



RELOCATION PLAN

FOR THE

ORCHARD GARDENS

REDEVELOPMENT PROJECT

SUNNYVALE, CA

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INTRODUCTION

First Community Housing (Developer) has proposed the Orchard Gardens Redevelopment Project (Project), which will include parcels located at 245, 247, 249 and 251 W. Weddell Drive, in Sunnyvale, California 94089 (Project site). The Project site has existing improvements consisting of four apartment buildings. The Developer plans to demolish two of the buildings to facilitate new construction of affordable rental units.

Orchard Gardens is currently a 62-unit, family property that is comprised of a 19-year old 30-unit development and a 34-year old 32-unit development. The Developer is proposing to demolish the 32-unit development, which consists of two buildings of 16 units each, and replace it with a new construction 85-unit development as well as do some rehab on the 19-year old development (two buildings). The overall project would be a 115-unit LIHTC project (including three market rate units).

Rehab of the 30-unit development will include a new roof, new kitchen cabinets and countertops, new bathroom fixtures and kitchen appliances, new flooring, and new window coverings.

Existing units in the two buildings to be demolished include 24 one-bedroom units and eight two-bedroom units. Post-construction and rehab will produce a total of 78 one-bedroom units, 27 two-bedroom units and 10 three-bedroom units for a total of 115 units on the Project site (30 existing and 85 new).

The Project will require the removal of two existing structures consisting of 32 units and the relocation of the Project occupants and personal property currently occupying the units. The Developer's goal is to minimize displacement as much as possible.

New Project units will be rented to tenant households with incomes between 30% - 60% of area median income (AMI). Those existing households with incomes that exceed 60% of AMI in the buildings to be rehabilitated will qualify to move into a new Project unit and will not be involuntarily displaced.

Funding for the Project is anticipated to derive from Federal Low Income Housing Tax Credits, Santa Clara County Measure A funds and project-based Section 8 vouchers, and City of Sunnyvale Housing Mitigation and BMR In-Lieu funds.

Because of the displacement necessary to proceed with the Project, the Developer is required to prepare a relocation plan which provides demographic and planning information and sets forth the policies and procedures necessary to conform with the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA), California Relocation Assistance Law (California Government Code Section 7260 et seq.), the California Relocation and Real Property Acquisition Guidelines (California Code of Regulations, Title 25 Chapter 6, Section 6000 et seq.- the Guidelines), and the rules, regulations and procedures as adopted by the Developer and the City.

Overland, Pacific & Cutler, LLC (OPC), an experienced acquisition and relocation consulting firm, was selected to update a Relocation Plan ("Plan"), which was originally completed in May 2015. This Plan represents an update on tenant statistics, available comparable replacement housing and temporary housing, and the Project's schedule and budget.

In compliance with statutory requirements, this Plan has been prepared to evaluate the present circumstances and replacement requirements of the displacees, the needs and characteristics of the displacees, and the Developer's program to provide assistance to each affected person.

The Plan is organized in five sections:

1. The regional and specific location of the Project **(SECTION I)**;
2. An assessment of the relocation needs of those persons subject to displacement as a result of the Project **(SECTION II)**;
3. An assessment of temporary and replacement housing within the Sunnyvale area **(SECTION III)**;
4. A description of the policies and procedures the Developer will follow to meet displacees' needs and ensure compliance with state law **(SECTION IV)**; and
5. Necessary administrative provisions **(SECTION V)**.

I. PROJECT SITE LOCATION AND DESCRIPTION

A. REGIONAL SETTING

The Project site is generally located in the City of Sunnyvale, within the County of Santa Clara. The Project site is easily accessible from Highways 101 and 237. Surrounding communities include Los Altos, Santa Clara, Milpitas, Mountain View and Cupertino. (See *Figure 1: Regional Project Location*)

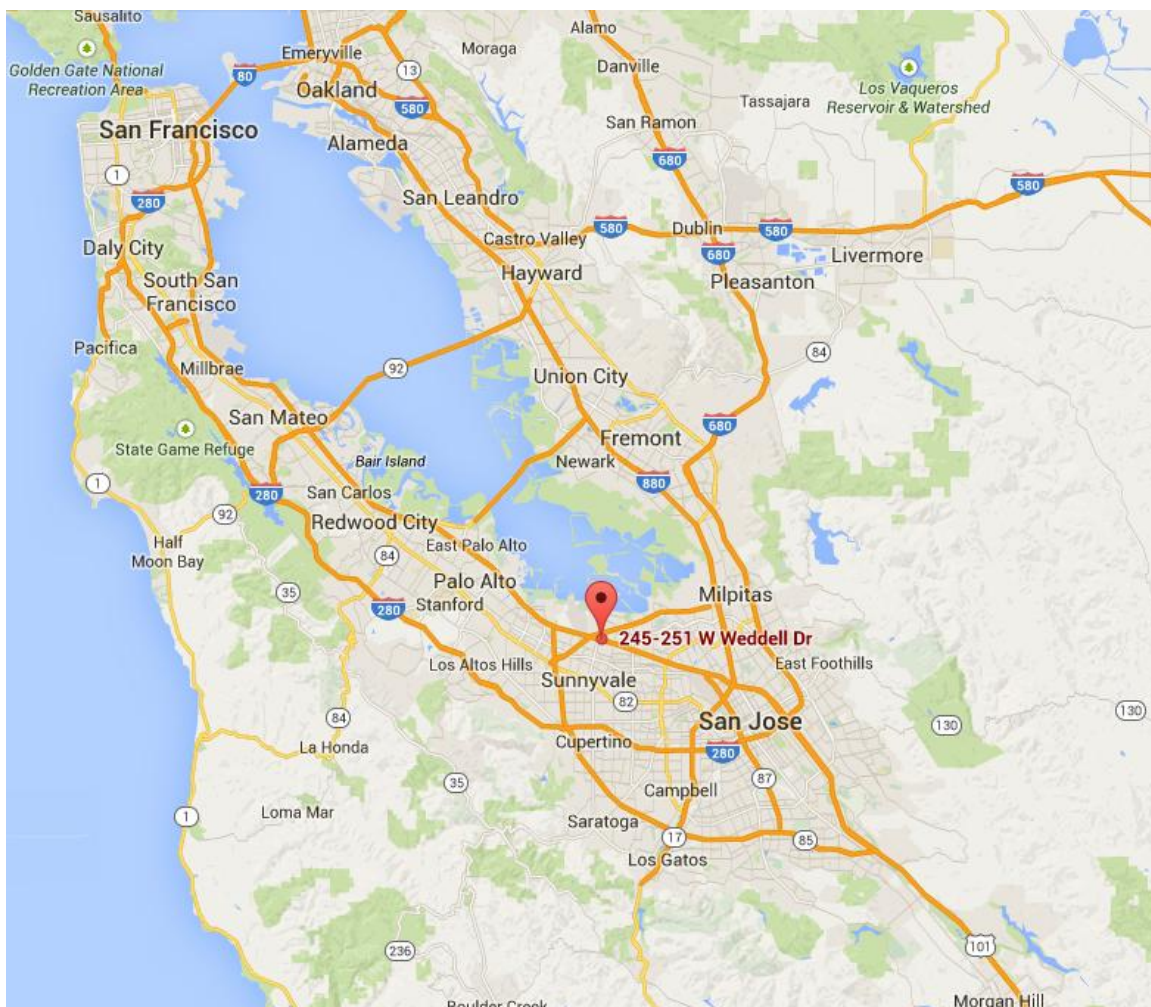


Figure 1: Regional Project Location

B. SPECIFIC PROJECT LOCATION

The Project site addressed in this Plan is adjacent to the Bayshore Freeway and south of the Southbay Freeway. The site is generally bordered by W. Weddell Drive to the south, Garner Drive to the north, W. Weddell Drive to the west (as it curves around the property), and Borregas Avenue to the east. (See *Figure 2: Project Site Location*)

The Project site consists of four multi-family apartment buildings with 62 units on 1.72 acres. The two buildings that will be demolished consist of 16 units in each building. Currently, all 32 units are occupied. Thirty units in the remaining two buildings to be renovated are also fully occupied.

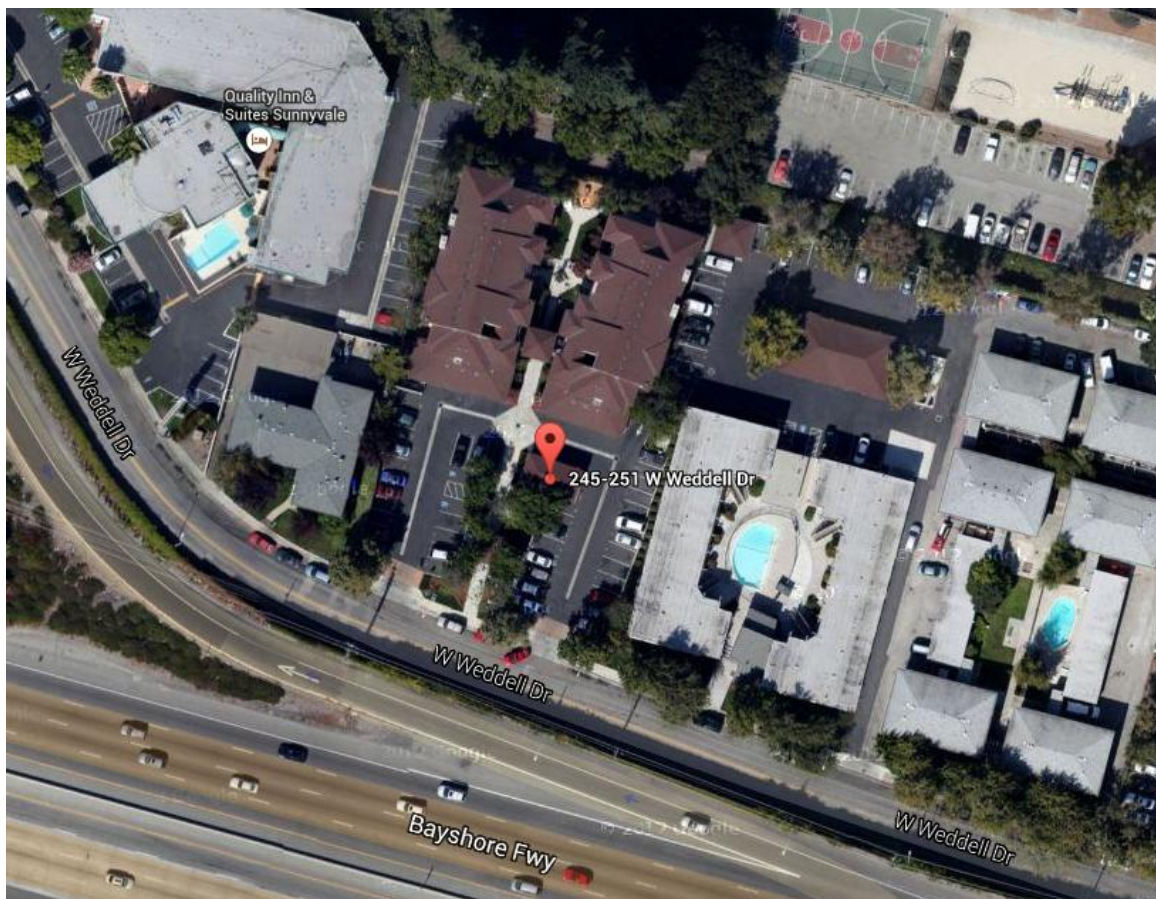


Figure 2: Specific Project Site

II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHODOLOGY

Information regarding the Project residents necessary for preparation of this Plan was provided to OPC by the Developer in late May 2020. The data in this section of the Plan are based solely on the information provided by the Developer. At the time of actual displacement, interviews with the affected households will be conducted to update and confirm all households' statistics and needs.

Data provided for the residential households concerned household size and composition, size of the unit, income, monthly rent obligation, home language, and disabilities.

B. SURVEY DATA

1. Current Occupants

As of the date of this Plan, there are 32 households who will be permanently relocated, and 30 households temporarily relocated off-site for the Project. All of the households are considered eligible for relocation assistance. The current tenant households (62) consist of 117 adults and 61 children (17 years or younger) for a total of 178 occupants.

The Project residents occupy 30 one-bedroom units, 22 two-bedroom units and 10 three-bedroom units. One-bedroom rents range between \$1,151 - \$1,528 per month, two-bedroom rents range between \$1,459 - \$1,693 per month, and three-bedroom rents range between \$1,467 - \$2,129 per month.

The Developer's standard for housing density allows two persons per bedroom and one person in the common living area (2+1 occupancy standard). Based on this criterion and available tenant data, there are four overcrowded households. Families to be permanently displaced will be offered comparable replacement housing in a larger size to accommodate the family, and households to be temporarily displaced will be grandfathered into the Project and right-sized when possible.

2. Income

Information regarding gross household income was provided for all households. According to income standards for the County of Santa Clara (**Exhibit C**) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD): 10 households qualify as Extremely Low income (30% or less of area median income), 30 households qualify as Very Low income (31%-50% of area median income), 12 households qualify as Low Income (51% - 80% of area median income), nine households are Moderate Income, and the income for one household is unknown. (An additional household is an on-site manager and is exempt.)

Fourteen households have annual incomes that exceed 60% of AMI, although 11 of them qualify at 80% AMI per tax credit income limits and will be accommodated in a Project unit. Three households exceed 80% AMI, however no households will be involuntarily permanently displaced due to income, although one of the three households are among those 32 households already designated as permanent displacements.

3. Language

Of the 62 current Project households, 85% are Spanish speakers, 10% are English Speakers, and 5% are Vietnamese Speakers. Required notices will be provided in Spanish and English to the Project occupants to be displaced, as applicable, and/or a translator provided.

4. Senior/Handicapped Households

There are 10 households with a senior head of household or spouse (62 years or older). Information regarding disabilities was not provided at this time. However, mobility challenges will be accommodated at the replacement unit or temporary unit, such as a first-floor unit, a unit within a building with an elevator and/or an ADA unit where applicable. Additional assistance will be provided to seniors who require packing/unpacking assistance and/or transportation.

6. Housing Needs

Replacement housing needs, as expressed in this plan, are defined by the total number of required replacement units and distribution of those units by bedroom

size. The projected number of required units by bedroom size is calculated by comparing survey data for household size with the Developer'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.

The permanent replacement units required for the Project occupants will be 24 one-bedroom units and eight two-bedroom units. In addition, six one-bedroom units, 14 two-bedroom units and 10 three-bedroom units will be required for the households to be temporarily displaced. Replacement and temporary housing resources are identified within this Plan to address the permanent displacement of 32 households and temporary displacement of 30 households from the Project site.

III. RELOCATION RESOURCES

One of the primary goals of relocation planning is to identify the availability of comparable replacement and temporary housing for the tenants to be permanently and temporarily displaced. Market survey data regarding available comparable units was collected to assess the adequate availability of replacement and temporary housing to accommodate all households.

A. METHODOLOGY

An updated resource survey was conducted to determine the availability of comparable housing units in Sunnyvale and surrounding communities utilizing the following sources:

- Contacts with area property management companies and brokers
- Classified rental listings from local area publications
- Internet sources

B. REPLACEMENT AND TEMPORARY HOUSING AVAILABILITY

1. Residential Rental Housing

Replacement and temporary housing survey data concerning available multi-family dwellings within 10 miles of the Project site are summarized in **Table 1**, below.

TABLE 1: Availability and Cost of Rental Housing			
Bedroom Size	One	Two	Three
#Found (#Needed)	30 (30)	31 (22)	22 (10)
Rent Range	\$1,795 - \$2,675	\$2,075 - \$3,450	\$2,695 - \$4,800
Median Rent	\$2,100	\$2,595	\$3,600

The individual figures for number of units found by bedroom size are presented in the table alongside the number of units needed (shown in parentheses) to meet re-housing obligations. Survey data suggests an ample inventory of replacement housing resources to meet re-housing needs of potential displacees within the Project area.

The information on housing in the area is included as a general representation of available sites. No household will be required to move unless a comparable unit is identified and available on the market. As with any resource survey, results reflect conditions at a given point in time. The sites included herein may or may not be available at the time of displacement. Resource results are an indication and not a prediction of future market circumstances.

The Developer will be responsible to assist the households in relocating into comparable housing. For the purposes of this Plan, comparable housing is determined to be housing that is in an area that is not generally less desirable than the current dwelling with regard to utilities, commercial facilities, schools and public services and is reasonably accessible to the displaced person's current place of employment. It is comparable in size and structure to the existing home and accommodates the size of the household being displaced. All replacement housing must meet decent, safe and sanitary requirements. In order to meet decent, safe and sanitary requirements, a replacement dwelling must meet the following criteria:

- *Be structurally sound, weather tight and in good repair.*
- *Contain a safe electrical wiring system adequate for lighting and other devices.*
- *Contain a safe heating system capable of sustaining a healthful temperature.*
- *Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced household.*
- *Contain unobstructed egress to safe, open space at ground level. If the dwelling unit is on the second story or above, with access directly from or through a common corridor, the common corridor must have at least two means of egress.*
- *For a person who is mobility impaired, be free of any barriers, which would preclude reasonable ingress, egress, or use of the dwelling by such person.*

C. RELATED ISSUES

1. Concurrent Residential Displacement

There are no other known projects in the area that will cause displacement in the first half of 2022, which would impact the availability and cost of temporary or replacement housing for this Project.

2. Temporary Relocation

Thirty households will be temporarily displaced off-site in one phase for approximately four months during renovation of their units. Once renovations have been completed, the households will return to the same or a comparable unit on the Project site.

All temporary housing will be inspected to assure it is decent, safe and sanitary and meets the needs of the residents regarding mobility challenges. The temporary units identified are in mixed use neighborhoods with access to the same type of retail stores, public services and amenities as the Project site.

The Developer understands that if the tenants are required to be out of a Project unit for more than one year, permanent relocation benefits must be offered to them under the URA and State relocation regulations with no reduction for temporary relocation benefits previously paid.

IV. THE RELOCATION PROGRAM

The Developer will provide displacees the assistance and benefits required under State and Federal relocation law and the relocation guidelines. The relocation program will provide both advisory and financial assistance. Every effort will be made to facilitate relocation arrangements and minimize hardships for displacees.

A. ADVISORY ASSISTANCE

Advisory assistance services are intended to inform displacees about the Developer's relocation program, help in the process of finding appropriate replacement and temporary accommodations, facilitate claims processing, maintain a communication link with the Developer and coordinate the involvement of outside service providers.

To follow through on the advisory assistance component of the relocation program and assure that the Developer meets its obligations under the law, relocation staff will perform the following functions:

- Distribute written information concerning the Developer's relocation program in both English and Spanish, if needed, to each displacee (**Exhibit B – Informational Statement** and **Exhibit C – General Information Notice**);
- Personally inform all displacees of the nature of, and procedures for, obtaining available relocation assistance and benefits;
- Determine the eligibility, needs and relocation preferences of each displacee;
- Provide permanent displacees with at least three referrals to comparable, decent, safe and sanitary replacement housing within a reasonable time prior to displacement;
- Maintain a database of available housing resources and distribute replacement unit referrals to permanent displacees for the duration of the Project;

- Provide transportation to residential displacees, if requested, to inspect replacement units within the local area or to move to temporary housing. Offer special assistance to help elderly residents find housing near friends, relatives, medical facilities and services and convenient transportation;
- Assist each eligible displacee with the preparation and submission of relocation assistance claims;
- Assist displacees with arrangements necessary to rent or purchase comparable decent, safe and sanitary replacement housing;
- Make benefit determinations and payments in accordance with applicable law and Developer policy;
- Assure that no displacee is required to permanently move without a minimum of 90 days written notice to vacate or temporarily move without a minimum of 30 days written notice to vacate;
- Inform all persons subject to displacement of the Developer's policies with regard to eviction and property management;
- Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the Developer's decisions with respect to relocation assistance; and
- Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, marital status, sexual orientation or other arbitrary circumstances.

OPC staff will be available to assist any relocated person and/or household with questions about the relocation process, relocation counseling and/or assistance in relocating. Relocation staff can be contacted at **(800) 400-7356** from 8:00 am to 5:00 pm Monday through Friday, and are available via voicemail and/or cellular phones after hours. The Relocation Office is located at **7901 Oakport Street, Suite 4800, Oakland, CA 94621.**

B. RELOCATION BENEFITS

Relocation benefits will be provided in accordance with the applicable provisions of the Federal and State relocation laws and guidelines. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation regarding the rental or purchase of decent, safe and sanitary replacement housing.

Eligibility requirements and calculations will be detailed on an individual basis with all displaced households. In the course of personal interviews and follow-up visits, each displaced household will receive counseling regarding available benefit options and the requirements to claim compensation for moving payments and replacement housing assistance.

Developer staff will promptly evaluate advance payment requests meant to alleviate hardships for 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 for advance payments will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

Permanent Relocation

1. Residential Moving Expense Payments

All residential displacees will be eligible to receive a payment for moving expenses. Moving expense payments will be based either on the actual cost of a professional move or a fixed payment amount determined by room count.

- Actual Cost (Professional Move)

Displacees may elect to retain the service of a professional mover. The cost of professional moving services will be based on the lower of at least two acceptable bids obtained from licensed, professional movers. The Developer may also obtain bids, at its own discretion, in order to determine the most qualified low-bidder for the move. The Developer will make direct payment to the selected mover or provide reimbursement upon presentation of appropriate documentation substantiating the move.

Compensable moving elements include packing, transportation, un-packing and insurance. Transportation costs beyond 50 miles are not eligible, unless the Developer determines that relocation beyond 50 miles is justified. In addition to payment for the actual move, one-time re-connection fees related to gas, water, electricity, telephone, internet and television service, are eligible for reimbursement. Deposits required by utility and other residential service providers are not eligible for reimbursement.

- Fixed Payment (Room Count Schedule Method)

As an alternative to a professional move, a residential displacee may elect to receive a fixed payment for moving expenses based on the number of furnished or unfurnished rooms in the displacement dwelling.

Residential displacees who elect to receive a fixed payment assume full responsibility for the move including the expense of utility re-connections described in (a), above. The current schedule for fixed moving payments is set forth in **Table 2**, below.

TABLE 2: Schedule of Fixed Moving Payments									
Unfurnished Dwelling									
Room Count	1	2	3	4	5	6	7	8	Each Additional
Amount	\$725	\$930	\$1,165	\$1,375	\$1,665	\$1,925	\$2,215	\$2,505	\$265
Furnished Dwelling									
Room Count	1	Each Additional							
Amount	\$475	\$90							

2. Rental Assistance to Tenants/Owner-Occupants Who Choose to Rent

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

- Has actually and lawfully occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and

- Has rented, or purchased, and occupied a decent, safe, and sanitary replacement dwelling within one year (unless the Developer extends this period for good cause) of 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:

- (i) The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling as determined by the Developer; or
- (ii) The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person; or
- (i) The total of the amount designated for shelter and utilities, if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities.

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

- (i) The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by the Developer. For owner-occupants or households which paid little or no rent, fair market rent will be used as a substitute for actual rent; or,
- (ii) Thirty percent (30%) of the displacee's average 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.

Table 3 on the following page provides an example of a typical rental assistance eligibility computation.

TABLE 3: Computation of Rental Assistance Payments (State)		
1. Old Rent	\$600	Old Rent (plus Utility Allowance)
- or -		
2. Ability to Pay	\$550	30% of Monthly Gross Household Income*
3. Lesser of lines 1 and 2	\$550	
Subtracted from the lesser of:		
4. Actual New Rent	\$650	Actual New Rent (plus Utility Allowance)
- or -		
5. Comparable Rent	\$675	Set by the Developer (plus Utility Allowance)
6. Lesser of lines 4 and 5	\$650	
7. Monthly Need Amount	\$100	Subtract line 3 from line 6
Rental Assistance	\$4,200	Multiply line 7 (Monthly Need) by 42 months

* Gross household income means the total annual income of an individual less the following: (1) a deduction of \$500 for each dependent in excess of three; (2) a deduction of 10% of total income for the elderly or disabled head of household; (3) a deduction for recurring extraordinary medical expenses defined for this purpose to mean medical expenses in excess of 3% of total income, where not compensated for, or covered by insurance or other sources; (4) a deduction of reasonable amounts paid for the care of children or sick or incapacitated family members when determined to be necessary to employment of the head of household or spouse, except that the amount deducted shall not exceed the amount of income received by the person who would not otherwise be able to seek employment in the absence of such care.

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 downpayment and eligible incidental closing costs. In the case of Downpayment Assistance claims, the Developer 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

Developer-provided funds in the event escrow is cancelled by either party or should fail to close within a reasonable period of time.

4. Right of First Refusal

Tenants who are permanently displaced will be provided the opportunity to come back to the Project once the new units are constructed. The displaced tenants will be given the opportunity to apply for a Project unit prior to the general public. Tenants must still meet all normal qualification requirements related to income, criminal background and credit history in order to be eligible for a Project unit.

5. Last Resort Housing

Based on data derived from the surveys and analyses of the occupants in the Project area and costs of replacement housing resources, it is anticipated that “comparable replacement housing” will not be available as required. Specifically, for renters, when the computed replacement housing assistance eligibility exceeds \$7,200 or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person’s average monthly income.

Therefore, if the Project proceeds, the Developer will authorize sufficient funds to provide housing of last resort. Due to the demonstrated number of available replacement housing resources for all households, as shown above in Section III, B - 1, the need to develop a replacement housing plan to produce sufficient number of comparable replacement dwellings will not be necessary. Rather, funds will be used to make payments in excess of the monetary limits specified in the statute (\$7,200); hence, satisfying the requirement that “comparable replacement housing” is available.

The Developer, at its discretion, may opt to pay Last Resort Housing payments in installments or in a lump sum. Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

Temporary Relocation

The Developer will pay directly for any temporary accommodations and for professional moving services at no cost to the residents and will process advance payment requests to mitigate hardships for tenants who do not have access to sufficient funds to pay any other unanticipated temporary moving related costs. Approved requests will be processed expeditiously.

All tenants required to relocate temporarily would continue to pay their rent and utilities to the Developer for the tenants' current units, and the Developer would directly pay the full housing cost of the temporary accommodations. After rehabilitation has been completed, tenants would move back to their original unit or a comparable unit on-site.

Tenants who are required to temporarily move off-site, will be provided with transportation to the temporary unit, if needed, and back to the Project unit at no cost to the residents.

The Developer will directly pay for a professional mover to move the tenants' furniture and belongings to the temporary off-site and back into the tenants' permanent units once rehabilitation activities are completed. (Packing/unpacking services will also be provided at no cost to the resident, if requested.)

Any reasonable and necessary out-of-pocket costs associated with the moves would be paid directly by the Developer, including, but not limited to, all temporary housing and moving costs, storage costs, transport costs, and miscellaneous costs such as telephone fees and pet boarding fees.

As an alternative to temporarily staying in off-site temporary accommodations, the Developer would offer each of the households a stipend, if they choose to stay with friends or family or self-house themselves for the four months they are required to be out of their units.

All relocation activities will conform to the requirements of the State and Federal Relocation Regulations and Laws. Residents to be temporarily displaced will be given at least 30 days' written notice to vacate into temporary housing, and advisory services will be provided throughout the relocation process. Developer staff will provide all required relocation assistance to the Project households during site renovations.

The Developer will directly pay for temporary housing and move-related costs. Therefore, no tenant should incur any out-of-pocket costs associated with the temporary relocations. However, in the event a tenant does incur a cost related to the temporary relocation, the Developer will reimburse all eligible, reasonable and necessary costs.

D. GENERAL INFORMATION ON PAYMENT OF RELOCATION BENEFITS

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

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

- 1) Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance;
- 2) Payment amounts will be determined in accordance with the provisions of the State relocation law and guidelines;
- 3) Required claim forms will be prepared by relocation personnel and reviewed with claimants. Signed claims and supporting documentation will be submitted by relocation personnel to the Developer;
- 4) The Developer will review all claims for payment and determine whether to approve, deny, or seek additional information;
- 5) The Developer will issue benefit checks for distribution to claimants by relocation staff;
- 6) Final payments will be issued only after confirmation that the Project premises have been completely vacated and occupancy of the replacement unit is verified;
- 7) All correspondence, back-up documentation, claims, receipts of payment and notices will be maintained in the relocation case file.

V. ADMINISTRATIVE PROVISIONS

A. 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. The above statement on tax consequences is not intended to be provision of tax advice by the Developer or OPC. Displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

B. GRIEVANCE PROCEDURES

The Developer's Relocation Appeals process will comply 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, the failure to provide comparable replacement housing referrals, or the Developer's property management practices.

Requests for administrative review and informal hearings will be directed to the Developer's Director of Asset Manager. All requests for review will receive written responses from the Developer 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.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to the Developer, directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan.

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 area premises or receipt of final payment for relocation benefits, whichever is later.

C. EVICTION POLICY

Under the State and Federal relocation guidelines, eviction is permissible only as a last resort and may not be used as a means to avoid relocation payment obligations. A displaced person's eviction will affect eligibility for relocation assistance and benefits.

Eviction may be undertaken only for one or more of the following reasons:

- Failure to pay rent, except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of a dangerous, illegal act in the unit;
- Material breach of the rental agreement and failure to correct breach within 30 days of notice;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings;
- A requirement under State or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the public entity.

D. CITIZEN PARTICIPATION

As the process for considering the Project moves forward, the Developer will observe the following protocol:

- Provide affected tenants with full and timely access to documents relevant to the relocation program;
- Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials;
- Encourage meaningful participation in reviewing the Relocation Plan and monitoring the relocation assistance program.
- Issue a general notice concerning the availability of the Plan for public review, as required, 30 days prior to its proposed approval; and
- The inclusion of written or oral comments concerning the Plan as an attachment (**Exhibit C**) when it is forwarded to the City of Sunnyvale City Council for approval.

E. PROJECTED DATE OF DISPLACEMENT

The Developer anticipates that the earliest date a 90-day notice to vacate would be issued to tenants to be permanently displaced would be in **January 2022**. Temporary relocation of tenants in the units to be renovated will be in **September 2022**.

F. ESTIMATED RELOCATION COSTS

The total budgetary estimate for relocation-related payments for this Project, including permanent relocation assistance for 32 households and the costs associated with the temporary relocation of 30 households during unit renovations is **\$2,000,000**.

The estimated relocation budget does not include any payments related to property acquisition. The budget does not consider the cost of any services necessary to implement the Plan and complete the relocation element of the Project.

EXHIBIT A: Income Limits – County of Santa Clara

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

Area Median Income - \$141,600			
Family Size	Extremely Low	Very Low	Lower
1 Person	33,150	55,300	78,550
2 Person	37,900	63,200	89,750
3 Person	42,650	71,100	100,950
4 Person	47,350	78,950	112,150
5 Person	51,150	85,300	121,150
6 Person	54,950	91,600	130,100
7 Person	58,750	97,900	139,100
8 Person	62,550	104,250	148,050

Figures are per the Department of Housing and Urban Development (California), effective **April 2020**.

EXHIBIT B: Informational Statements - Residential

Permanent Relocation Assistance Informational Statement for Families and Individuals

Developer:
First Community Housing

Project Name:
Orchard Gardens Redevelopment Project

Developer Representative:

**Overland, Pacific & Cutler, LLC
7901 Oakport Street, suite 4800
Oakland, CA 94621
Phone: (800) 400-7356**

Informational Statement Content:

1. General Information
2. Assistance In Locating A Replacement Dwelling
3. Moving Benefits
4. Replacement Housing Payment - Tenants And Certain Others
5. Qualification For And Filing Of Relocation Claims
6. Last Resort Housing Assistance
7. Rental Agreement
8. Evictions
9. Appeal Procedures – Grievance
10. Tax Status of Relocation Benefits
11. Non-Discrimination and Fair Housing
12. Additional Information And Assistance Available

Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente.

Informational Statement for Families and Individuals

(CA State)

1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by the Developer using state and/or local funds. If and when the project proceeds, and it is necessary for you to move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must move. Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the state law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits or it may take longer to pay you. We suggest you save this informational statement for reference.

The Developer has retained the professional firm of **Overland, Pacific & Cutler, LLC (OPC)** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is listed on the cover.

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING.

However, if you desire to move sooner than required, you must contact your agent at OPC so you will not jeopardize any benefits. This is a general informational brochure only, and is not intended to give a detailed description of either the law or regulations pertaining to the Developer's relocation assistance program.

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

2. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

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

When a suitable replacement dwelling unit has been found, your relocation agent will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

3. MOVING BENEFITS

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

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

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

A. Fixed Moving Payment (Self-Move)

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by the Developer, and ranges, for example, from \$450.00 for one furnished room to \$2,365.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

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

Fixed Moving Schedule CALIFORNIA (Effective 2012)	
Occupant Owns Furniture:	
1 room	\$685
2 rooms	\$880
3 rooms	\$1,100
4 rooms	\$1,295
5 rooms	\$1,570
6 rooms	\$1,815
7 rooms	\$2,090
8 rooms	\$2,365
Each additional room	\$250
Occupant does NOT Own Furniture:	
1 room	\$450
Each additional room	\$85

B. Actual Moving Expense (Professional Move)

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

4. REPLACEMENT HOUSING PAYMENT - TENANTS AND CERTAIN OTHERS

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

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

- OR -

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

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

5. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS

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

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

All claims for relocation benefits must be filed with the Developer **within eighteen (18) months** from the date on which you receive final payment for your property, or the date on which you move, whichever is later.

6. LAST RESORT HOUSING ASSISTANCE

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

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

7. RENTAL AGREEMENT

As a result of the Developer's purchase of the property where you live, you have become a tenant of the Developer. You will be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

8. EVICTIONS

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

- Failure to pay rent; except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;

- Performance of dangerous illegal act in the unit;
- Material breach of the rental agreement and failure to correct breach within the legally prescribed notice period;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of replacement dwellings; or
- The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the public entity.

9. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Developer's Relocation Assistance Program may have the appeal application reviewed by the Developer in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Developer.

10. TAX STATUS OF RELOCATION BENEFITS

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. No federal dollars are anticipated for this project. Therefore, federal regulations may not apply and the IRS may consider relocation payments as income. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

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

11. NON-DISCRIMINATION AND FAIR HOUSING

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

12. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

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

Temporary Relocation Assistance Informational Statement for Families and Individuals

Developer:

First Community Housing

Project Name:

Orchard Gardens Redevelopment Project

Developer Representative:

Overland, Pacific & Cutler, LLC
7901 Oakport Street, suite 4800
Oakland, CA 94621
Phone: (800) 400-7356

Informational Statement Content:

13. General Information
14. Assistance In Locating A Temporary Dwelling
15. Moving Benefits
16. Temporary Housing Payment
17. Qualification For And Filing Of Relocation Claims
18. Evictions
19. Appeal Procedures – Grievance
20. Tax Status of Relocation Benefits
21. Non-Discrimination and Fair Housing
22. Additional Information And Assistance Available

Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente

Informational Statement for Families and Individuals

1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Developer using state and/or local funds. If and when the project proceeds, and it is necessary for you to temporarily move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must temporarily move, but you will receive no less than 30 days' written notice to temporarily vacate.

Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the state law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits or it may take longer to pay you. We suggest you save this informational statement for reference.

The Developer has retained the professional firm of **Overland, Pacific & Cutler, LLC (OPC)** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is listed on the cover.

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING. However, if you desire to move sooner than required, you must contact your agent at Overland, Pacific & Cutler, LLC, so you will not jeopardize any benefits. This is a general informational brochure only and is not intended to give a detailed description of either the law or regulations pertaining to the Developer's relocation assistance program.

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

2. ASSISTANCE IN LOCATING A TEMPORARY DWELLING

The Developer, through its representatives, will assist you in locating a comparable temporary dwelling by providing referrals to appropriate and available temporary housing units. The relocation agent will assist you with securing the temporary unit and help coordinate your temporary move.

When a suitable temporary dwelling unit has been found, your relocation agent will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

No resident will be required to temporarily vacate without a reasonable offer of a decent, safe, and sanitary temporary unit within the resident's financial means.

3. MOVING BENEFITS

If you must move as a result of temporary displacement by the Developer, your personal property will be moved by a licensed commercial mover and the Developer will pay the bill.

4. TEMPORARY HOUSING PAYMENT

You may be eligible for a payment to assist you in renting a temporary dwelling if you are required to temporarily move off-site. If the cost of temporary housing exceeds your current housing related payments (rent and utilities), the Developer will pay for the increase in costs. Or, the Developer may require you to continue to pay your current rent and utilities to the Developer, and the Developer will pay for all temporary housing costs.

5. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS

Payments associated with temporary relocation will be based on actual, reasonable, and necessary costs confirmed via written documentation of same. All claims for relocation benefits must be filed with the Developer **within eighteen (18) months** from the date on which you move. The Developer's representative will assist you with the preparation and submittal of relocation claims on your behalf.

6. EVICTIONS

Any person, who occupies the Project site and is not in unlawful occupancy, is presumed to be entitled to relocation benefits. Except for the causes of eviction set forth below, no person lawfully occupying the Project site will be required to move temporarily without having been provided with at least 30 days written notice from the Developer. Eviction will be undertaken only in the event of one or more of the following reasons:

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

7. APPEAL PROCEDURES - GRIEVANCE

The Developer' Relocation Appeals process will be consistent with the Provisions of Article 5 of the State relocation guidelines (Appendix A) and 6150-6176. 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 Developer' property management practices

Requests for administrative review and informal hearings will be directed to the Developer's Vice President, Portfolio Management. All requests for review will receive written responses from the Developer 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.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to the city, directly to HCD or directly to the Court. Any person and/or organization directly affected by the relocation plan may petition the Department of Housing and Community Development (HCD), located at 2020 West El Camino Ave., Sacramento, CA 95833 to review the relocation plan.

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.

8. TAX STATUS OF RELOCATION BENEFITS

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. No federal dollars are anticipated for this project. Therefore, federal regulations may not apply and the IRS may consider relocation payments as income. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

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

9. NON-DISCRIMINATION AND FAIR HOUSING

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Developer's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. The Developer's representative will assist with the referral of complaints to the appropriate Federal, State or local fair housing enforcement Developer.

10. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in temporarily relocating. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation agent at OPC. Contact information is provided on the cover page of this document.

EXHIBIT C: General Information Notice



General Information Notice

<<DATE>>

<<NAME>>

<<ADDRESS>>

Sunnyvale, CA 94089

Dear <<NAME>>:

First Community Housing (called here the “Developer”) is interested in developing the property you currently occupy at <<ADDRESS>>, **Sunnyvale, CA 94089** as part of the proposed Orchard Gardens Redevelopment Project (“Project”). This notice is to inform you of your rights under Federal and State law. If the Developer redevelops the property, and you are displaced for the Project, you may be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) or California State Relocation Law and Guidelines.

However, you do not have to move now.

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

The Developer has retained the professional firm of **Overland, Pacific & Cutler, LLC** (OPC) to represent the Developer and assist in the relocation process.

If the Developer acquires the property, and you are permanently displaced, and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement dwelling.

If you are required to move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable. 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.

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Developer's Relocation Assistance Program may have the appeal application reviewed by the Developer in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Developer.

Note that pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance through a federal funding source, 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. However, relocation assistance will be provided via non-federal funds to persons not lawfully present in the United States.

If you do rent your unit as a permanent tenant, you should continue to pay your monthly rent to your landlord because failure to pay rent and meet your obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a unit before receiving formal notice of eligibility for relocation assistance. If you move or are evicted before receiving such notice, you will not be eligible to receive relocation assistance. Please contact us before you make any moving plans.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. The Developer may not purchase the property. If the Developer decides not to purchase the property, you will be notified in writing.

If you have any questions about this or any other relocation issues, please contact the agent at the phone number provided on the previous page.

Sincerely,

<<NAME>>
Project Manager
OPC

Received by

Delivered on/by: ____/____

X_____
Recipient's Signature

Posted on/by: ____/____

Date

Mailed/receipt received on: ____/____

EXHIBIT D: Public Comments and Responses