expressed in this Plan, are defined by the total number of required replacement units and the distribution of those units by bedroom size. The projected number of required units by bedroom size is determined by comparing household size with the Agency's replacement housing occupancy standards. These standards, generally, allow for up to three persons in a one-bedroom unit, five persons in a two-bedroom unit, and seven persons in a three-bedroom unit. There are no overcrowded units in the Project.

Relocation activities will consider individual household needs to be close to public transportation, employment, schools, public/social services and agencies, recreational services, parks, community centers, or shopping.

Table 5: Replacement Housing Needs (4 Respondents)

No. of Bedrooms	One	Two	Three	Four
No. Needed	1	1	1	1

The Agency will, through its relocation representatives, assure that sufficient replacement housing units exist in compliance with the decent, safe, and sanitary requirements, prior to displacing any residential households. All displaced households will require replacement units that are similar in size to the Project units.

F. Ethnicity and Household Language

The ethnic distribution in the Project is 100% Hispanic with Spanish as primary household language in all households. One household identified Spanish as primary language and English as the alternate option.

Relocation assistance information and counseling will be provided in the primary language of the displaced occupants, in order to assure that all displaced occupants obtain a complete understanding of the relocation program and eligible benefits.

G. Household Disabilities and Senior Households

Senior household is defined as head of households or spouse is 62 years or age or older. There are no senior households and no households reported having any disability. The Agency pledges to appropriate special care for households requiring additional assistance due to potential disabilities.

H. Preferred Relocation Areas

Most residents expressed a preference to remain in, or around, the immediate area in order to maintain access to employment, schools, medical facilities and public transportation. No alternate relocation areas were mentioned.

III. Housing Resources

A. Methodology

Replacement housing resources were surveyed generally within a 5 to 7-mile area surrounding the Project.

The following sources were utilized:

- a) Classified rental listings from *The Desert Sun*, *PennySaver* and *For Rent* publications
- b) Contacts with real estate/property management companies serving the community
- c) Internet sources

B. Replacement Housing Availability

1. Residential Rental Housing

The rental replacement housing survey considered all type of rentals: apartments, condominiums, smaller apartment rentals (duplex/triplex/fourplex), townhomes and single family homes. This data is summarized in Table 6 below. The survey identified a total of 46 available one-, two-, three- and four-bedroom units. The number of units found, by bedroom size, are presented alongside the number of units needed (shown in parentheses) to meet re-housing obligations. The market comparable rent amounts, shown in Table 6, are among the figures used to make benefit and budget projections for the Plan. These amounts are subject to change according to the market rates prevailing at the time of displacement.

Table 6: Availability and Cost of Replacement Rental Housing

Bedroom Size	One	Two	Three	Four
No. Found (Needed)	7 (1)	11 (1)	19 (1)	9 (1)
Rent Range	\$625-\$875	\$735-\$1,050	\$1,200-\$1,750	\$1,200-\$1,995
Median Rent	\$825	\$950	\$1,575	\$1,525

As evidenced by the survey data presented in Table 6, there are adequate numbers of replacement housing units to accommodate the tenant households potentially displaced by the Project. The goal, however, is to also match the type of housing, therefore, the search of available housing is ongoing.

2. Summary

Considering the availability of replacement housing resources gathered over a two-week period, it appears that there are more than adequate replacement resources for the affected residential occupants. But, while adequate replacement resources exist, based on surveyed results of rental opportunities and the current rent, occupants may have increases in monthly rents. These increases, if any, will be addressed through the Agency's obligation under the relocation regulations, including Last Resort Housing (LRH) requirements (see Section IV, C, 4). The Agency will provide funds necessary to meet replacement housing obligations due to an increase in monthly rents of these available units. Individual preferences will be accounted for once the relocation process has begun and a relocation consultant has had the opportunity to speak personally with each resident.

It is anticipated that the relocation activities will not necessitate any special housing considerations, other than Last Resort Housing obligations, for the Project to meet the comparable replacement housing requirement. Therefore, with possible benefit payments exceeding statutory amounts through LRH obligations, the relocation activities are not anticipated to create any special housing considerations. With LRH benefit payments, the Project will meet comparable replacement dwelling requirements.

The Agency intends to closely monitor each individual household's needs to assure that the relocation process will not create undue economic hardship for the displacees.

C. Related Issues

1. Concurrent Residential Displacement

There are no other projects currently underway to negatively impact the availability of nearby housing units for permanent displacees.

2. Temporary Housing

No need for temporary housing is anticipated.

IV. Relocation Program

The Agency's relocation program is designed to minimize hardship, be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, consistently apply all regulatory criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The relocation program and assistance offered by the Agency will conform to provisions of the California Relocation Law, Government Code Section 7260, et seq., and the California Relocation Guidelines, California Code of Regulations Title 25, Chapter 6, as amended January 1, 1998, as appropriate.

The Agency has retained LACAL Consulting, Inc. to administer the relocation program. LACAL principals and staff have worked on more than 1,000 publically funded rehabilitation and relocation projects over the past 25 years. Experienced Agency staff will monitor the performance of LACAL and be responsible to approve or disapprove LACAL's recommendations concerning eligibility and benefit determinations and interpretations of Agency policies. The relocation program consists of two principal components: Advisory and Financial Assistance.

A. Program Objectives, Standards and Assurances

It is the Agency's objective to fully inform eligible Project occupants of the nature of the available relocation assistance and benefits, rehabilitation activities, timing, and procedures for obtaining relocation assistance and benefits. In the scope of the relocation Project the Agency and relocation staff will:

- Determine the needs of each residential household eligible for assistance.
- Distribute appropriate written information concerning the Agency's relocation program.
- Provide residential displacees with at least one, and preferably three, referrals to comparable replacement housing within a reasonable time prior to displacement. The Agency is determined to providing available, necessary resources.
- Maintain an updated database of available housing resources, and distribute referral information to displacees until they have relocated from the Project.
- Provide transportation to residential displacees, if necessary, to inspect replacement sites within the local area.
- Provide assistance that does not result in different, or separate, treatment due to race, color, religion, national origin, sex, sexual orientation, marital status or, other arbitrary circumstances.
- Supply information concerning federal and state governmental programs providing assistance to low income or disabled persons.
- Assist each eligible person to complete applications for benefits.
- Make relocation benefit payments in accordance with applicable guidelines.

- Assure that no permanent displacee is required to move without a minimum of 90 days written notice to vacate.
- Inform all persons of the Agency's property management policies including criteria for pursuing tenant evictions.

B. Relocation Advisory Assistance

As a function of the overall relocation assistance program, advisory assistance will be provided to all residents by the Agency and contracted relocation representatives. The following services and tasks will be undertaken:

- Each household will be personally interviewed to gather information appropriate to determine needs and preferences regarding replacement of existing accommodations.
- A printed Informational Brochure (see **Appendix B**) has been or will be provided to all displaced households. Informational Brochures will be provided in Spanish, as necessary. Signed acknowledgements will be obtained to verify receipt of this material.
- As soon as feasible, the relocation representative shall explain the relocation payments and other assistance for which households and individuals may be eligible, including related eligibility requirements and the procedures for obtaining such assistance.
- Assistance will be provided to complete appropriate forms and coordinate moving arrangements.
- Bilingual assistance will be provided, as needed.

C. Relocation Financial Assistance

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displacees. In the course of personal interviews and follow-up visits, each displacee will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Relocation benefits will be paid to eligible displacees upon submission of required claim forms and documentation in accordance with the Agency's administrative procedures. The Agency will process advance payment requests to mitigate hardships for residential tenants who do not have access to sufficient funds to pay move-in costs such as first month's rent and/or security deposits. Approved requests will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

1. Residential Moving Expense Payments

All residential occupants to be relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move or a fixed payment based on a room-count schedule.

- *Actual Cost - Professional Move*

The displacee may elect to retain the services of a licensed professional mover, in which case the Agency will pay for the actual cost of the moving services, based on the lower of two acceptable bids. (The Agency may, at its discretion, solicit competitive bids to determine the lowest, reasonable move cost.) After the move is complete, the displacee may pay the mover directly and seek reimbursement from the Agency or request a direct payment from the Agency to the mover.

In addition to the cost of the actual move, one-time expenses associated with utility reconnections (e.g., gas, water, electricity) will be eligible for reimbursement. Transportation costs will be limited to a distance of 50 miles, unless otherwise authorized by the Agency.

- *Fixed Payment - Based on Room Count Schedule*

The displacee may, while taking full responsibility for the move, elect to receive a fixed payment for moving expenses based on a room count in the displacement dwelling. The fixed payment is a one-time, all inclusive allowance that does not require back-up documentation. The current schedule for fixed moving payments is set forth in **Appendix C**.

2. Rental Assistance to Tenants Who Choose to Rent

A tenant displaced from a Project dwelling may be entitled to a Replacement Housing Payment in the form of rental assistance not-to-exceed \$5,250 for tenants (prior to consideration of eligibility for Last Resort Housing benefits - see Last Resort Housing), if the displacee:

- Generally, has actually and lawfully (i.e. have a lease and have been paying rent) occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and
- Has rented, or purchased (as a result of the relocation process), and occupied a decent, safe, and sanitary replacement dwelling within one year (unless the Agency extends this period for good cause) after the date he or she moves from the displacement dwelling.

Rental/Downpayment Assistance payment amounts are equal to 42 times the difference between the base monthly rental and the lesser of:

- The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
- The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person; or
- The total of the amount designated for shelter and utilities if receiving government subsidized assistance from a program that designated the amounts for shelter and utilities.

Table 7: Sample Computation of Rental Assistance Payments

1. Old Rent	\$750	Old Rent (plus Utility Allowance)
- or -		
2. Ability to Pay	\$700	30% of Monthly Gross Household Income
3. Lesser of lines 1 and 2	\$700	
Subtracted from the lesser of:		
4. Actual New Rent	\$800	Actual New Rent (plus Utility Allowance)
- or -		
5. Comparable Rent	\$825	Set by the Agency (plus Utility Allowance)
6. Lesser of lines 4 and 5	\$800	
7. Monthly Need Amount	\$100	Subtract line 3 from line 6
Rental Assistance	\$4,200	Multiply line 7 (Monthly Need) by 42 months

The base monthly rental for the displacement dwelling is the lesser of:

- The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by the Agency. For households which paid little or no rent, fair market rent will be used as a substitute for actual rent; or,
- Thirty percent (30%) of the displacee's monthly gross household income. If a displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rental shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling.

3. Downpayment Assistance to Tenants Who Choose to Purchase

Residential displacees eligible to receive a rental assistance payment, may choose to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a replacement dwelling, provided that the entire eligibility amount is used toward the down payment and eligible incidental closing costs. In the case of Downpayment Assistance claims, the Agency will arrange for the deposit of the total rental assistance eligibility amount in an open escrow account. Provisions will be included in the escrow instructions to assure the prompt return of all Agency-provided funds in the event escrow is cancelled by either party or should fail to close within a reasonable period of time.

4. Last Resort Housing

Depending on current market conditions, the Agency anticipates that it might be necessary to make rental assistance payments in excess of the statutory cap of \$5,250 (CCR Title 25, Chapter 6, Section 6104), to assure the availability of comparable replacement rental housing. Rental assistance payments to low-income non-90-day tenants and rental assistance and replacement housing payment amounts in excess of the statutory caps are considered (CCR Title 25, Chapter 6, Section 6139) to be Last Resort Housing (LRH) payments.

The Agency, at its discretion, may opt to pay LRH rental assistance payments on a periodic basis. Recipients of LRH rental assistance who intend to purchase rather than re-rent replacement housing have the right to request a lump sum payment of all benefits for the purpose of making a down payment and paying standard, non-recurring closing costs. Households receiving periodic payments may elect, at any time, to request a lump sum payment of all remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

D. Relocation Tax Consequences

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1968, or the Personal Income Tax Law, Part 10 of the Revenue and Taxation Code. Displaced persons are encouraged, however, to consult with personal tax advisors concerning the tax consequences or social service providers to obtain information concerning the tax consequences associated with relocation payments.

E. Grievance Procedures

The Agency's Relocation Appeals process will be consistent with the Provisions of Article 5 of the State relocation guidelines. The right to appeal shall be described in all relocation explanatory material distributed to displacees. As required under the State relocation guidelines, displacees

will have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, payment amounts, and the failure to provide comparable replacement housing referrals or the Agency's property management practices.

Requests for administrative review and informal hearings will be directed to Agency's principals and senior administrative staff. All requests for review will receive written responses from the Agency within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

More detail concerning the appeals process will be provided upon request. Appellants will retain their appeal rights for up to 18 months following the date of displacement from the Project premises or receipt of final payment for relocation benefits, whichever is later.

F. Eviction Policy

The Agency 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.

G. Citizen Participation

The Agency will fully meet its obligations under the Relocation Guidelines with respect to the following activities:

- Full and timely access to documents relevant to the relocation program.
- Provide assistance necessary to interpret elements of the Plan and pertinent notices.
- Distribution of a general notice concerning the availability of this Plan for public review, as required, 30 days prior to its proposed adoption. Notice recipients will include affected Project residents and all other interested parties.
- The opportunity to submit written or oral comments concerning the Plan and to have these comments attached to the Plan (**Appendix D**) when it is forwarded to the City Council for adoption.
- Final review of the Plan to ensure its feasibility, compliance and compatibility with relocation law and guidelines.

H. Project Timing

It is anticipated that the Agency will authorize permanent relocation to commence as early as May 2015.

I. Estimated Relocation Costs

The Project will be funded with local funds. The estimate of relocation benefits is based on available tenant data and current market rates for replacement units.

Estimated relocation costs for the Project are **\$145,000** (including a 10% contingency). The Project costs include 4 permanently relocated renter households. The overall Project budget is subject to change depending on actual market trends and costs of housing at the time of displacement.

The estimated relocation budget does not include consideration of relocation administrative services nor any related consulting services which may be necessary for the implementation of the Plan and Project.

Appendices

Appendix A

HUD 2015 Income Limits - County of Riverside

The following figures are approved by the U. S. Department of Housing and Urban Development (HUD) for use in the County of Riverside to define and determine housing eligibility by income level.

Area Median - \$65,000

Household Size	Extremely Low	Very Low	Low	Moderate
One Person	\$14,100	\$23,450	\$37,550	\$54,600
Two People	\$16,100	\$26,800	\$42,900	\$62,400
Three People	\$20,090	\$30,150	\$48,250	\$70,200
Four People	\$24,250	\$33,500	\$53,600	\$78,000
Five People	\$28,410	\$36,200	\$57,900	\$84,250
Six People	\$32,570	\$38,900	\$62,200	\$90,500
Seven People	\$36,730	\$41,550	\$66,500	\$96,700
Eight People	\$40,890	\$44,250	\$70,800	\$102,950

Figures are per the Department of Housing and Community Development (California), Division of Housing Policy Development, April 15, 2015.

Appendix B

Relocation Informational Brochure

Appendix C

Fixed Moving Schedule

Schedule of Fixed Moving Payments

Unfurnished Dwelling (Tenant Owns Furniture)	
Room Count	Amount
One	\$685
Two	\$880
Three	\$1,100
Four	\$1,295
Five	\$1,570
Six	\$1,815
Seven	\$2,090
Eight	\$2,365
Each additional	\$250
Furnished Dwelling (Tenant Does Not Own Furniture)	
One	\$450
Two	\$535
Each additional	\$85

Effective June 22, 2012

Appendix D

Public Comments and Response