

FLORENCE GRIFFITH-JOYNER ELEMENTARY SCHOOL

FINAL RELOCATION PLAN

San Diego Unified School District

**Facilities Management
Maintenance & Operations Center
4860 Ruffner Street
San Diego, CA 92111-1522**

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TABLE OF CONTENTS

INTRODUCTION	1
PROJECT SITE LOCATION AND DESCRIPTION	
PROJECT AREA LOCATION.....	2
PROJECT DESCRIPTION	3
DEMOGRAPHICS AND HOUSING CHARACTERISTICS.....	4
PROJECT SITE PHOTOGRAPHS.....	6
RESIDENTIAL RELOCATION IMPACT AND REPLACEMENT RESOURCES	
ASSESSMENT OF NEEDS.....	9
RESIDENTIAL PROJECT OCCUPANTS.....	9
RESIDENTIAL RELOCATION AREA PREFERENCES AND NEEDS.....	12
RESIDENTIAL REPLACEMENT SITES.....	13
TEMPORARY HOUSING	14
CONCURRENT RESIDENTIAL DISPLACEMENT	14
RESIDENTIAL RELOCATION PROGRAM	
PROGRAM ASSURANCES AND STANDARDS	14
CITIZEN PARTICIPATION/PLAN REVIEW	15
RESIDENTIAL RELOCATION ASSISTANCE PROGRAM	15
PAYMENT OF RELOCATION BENEFITS	18
EVICTION POLICY	19
APPEALS POLICY	19
PROJECTED DATES OF DISPLACEMENT	19
LAST RESORT HOUSING PLAN	19
ESTIMATED RELOCATION PROGRAM COSTS.....	20
APPENDICES	
APPENDIX A	GENERAL INFORMATION NOTICE (ENGLISH)
APPENDIX B	GENERAL INFORMATION NOTICE (SPANISH)
APPENDIX C	RESIDENTIAL RELOCATION HANDBOOK (ENGLISH)
APPENDIX D	RESIDENTIAL RELOCATION HANDBOOK (SPANISH)
APPENDIX E	COMMENT SECTION

INTRODUCTION

The San Diego School District (District) has proposed the construction of the Florence Griffith-Joyner Elementary School utilizing Proposition MM funds. The school would accommodate 700-900 students, faculty and staff and would relieve enrollment pressures at the existing Edison, Hamilton and Rosa Parks elementary schools.

The District has retained Overland Resources, Inc. to prepare a Relocation Plan (Plan). The purpose is to provide the District with information regarding the potential impact of the proposed project on the affected residential occupants. The Plan provides:

- The results of a needs assessment survey of these occupants
- A study of available replacement housing resources
- An overview of the District's proposed relocation program

The Plan also 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. (CRAL) and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, section 6000 et seq. (Guidelines).

The Plan is organized into three main sections. The first provides an overview of the project area, including relevant demographic characteristics and project site photos. The second section describes the potential relocation impact on, and needs of, the current occupants of the proposed site and examines the replacement relocation resources available to meet their needs. The final section presents the District's relocation program, including the appropriate legal assurances and relevant policies. Several appendices substantiate information presented earlier in the Plan.

PROJECT SITE LOCATION AND DESCRIPTION

Project Area Location

The proposed project is located in the City Heights community in the City of San Diego within San Diego County, California, approximately a quarter mile east of the Escondido Freeway (15) and Interstate 805 intersection and less than one-half mile south of University Avenue. Figure 1 below is an area map showing the regional location of the project.

Figure 1. Project Area Regional Map

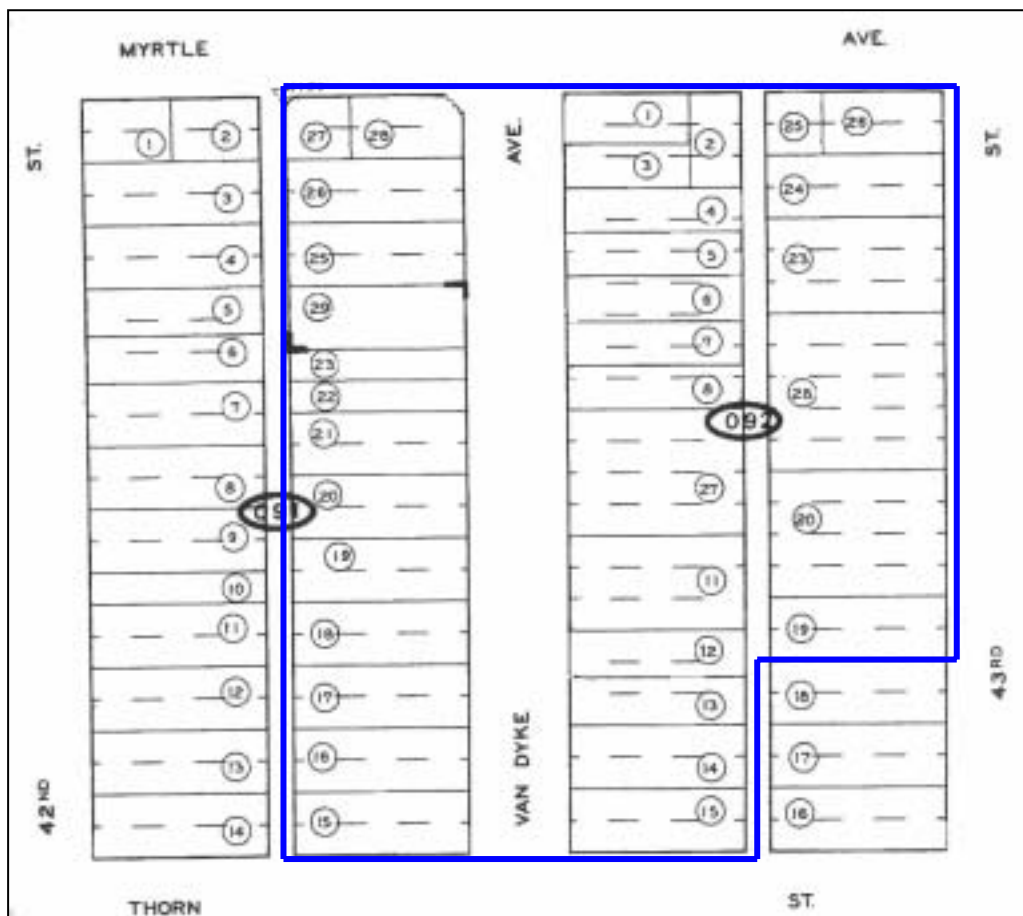


Project Description

The District has proposed the construction of the Florence Griffith-Joyner Elementary School, requiring the acquisition of approximately 6.34 gross acres of property consisting of land that is partially undeveloped and the remainder developed with approximately 20 single-family and 141 multi-family residences. The proposed project will also involve the demolition and/or removal of existing residences, relocation of the existing residents, closure of a portion of Van Dyke Avenue and a portion of the alley between Van Dyke Avenue and 43rd Street and the construction and operation of a public elementary school.

The project area is bound by Myrtle Avenue to the north, 43rd Street to the east, Thorn Street to the south, and the alleyway abutting the eastern properties on 42nd Street to the west. Due to topography, the project site excludes a small portion of the southeast corner of the site. The excluded portion is located to the east of the alley between 43rd Street and Van Dyke Avenue, and extends approximately 200 feet north of the southern boundary, terminating at an existing vacant lot. Area detail is shown in Figure 2 below.

Figure 2: Tax Assessor's Maps Depicting the Proposed Project Site



Demographics and Housing Characteristics

As mentioned above, the proposed site falls within the City Heights community in the City of San Diego. Thus, the site is located in the 92105 zip code. Demographic data will be presented for both this neighborhood and, as a reference, San Diego County as a whole.

Population

Table 1 summarizes the year 2002 estimated population, number of households, and population density in each of the geographic areas in a one-mile radius from the project site, as well as the year 2000 Census Data for San Diego County.

Table 1. Geographic Area, Population, Households, and Population Density

Area	Population	Total Housing Units	Occupied Housing Units	Population Density (persons per household)
1 Mile Radius	52,638	14,731	13,811	3.56
San Diego County	2,911,468	1,039,089	974,423	2.89

Source: February 2003 Claritas, Inc. and SANDAG Census 2000

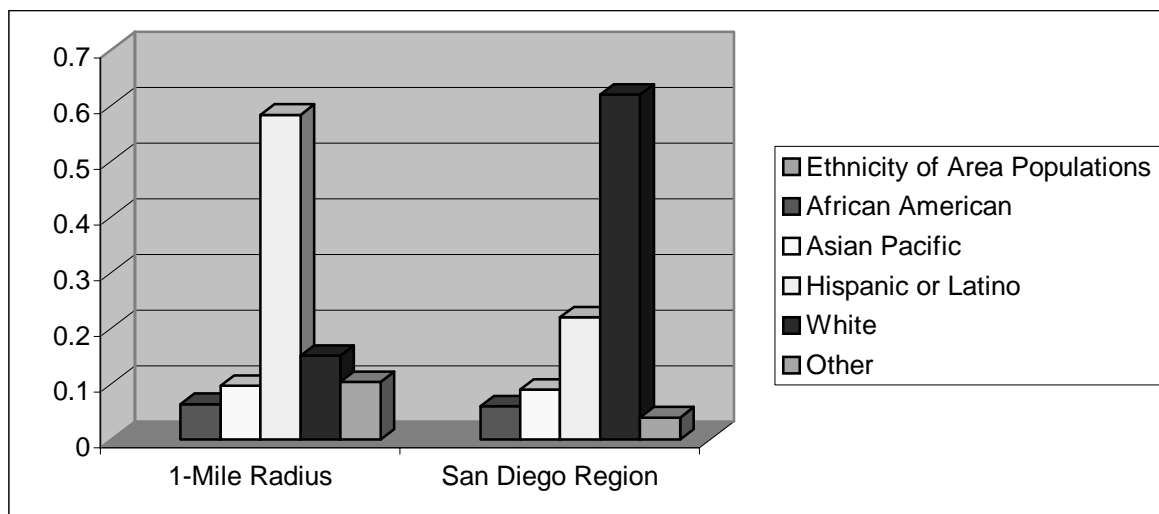
Housing Stock

- | | |
|------------------------------------|---------------|
| Total number of housing units: | Vacancy Rate: |
| • 1-Mile Radius 10,902 units | 1.4 % |
| • San Diego County 1,039,089 units | 1.1% |
- Source: February 2003 Claritas, Inc.

Race and Ethnicity

Figure 3 below illustrates the ethnic composition of both the project area and the entire San Diego region. As evidenced below, the population within a one-mile radius from the project area is predominantly Hispanic or Latino.

Figure 3. Ethnicity of Area Populations



Source: February 2003 Claritas, Inc.

Economic Indicators

There are several indicators of relative economic status available from the SANDAG Report. Household income data is summarized in Table 2 below using statistics specific to the project zip code in comparison to the San Diego region. The difference in income levels between the project area and the San Diego Region as a whole is significant. The area immediately surrounding the project area has a substantially lower median household income and a greater percentage of the population earning in the three lowest income categories than in the San Diego Region as a whole.

Table 2. Household Income Distribution (2000), Median Household Income (2000)

Area	Income Category					Median Household Income
	Less than \$15,000	\$15,000 - \$34,999	\$35,000 - \$49,999	\$50,000 - \$99,999	\$100,000 and over	
92105 zip code	25.7%	36.9%	18.3%	17.4%	0.2%	\$27,706
San Diego Region	10.8%	25.1%	18.4%	32.7%	13.0%	\$46,503

Source: January 1, 2000 SANDAG Census

Project Site Photographs



Typical Single Family Residence



Typical Multi-Family Residences

Project Site Photographs



View of Myrtle Street, Looking West



View of 43rd Street, Looking South



View of Van Dyke Avenue, Facing North



View of Van Dyke Avenue Facing South

RESIDENTIAL RELOCATION IMPACT AND REPLACEMENT RESOURCES

Assessment of Needs

A needs assessment survey was conducted for the purpose of understanding the characteristics and relocation needs of the residential occupants affected by the proposed project site. This information was obtained by conducting interviews with as many of the occupants as possible. Substantial efforts were made to contact each occupant. All property owners were sent a written notice requesting an interview with all occupants of their properties. In addition, door to door and phone surveys were attempted with all occupants. In a few instances, the information was gathered from property management or owners. Each occupant was encouraged to respond to ensure his or her needs would be considered in this Plan. Interviews were conducted in both Spanish and English as needed.

At the time of the interviews (January and February 2003), there were 161 residential dwelling units identified. Of these units, nearly all appeared to be occupied. Personal interviews were conducted with most of the occupied residential households. Of the households not interviewed, 13 were unavailable and one household refused an interview.

Five units were vacant at the time of the interviews, although three of these units we expect to be occupied at the time the project is initiated. The remaining two units are owned by the San Diego Housing Commission and will not be occupied.

Residential Project Occupants

We were successfully able to interview more than 93 percent of the residential occupants. For the purposes of completing this Relocation Plan, we assume the data for the households interviewed adequately represents the entire potentially displaced population. The calculations represented herein reflect calculations based on one hundred percent of the affected households.

An estimated 602 residential occupants were living within the project site at the time of the interviews. This does not include the potential occupants of the vacant units. Assuming an average of 3.9 people per household (the average density for the interviewed households), the potential total number of residential occupants that would be displaced from the project site (including occupancy of the vacant units) is 612 people.

Occupancy

We identified 14 owner occupant households and 147 tenant households. Term of occupancy is important in relocation for two reasons: understanding the needs of the occupants and estimating the type of relocation benefits for which the occupants may be entitled.

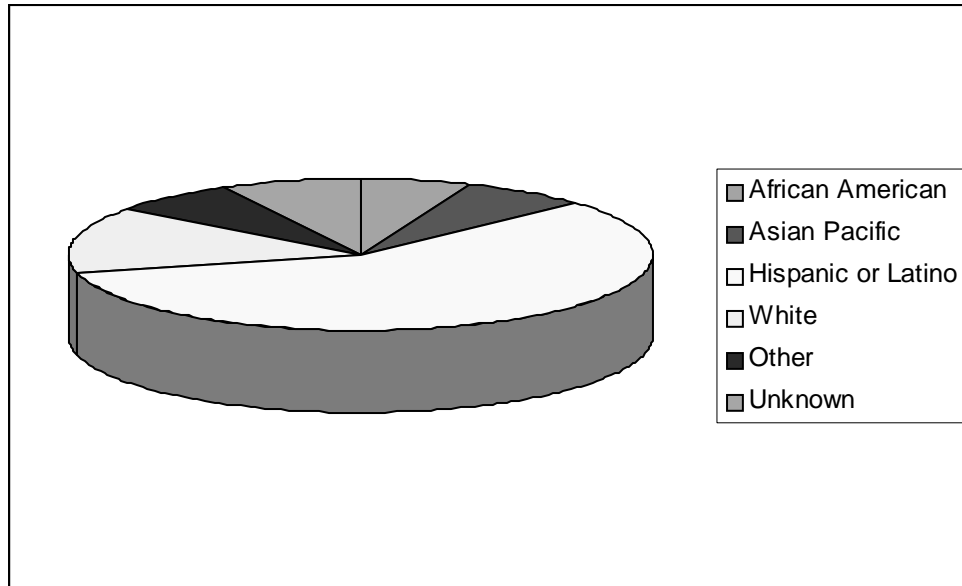
Table 3. Term of Occupancy (of households interviewed)

Time Period	# of households	% of households
Less than 1 year	18	12.1%
1-5 years	69	46.3%
5-10 years	28	18.8%
10-15 years	24	16.1%
15-20 years	3	2.0%
20-30 years	4	2.7%
Over 30 years	3	2.0%

Ethnicity

The ethnicity of the people living in the project area is an important consideration in relocation. Often, a high proportion of project occupants will express their desire to move to a similar community. Understanding the ethnic composition of a replacement area is one important consideration when identifying a similar community. As depicted in Figure 4 below, the large majority of the households interviewed are Hispanic or Latino.

Figure 4. Ethnicity of Households within the Project Area



Language

Language is an integral factor when planning a relocation program. Relocation laws, policies and procedures are complex and can be difficult to explain even when both the relocation advisor and the occupant speak the same language. Different languages make adequate understanding of the relocation process even more challenging. It is essential that relocation advisors make whatever provisions are necessary to communicate effectively with the project occupants.

As depicted in Table 4 below, Spanish was the primary language for more than three quarters of the families we interviewed. Overland has several staff members fluent in Spanish which facilitated the interviews. If this project proceeds, similar efforts will be needed to accommodate the language needs of the project occupants during the actual relocation process.

Table 4: Primary Language of Households Interviewed

Language	Percentage
Spanish	76%
English	24%

Income

The U.S. Department of Housing and Urban Development (HUD) establishes income limits to determine eligibility for HUD’s Section 8 housing program. These are also considered in determining a household’s eligibility for the Last Resort Housing Program (discussed below).

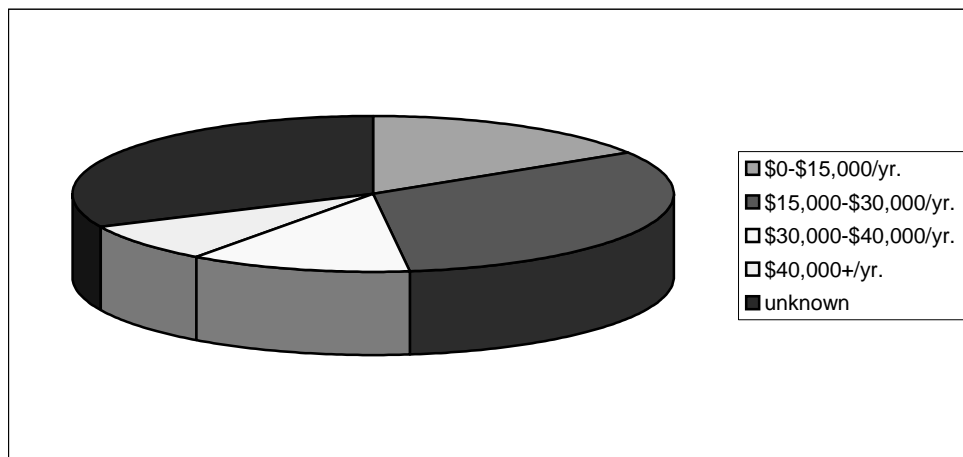
Table 5. Housing and Urban Development Income Limits, San Diego County, January 2002

Standard	Number of People in Family							
	1	2	3	4	5	6	7	8
Very Low Income	\$21,050	\$24,050	\$27,050	\$30,050	\$32,450	\$34,850	\$37,250	\$39,650
Lower Income	\$33,650	\$38,450	\$43,250	\$48,100	\$51,950	\$55,750	\$59,600	\$63,450
Median Income	\$42,050	\$48,100	\$54,100	\$60,100	\$64,900	\$69,700	\$74,500	\$79,350
Moderate Income	\$50,450	\$57,700	\$64,900	\$72,100	\$77,850	\$83,650	\$89,400	\$95,150

Source: FY 2002 HUD Income Limits, January, 2002.

We were able to gather income information for over 65 percent of the occupied households. An overview of their average annual income is presented in Figure 5 below. After utilizing Table 5 above and adjusting the project households’ income data based on family size, we *estimate* that 38 project area households qualify as Very Low Income, 59 qualify as Lower Income, and the remaining households had incomes above the Lower Income category.

Figure 5. Distribution of Household Income



Special Needs

Of the households we interviewed, we have not identified any residential occupants of the proposed project site as having physical disabilities. If identified, special considerations may be required to relocate any displacees with disabilities should the project move forward.

Residential Relocation Area Preferences and Needs

The majority of families indicated a desire to stay in their immediate area of City Heights. Other areas where several families indicated they would consider moving include: Del Cerro, Kensington, La Mesa, Lemon Grove, Linda Vista, Normal Heights, North Park, National City, Oceanside, Point Loma, Rolando, Spring Valley and Talmadge.

Table 6 below summarizes the replacement housing resources needed for the anticipated 159 occupied households within the proposed project area.

Table 6. Summary of Replacement Housing Resources Needed

Residence	Number of bedrooms	Number Needed
Apartment	1	38
	2	61
	3	41
	4	7
Single Family Residence	1	1
	2	2
	3	8
	4	1

Relocation regulations require that all households be relocated into dwellings of sufficient size to assure decent, safe and sanitary living conditions. Currently, at least 23 of the interviewed families reside in overcrowded conditions. An overcrowded household will receive assistance to obtain a replacement dwelling with more bedrooms than they currently occupy.

As previously stated, the proposed project will cause the displacement of 14 owner occupied households and 145 tenant households. Three of the five project households that are currently vacant are included in the housing needs and the estimated cost of relocation, because we expect them to be occupied at the time the project is initiated. This section of the Relocation Plan identifies potential replacement sites for the project occupants. A resource survey was undertaken shortly after interviewing the occupants of the proposed project area to identify comparable dwellings available in close proximity to the proposed project site. The information on housing in the area is included as a general representation of available sites. 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 District will be responsible to assist each household in relocating into **comparable replacement housing**, which for the purposes of this Plan is determined to be housing in the San Diego County area that is comparable in size and structure to the existing homes and which accommodates the size of the household being displaced. All replacement housing must meet **decent, safe & sanitary requirements**. In order to meet decent, safe & sanitary requirements, a replacement site 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 devises.
- 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 person. The District has determined that no more than three persons should occupy a one-bedroom unit, five persons in a two-bedroom unit, seven persons in a three-bedroom and ten persons in a four-bedroom unit.
- 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.

The search for residential replacement sites was limited to San Diego County and within a five-mile radius of the project site. The following survey of available residential sites was conducted in February 2003. The survey utilized classified advertisements in local newspapers, real estate agents/brokers, internet and multiple listing service searches, property management companies, apartment and housing guides, and driving surveys.

Residential Replacement Sites

Table 7 below presents a summary of the potential replacement sites located.

Table 7. Summary of Residential Replacement Sites Found

Tenants	Number of bedrooms	Number Needed	Number Found	Average Price
Apartment	1	38	91	\$802
	2	61	136	\$987
	3	41	26	\$1,347
	4	7	5	\$1,906
Single Family Residence	1	1	3	\$908
	2	2	13	\$1,110
	3	8	19	\$1,532
	4	1	8	\$1,718
Owner Occupants	Number of bedrooms	Number Needed	Number Found	

				Price Range
Single Family Residences	2	3	11	\$197,900-\$279,000
	3	11	14	\$265,000-\$394,900

Special Considerations

Seventeen of the project occupants currently utilize Section 8 vouchers. At the time of our housing survey, there were 41 available Section 8 homes for rent within a five-mile radius of the project site meeting the bedroom needs of the project occupants.

We have also identified at least one possible in-home candy vending business within the project area that has not been included in the cost estimate, because the business does not contribute materially to the household. Additionally, Orion Construction is currently occupying the vacant lot as a construction equipment staging area. This occupancy is short term, and there are no improvements made to the property. We do not expect the tenant to remain on site for more than 90 days, and therefore we have not included relocation costs for this business in the cost estimate.

Temporary Housing Section

There is no anticipated need for temporary housing. Should such a need arise, the District will respond appropriately and in conformance with Guideline requirements.

Concurrent Residential Displacement

The District is planning to acquire property and develop a new school project that is within a two-mile radius of the Florence Griffith-Joyner Elementary School. It is the Adams/Franklin Area Elementary School. This project has the potential to cause displacements in the last few months of 2003.

RESIDENTIAL RELOCATION PROGRAM

Program Assurances and Standards

There are adequate funds to relocate all of the households. Services will be provided to ensure that displacement does not result in different or separate treatment of displacees based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the Federal Fair housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any other arbitrary or unlawful discrimination.

No household will be displaced without 90 days notice and unless “comparable” replacement housing can be located and is available. “Comparable” housing includes standards such as: decent, safe, and sanitary (as defined in § 6008(d) of the Guidelines); comparable as to the number of bedrooms, living space, and type and quality of construction of the acquired dwelling but not lesser in rooms or living space than necessary to accommodate the displaced household; in an area that does not have unreasonable environmental conditions; not generally less desirable than the acquired dwelling with respect to location to schools, employment, health and medical facilities, and other public and commercial facilities and services; and within the financial means of the displaced household (as defined in § 6008, subdivision (c)(5) of the

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

Citizen Participation/Plan Review

This Plan will be made available to the public for the mandatory thirty (30) day review period. Comments to this Plan will be included as a Plan addendum prior to submission for approval before the District's governing body. A copy of the approved Plan will be forwarded to the California Department of Housing and Community Development (HCD).

Community meetings were held in the general project area to encourage community interactions regarding the proposed project and to disseminate information to the community about the project and the acquisition/relocation processes. There were two community meetings held, as well as follow up meetings with individuals to answer any questions pertaining to this project.

Residential Relocation Assistance Program

Staff is available to assist any displaced household with questions about relocation and/or assistance in relocating. A site office will be established; if it is determined this project will proceed. The office will be staffed during regular business hours and some Saturdays. A comprehensive relocation assistance program with technical and advisory assistance will be provided to the households being displaced. Close contact will be maintained with each household. Specific activities will include:

- A. A General Information notice will be sent to all tenants & owner/occupants who will be displaced (See Appendices A & B).
- B. Distribution of informational handbooks in English and Spanish (See Appendices C & D).
- C. Timely referrals to at least three comparable replacement dwellings as defined above and, if necessary, transportation will be provided to inspect potential replacement dwellings.
- D. Assistance with completion and filing of relocation claims, rental applications, and appeals forms, if necessary.

Relocation Benefit Categories

Relocation benefits will be provided in accordance with the California Relocation Assistance Law, California Government Code section 7260 et seq.(CRAL), the Guidelines, and all other applicable regulations and requirements. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved procedures. The displacing entity will provide appropriate benefits for each displaced household as required by the above laws and requirements.

- A. Residential Moving Expense Payments
The subject households will be eligible to receive a payment for moving expenses. Payments will be made based upon either a fixed room count

schedule or an invoice for actual reasonable moving expenses from a licensed professional mover.

1. Fixed Payment – A fixed payment for moving expenses based on the number of rooms containing furniture or other personal property to be moved. The fixed moving payment will be based upon the most recent Federal Highway Administration schedules maintained by the California Department of Transportation.
2. Actual Reasonable Moving Expense Payments – The displaced households may elect to have a licensed, professional mover perform the move; if so, the displacing entity will pay for the actual cost of the move up to 50 miles and all reasonable charges for packing, unpacking, insurance, and utility connection charges. The payment will be made directly to the mover or as reimbursement to the displaced household.

B. Assistance to Tenants

1. Rental Assistance/Down Payment Assistance – Displaced households who are residential tenants and who have established residency within the Project site for a minimum of 90 days prior to the “initiation of negotiations” will be eligible for both Rental Assistance and Moving Expense Payments. The “initiation of negotiations” is defined as the first written offer to buy the property from which the households will be displaced. Except in the case of Last Resort situations, Rental Assistance Payments will be limited to a maximum of \$5,250 based upon the monthly housing need over a forty-two (42) month period. In addition, the households may opt to apply the amount to which they are entitled toward the purchase of a replacement dwelling. Tenants must occupy a replacement dwelling within one year of the date that the household vacates the acquired dwelling.
2. Last Resort Housing Payments for Tenants – When there is an adequate supply of replacement housing available but at an increased monthly rental cost, there is a need to provide Last Resort Housing Payments to tenants. “Last Resort Housing” payments are authorized by statute if affordable “comparable replacement housing” cannot be found for the displaced tenant household (i.e., housing not more than 30% of the household’s average monthly income). In this case, payments may be made beyond the \$5,250 statutory cap for up to 42 months of rental assistance. The supplemental increment beyond \$5,250 may be paid in installments or in a lump sum at the discretion of the displacing entity.

C. Assistance to Owner/Occupants

Owner/occupants displaced by this Project will be eligible for both relocation replacement housing payments and moving expense payments, if the following conditions are met:

1. The household has owned and occupied their dwelling for not less than 180 days prior to the “Initiation of Negotiations”; and

2. The household purchases and occupies a replacement dwelling within one year from: (i) the date that the household receives the final payment from the displacing entity for all the costs of the acquired dwelling – **or** – the date that the household vacates the acquired dwelling, whichever is later.

Displaced owner/occupant households will receive assistance in locating a “comparable replacement” dwelling and will be eligible for the following benefits:

1. Purchase Price Differential – The displaced households will be entitled to receive an amount equal to the difference between the price paid for the acquired dwelling and the amount required to purchase a “comparable replacement” dwelling. The District is allowed the following options in paying any price differential as explained in section 6102 of the Guidelines:
 - a. Comparative Method: On a case-by-case basis, the District will determine the price of a “comparable replacement” dwelling, which is most representative of the acquired dwelling, by selecting and considering the listing price of at least three (whenever possible) “comparable replacement” dwellings. 6102(c)(1)(A)(1)
 - b. Schedule Method: If the Comparative Method is not feasible, the District may establish a schedule of reasonable acquisition costs of “comparable replacement” dwellings based on a current analysis of the housing market. 6102(c)(A)(2)
 - c. Alternative Method: When neither the Comparative nor Schedule Methods are feasible, the District may use another reasonable method.
2. Other Payments – Moreover, displaced owner/occupants will receive the following assistance:
 - a. Payments to cover the cost between the difference of the household’s current debt or mortgage service and any increase in debt or mortgage costs necessary to acquire a “comparable replacement” housing dwelling; and
 - b. Incidental and reasonable one-time costs for acquiring a replacement unit, such as escrow costs and recording and credit reporting fees.
3. Rental Assistance Option – If a displaced owner/occupied household who has purchased and occupied its current unit at least 180 days prior to the “initiation of negotiations” desires to rent instead of purchase a replacement unit, the household is eligible for all the benefits and assistance that is available to tenant households. However, such replacement housing

payments may not exceed the payments the household would have been entitled to if it had elected to purchase a replacement.

4. Last Resort Housing Payments – When there is a lack of “comparable replacement housing” for owner/occupant households, there is a need to provide Last Resort Housing Payments. Whenever the housing supply is not sufficient to provide “comparable replacement housing” within the statutory cap of \$22,500, the displacing entity shall pay whatever costs are necessary beyond the statutory cap of \$22,500 to acquire a “comparable replacement” dwelling, including reasonable incidental expenses.

A displaced owner/occupant who has purchased and occupied its current dwelling for less than 180 days, but at least 90 days prior to the “initiation of negotiations” is eligible for all the assistance and benefits that are available to a tenant household.

Payment of Relocation Benefits

Relocation benefit payments will be made expeditiously. Claims and supporting documentation for relocation benefits must be filed with the displacing entity within eighteen (18) months from: (i) the date the claimant moves from the acquired property; - or – (ii) the date on which final payment for the acquisition of real property is made, whichever is later. Procedures for preparing and filing claims and processing and delivering of payments will be as follows:

1. Claimant to provide all necessary documentation to substantiate eligibility for assistance.
2. Assistance amounts will be determined and required claim forms prepared by relocation staff in consultation with claimant.
3. Original signed claims supported by documentation and relocation staff recommendation will be submitted to the designated District staff member or his/her designee.
4. Payments will be prepared and delivered to relocation staff for distribution. Payments will be delivered personally by relocation staff, unless circumstances dictate otherwise. When payments cannot be personally delivered, they will be sent by certified mail.
5. Payment receipts and other signed acknowledgments will be obtained by relocation staff and kept in the case file.
6. Unless otherwise instructed by the District, relocation staff will not deliver final payments until the claimant’s premises on the project site have been completely

vacated. Before issuance of final payments, actual residency at the replacement site must be verified.

7. The public entity will provide an advance payment, when necessary, in order to assist with the securing of replacement housing.

No household will be displaced until “comparable” housing is located as defined above and in section 6008, subdivisions (c) and (d) of the Guidelines.

Eviction Policy

The District 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 dwelling, or if the household refuses all reasonable offers to move. Eviction will not affect the eligibility of a person legally entitled to relocation benefits.

Appeals Policy

The appeals policy will follow the standards described in Item X, §1000 “Grievance Procedures” of the San Diego Unified School District’s Rules and Regulations for Implementation of the California Relocation Assistance Law and Real Property Acquisition Guidelines. Briefly stated, the displaced household will have the right to ask for a review when there is a complaint regarding any of its rights to relocation and relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral.

Projected Dates of Displacement

It is anticipated that written offers to purchase the properties within the project area will be presented to the owners in May or June 2003. The district expects to have completed the acquisition of all necessary land and the associated relocation of residents by February 2004. Every household will receive a 90-day notice to vacate before they are required to move.

Last Resort Housing

According to the housing survey, the availability of replacement housing is limited and/or replacement rents exceed some tenant occupants’ ability to pay. Whenever comparable replacement dwellings are not available, or are not available within the monetary limits of Government Code Sections 7263 and 7264, the District must provide additional or alternative assistance.

Displaced occupants who are eligible for Last Resort Housing may receive a replacement housing payment in excess of the monetary limits of Government Code Sections 7263 and 7264 or some other form of mitigation, as determined by the District.

Estimated Relocation Costs

The project will be funded using Proposition MM funds.

This estimate should not be interpreted as firm, “not to exceed,” or actual entitlement costs. The estimate is based on the data obtained through occupant interviews, current project scope, replacement site availability, estimated moving costs, and the judgment and experience of the Overland Resources staff. The estimate does not include any provision for professional fees necessary to implement the Relocation Assistance Program.

Total estimated relocation costs for this project:

\$3,021,000 (rounded)
\$ 302,000 (10% contingency)
\$3,323,000 (rounded)

APPENDICES

APPENDIX A

GENERAL INFORMATION NOTICE
(English)

Occupant Name
Address
City, State Zip

Subject: **General Relocation Information Notice – Residential Tenant
Florence Griffith-Joyner Elementary School Project**

Greeting

You occupy property that may be purchased by the San Diego Unified School District for the Florence Griffith-Joyner Elementary School Project. This notice is to inform you of your potential rights and benefits under State law.

If the District successfully acquires the property you occupy and you are subsequently notified and required to move, you may be eligible to receive relocation assistance and benefits under the California Relocation Assistance Act and the State Relocation Guidelines. This assistance and the benefits are briefly outlined below and more fully explained in the accompanying brochure.

PLEASE BE ADVISED THAT THIS IS NOT A NOTICE TO VACATE THE PREMISES AND YOU SHOULD NOT MOVE NOW.

You should continue to pay your monthly rent to your landlord because failure to pay rent and meet your rental obligations as a tenant may be cause for eviction and loss of relocation assistance to which you may be entitled. You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal notice that the property you occupy has been acquired by the District and that you are eligible for relocation assistance. If you move or are legally evicted by the landlord prior to receiving a Notice of Eligibility and Entitlement, it may be determined that you are not eligible to receive any relocation assistance. Please contact Overland Resources, Inc., the District's relocation consultants before you make any moving plans.

If the property you occupy is acquired for the Project you MAY be eligible for the following relocation assistance:

- Payment for moving expenses.
- Counseling and other advisory service, including referrals to replacement housing.
- Financial assistance to help you rent or buy replacement housing.

No relocation payment can be made until the District has made its first written offer to purchase the property. To receive a relocation assistance payment, you must meet certain occupancy requirements and move into a decent, safe and sanitary dwelling within one year after vacating the acquired property.

No person who is lawfully occupying real property required for the project will be asked to move without first being given at least 90 days advance written notice. No occupants eligible for relocation payments, will be required to move unless adequate decent, safe and sanitary replacement housing is available.

You may appeal to the District if you believe that the District has failed to properly determine your eligibility to receive benefits, or the amount of relocation assistance payment for which you may be entitled.

If for any reason any other person moves into this residence with you after this notice, your assistance may be reduced.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other assistance. When the property you occupy is acquired, or if the District decides not to purchase the property, you will be notified in writing.

If you have any questions about the project or information contained in the enclosed brochure, please call Overland Resources, Inc. at (800) 901-5263.

Sincerely,

Overland Resources, Inc.

Project Manager

On behalf of the San Diego Unified School District

Original received: _____
(Date)

By: _____

By: _____

Name
Address
City, State Zip

Subject: **General Relocation Information Notice – Owner Occupied**
Florence Griffith-Joyner Elementary School Project

Greeting

You own and occupy a property that the San Diego Unified School District is considering acquiring for the Florence Griffith-Joyner Elementary School Project. This notice is to inform you of your potential rights and benefits under state law.

If the District successfully acquires the property that you own and occupy and you are subsequently notified and required to move, you may be eligible to receive relocation assistance and benefits under the California Relocation Assistance Act and the State Relocation Guidelines. This assistance and the benefits are briefly outlined below and more fully explained in the accompanying brochure.

PLEASE BE ADVISED THAT THIS IS NOT A NOTICE TO VACATE THE PREMISES AND YOU SHOULD NOT MOVE NOW.

You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal notice that you are eligible for relocation assistance. If you move prior to receiving a Notice of Eligibility and Entitlement, you may not be eligible to receive any relocation assistance. Please contact Overland Resources, Inc., the District's relocation consultants before you make any moving plans.

If the property you own is acquired for the proposed project you MAY be eligible for the following relocation assistance:

- Payment for moving expenses.
- Counseling and other advisory service, including referrals to replacement housing.
- Financial assistance to help you rent or buy replacement housing.

No relocation payment can be made until the District has made its first written offer to purchase the property. To receive a relocation assistance payment, you must meet certain occupancy requirements and move into a decent, safe and sanitary dwelling within one year after vacating the property.

No person who is lawfully occupying real property required for the project will be asked to move without first being given at least 90 days advance written notice. No occupants eligible for

relocation payments will be required to move unless adequate decent, safe and sanitary replacement housing is available.

The District has established a formal review process to which you may appeal if you believe that the District has failed to properly determine your eligibility for, or the amount of, the relocation assistance payment for which you may be entitled.

If for any reason any other person moves into this residence with you after this notice, your assistance may be reduced. This assistance is more fully explained in the enclosed brochure.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other assistance. When the property you own is acquired, or if the District decides not to purchase the property, you will be notified in writing.

If you have any questions about the project or information contained in the enclosed handbook, please call Overland Resources, Inc. at (800) 901-5263.

Sincerely,

Overland Resources, Inc.

Project Manager

On behalf of the San Diego Unified School District

Original received: _____
(Date)

By: _____

By: _____

APPENDIX B

GENERAL INFORMATION NOTICE
(Spanish)

Occupante
Domicilio
Ciudad, Estado, Zona Postal

Tema: Noticia de Información General de Reubicación-Inquilino
Proyecto Escuela Primaria el la Zona de Florence Griffith-Joyner

Estimado:

Usted es inquilino de la propiedad que el Distrito Escolar de San Diego esta considerando adquirir para el propuesto proyecto de una Escuela Primaria el la Zona de Florence Griffith-Joyner. Esta notificación es para informarle de los derechos y beneficios posibles bajo la ley estatal.

Si el Distrito es exitoso en adquirir la propiedad y usted es posteriormente notificado y requerido a moverse, puede ser elegible a recibir asistencia bajo las guias del Acto de Asistencia de Reubicacion del estado de California.

SINEMBARGO, POR FAVOR ESTE CONSIENTE QUE ESTA NO ES UNA NOTIFICACIÓN PARA DESOCUPAR LA PROPIEDAD, Y POR LO PRONTO NO DEBE MOVERSE.

Debera continuar de pagar so renta mensual y otras obligaciones a su propietario porque al fayar en pagar la renta y sus otras obligaciones podra causarle el desahucio y la pérdida de ayuda a la cual podra tener derechos de recibir. Antes de de recibir noticia formal de su elegibilidad de asistencia, le urgimos que no se mueva o firme ningun acuerdo para comprar o alquilar un nuevo local. Si se mueve o es legalmente desalojado por su propietario antes de recibir tal noticia, no sera elegible para recibir asistencia de reubicacion. Por favor de ponerse en contacto con los consultantes de el Agencia, Overland Resources Inc., antes de hacer planes de mudanza.

Si su propiedad es adquirida para el propuesto proyecto usted, QUIZÁ pueda ser elegible a recibir la siguiente asistencia de reubicación:

- Pago de mudanza
- Servicios para orientarlo en la reubicación incluyendo referencias a viviendas de reemplazo.
- Asistencia financiera para ayudarle a comprar ó adquirir una vivienda de reemplazo.

No habra pago de reubicación hasta que el Distrito de su primer oferta escrita. Para ser elegible a recibir asistencia de reubicación, tendra que cumplir con siertos requisitos de su estancia como inquilino en la propiedad. Tendra un año para mudarse a un hogar decente, seguro y sanitario despues de haber dejado vacante su vivienda, que fue adquirida.

El Distrito ha establecido un proceso formal de apelación, si usted siente que el Distrito no ha podido determinar correctamente su elegibilidad ó la cantidad de pago autorizado.

Si por alguna razon otra persona se mueve a su residencia, despues de esta notificación, su asistencia puede ser reducida. La asistencia es esplicada en detalle en el folleto que se le manda con esta notificación.

Una vez más, no es un aviso de desalojar su propiedad y no establece la elegibilidad para el pago de asistencia de reubicación ó otra asistencia. Cuando la propiedad que usted ocupa es adquiridad ó si el Distrito decide no comprar su propiedad, se le mandara una notificación escrita.

Si usted tiene preguntas sobre el proyecto ó la información contenido en el folleto incluido, por favor de llamar a Overland Resources, Inc., al numero (800) 901-5263.

Sinceramente,

Overland Resources, Inc.

A Favor del Distrito Escolar de San Diego

Occupante
Domicilio
Ciudad, Estado, Zona Postal

Tema: Noticia de Información General de Reubicación-Dueño/Ocupante
Proyecto Escuela Primaria el la Zona de Florence Griffith-Joyner

Estimado:

Usted es dueño y ocupa la propiedad que el Distrito Escolar de San Diego esta considerando adquirir para el propuesto proyecto de una Escuela Primaria el la Zona de Florence Griffith-Joyner. Esta notificación es para informarle de los derechos y beneficios posibles bajo la ley estatal.

Si el Distrito es exitoso en adquirir su propiedad y usted es posteriormente notificado y requerido a moverse, puede ser elegible a recibir asistencia bajo las guias del Acto de Asistencia de Reubicacion del estado de California.

SINEMBARGO, POR FAVOR ESTE CONSIENTE QUE ESTA NO ES UNA NOTIFICACIÓN PARA DESOCUPAR LA PROPIEDAD, Y POR LO PRONTO NO DEBE MOVERSE.

Se le sugiere no moverse ni firmar un contrato de compra ó arrendamiento de una unidad, antes de recibir una notificación formal, que usted es elegible a recibir asistencia de reubicación. Si usted se mueve antes de recibir tal noticia, puede no ser elegible a recibir asistencia de reubicación. Por favor de ponerse en contacto con los consultantes del Distrito, Overland Resources, Inc., antes de hacer planes para mudarse.

Si su propiedad es adquirida para el propuesto proyecto usted, QUIZÁ pueda ser elegible a recibir la siguiente asistencia de reubicación:

- Pago de mudanza
- Servicios para orientarlo en la reubicación incluyendo referencias a viviendas de reemplazo.
- Asistencia financiera para ayudarle a comprar ó adquirir una vivienda.

No habra pago de reubicación hasta que el Distrito de su primer oferta escrita. Para ser elegible a recibir asistencia de reubicación, tendra que cumplir con siertos requisitos de su estancia en su hogar. Tendra un año para mudarse a un hogar decente, seguro y sanitario despues de haber dejado vacante su vivienda, que fue adquirida.

El Distrito ha establecido un proceso formal de apelación, si usted siente que el Distrito no ha podido determinar correctamente su elegibilidad ó la cantidad de pago autorizado.

Si por alguna razon otra persona se mueve a su residencia, despues de esta notificación, su asistencia puede ser reducida. La asistencia es explicada en detalle en el folleto que se le manda con esta notificación.

Una vez más, no es un aviso de desalojar su propiedad y no establece la elegibilidad para el pago de asistencia de reubicación ó otra asistencia. Cuando la propiedad que usted ocupa es adquirida ó si el Distrito decide no comprar su propiedad, se le mandara una notificación escrita.

Si usted tiene preguntas sobre el proyecto ó la información contenido en el folleto incluido, por favor de llamar a Overland Resources, Inc., al numero (800) 901-5263.

Sinceramente,

Overland Resources, Inc.

A Favor del Distrito Escolar de San Diego

APPENDIX C

RESIDENTIAL RELOCATION HANDBOOK (English)

Residential
Relocation Assistance Program
Handbook

San Diego Unified School District

Relocation Assistance Program Handbook

Project Assurances	1
Definition of Terms	2
Governing Regulations	3
Summary of Occupant Benefits	3
A. Relocation Advisory Services	3
B. Moving Cost Assistance	5
C. Rent Differential Payments	5
D. Purchase Differential Payment	7
E. Incidental Expenses Payment	7
F. Interest Differential Payment	7
Last Resort Housing Program	7
Claim Processing and Distribution of Payments	8
Occupant Notification	8
Project Scheduling	8
The Appeals and Grievance Process	8
Time for Occupying Replacement Dwelling and Filing Claims	8

The Relocation Assistance Program

This Relocation Assistance Program handbook (Handbook) summarizes the District's Relocation Assistance Program as it pertains to the occupants of the proposed project area. This summary of benefits has been provided for general information purposes only, and it is not meant to be interpreted as law. Should any difference or error occur, the law will take precedence.

The Relocation Assistance Program as set forth in this section has been adopted as the Policies and Procedures of the District for the implementation of this proposed project. These Policies and Procedures have been developed in order to:

- meet the particular relocation needs of the project occupants; and
- meet the requirements of State and Federal regulations pertaining to displaced persons.

Project Assurances

All occupants will be contacted and interviewed by a Relocation Advisor after the District makes a written offer to acquire the property. The Relocation Advisor will interview the occupants to determine individual relocation needs for a replacement location and for other services. No one who lawfully occupies the dwellings on-site will be required to move without at least 90 days written notice and after detailed information on the relocation program, services and payments has been given. **This Handbook is not a notice to move from the property.** If an occupant moves out before they receive a Letter of Entitlement from the District, they may lose their eligibility to receive assistance and benefits.

Occupants are encouraged to contact the District's Relocation Consultant, Overland Resources, Inc., and to cooperate with the staff. The Consultant's address and telephone number are listed below:

Overland Resources, Inc.
24422 Avenida De La Carlota, Suite 275
Laguna Hills, California 92653
(800) 901-5263
(949) 951-5263

Definition of Terms

Various terms and conditions have been defined in this section in order to provide the reader with greater understanding of the Relocation Assistance Program available to the occupants.

Comparable Replacement Dwelling. For the purposes of this program, a general definition of a comparable replacement dwelling for occupants is a dwelling that is:

- Decent, Safe and Sanitary as described below;
- Functionally equivalent to the displacement dwelling. The term “functionally equivalent” means that it performs the same function, provides the same utility, and it capable of contributing to a comparable style of living;
- In an area not subject to unreasonable adverse environmental conditions from either natural or human sources;
- Currently available to the occupants;
- Within the financial means of the displaced person, either by their own means or through assistance from the District.

Decent, Safe & Sanitary (DS&S). In order to meet Decent, Safe and Sanitary requirements, a replacement site 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 devises.
- 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 person.
- Contain unobstructed exit 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 exit.
- For a person who is mobility impaired, the dwelling must be free of any barriers which would preclude reasonable access, or use of the dwelling by such person.

Eligible Occupant. Relocation Assistance Benefits will be available to all tenants who legally occupy the dwelling 90 days prior to the District's First Written Offer to purchase the property from the owner. If the occupant is the homeowner, they must have been in occupancy for 180 days prior to the District's First Written Offer in order to be eligible to receive full Relocation Assistance Benefits.

Governing Regulations

Relocation Assistance shall be provided to all occupants in compliance with *California Relocation Assistance and Real Property Acquisition Guidelines, California Code of Regulations, Title 25, Chapter 6, the Government Code of the State of California, Section 7260 et seq.* and *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.* An explanation and application of these guidelines follow.

Summary of Occupant Benefits

The District has adopted the following Relocation Assistance Program in order to provide occupants with the benefits to which they are entitled under Federal and State Relocation Guidelines.

- A. Relocation Advisory Assistance.** Each eligible occupant will have access to a Relocation Advisor. The Relocation Advisor shall provide ongoing advisory assistance to occupants by assisting occupants in locating and securing a replacement dwelling. In addition, the Relocation Advisor shall ensure that each eligible occupant receives the following:
1. Each eligible occupant will receive Relocation Advisory Assistance and will be eligible to receive Relocation Benefits as soon as a written offer is made to the owner of the property. Each eligible occupant will receive written documentation concerning his rights and Relocation Benefits after a written offer is made to the owner.
 2. Each eligible occupant will be interviewed by his Relocation Advisor. The Relocation Advisor will request documentation concerning length of occupancy and income.
 3. The Relocation Advisor will study the availability of comparable replacement sites in the area. Consideration will be given to the condition of the dwellings and whether or not they compare favorably to the acquired site. A determination will then be made as to the realistic cost for a comparable, decent, safe and sanitary dwelling in the area. Each eligible occupant will then receive a Letter of Entitlement explaining the specific Relocation Benefits to which they are entitled.

4. No person lawfully occupying the acquired site will be required to move from the dwelling without 90 days written notice from the District. The 90-Day Notice to Vacate will include a list of referrals to available replacement housing in the area.
5. The Relocation Advisor will also inform each occupant of the eviction policies that will apply if a 90-Day Notice to Vacate is served.
6. Each eligible occupant will receive current and continuing information on the availability of comparable replacement dwellings in the area.
7. Each eligible occupant will be provided with a Relocation Advisor who will act as a liaison to prospective landlords, Realtors and the District. The Relocation Advisor will provide documentation to prospective landlords, lenders and realtors concerning Relocation Benefits. In addition, the Relocation Advisor will help each occupant complete relocation claims that will be submitted to the District. Should an occupant have a grievance against the District in regard to Relocation Policies and Procedures, the Relocation Advisor will provide the occupant with information concerning the District's Grievance Procedures.
8. The Relocation Advisor will inspect each replacement dwelling to ensure the unit meets Decent, Safe and Sanitary standards.
9. The Relocation Advisor will provide any services required to ensure the relocation process does not result in different or separate treatment of occupants on account of race, color, religion, national origin, sex, marital status or other arbitrary circumstances.
10. The Relocation Advisor will provide other advisory assistance to eligible persons in order to minimize their hardships. When needed, such assistance will include counseling and referrals to housing, financing, employment, training, health and welfare services, as well as other necessary assistance.

B. Moving Cost Assistance. Each household will be assisted with the cost to move their personal property from their current home to their replacement site. Occupants have two options to receive payment.

1. **Moving Cost Allowance.** A household may choose to move their property to the replacement site. A claim will be submitted by the household and payment will be made to the household based on the following Moving Cost Allowance Schedule. This allowance is in accordance with the schedule maintained by the California Department of Transportation.

Moving Cost Allowance Schedule
Occupant Owns Furniture

Number of Rooms	1	2	3	4	5	6
Payment	\$575	\$750	\$925	\$1100	\$1,325	\$1,550

Moving costs for families moving from furnished units are based on a different schedule.

OR

2. **Professional Moving Assistance.** The household may choose to have a professional moving company move their personal property from their current dwelling to their replacement site. The District will pay actual moving expenses based on the lower of at least two acceptable moving bids from qualified professional moving carriers. This will include the cost to pack, move and unpack all personal property from the home to the replacement site. The District will cover all reasonable costs associated with moving and insuring the occupant's personal property up to 50 miles from his current dwelling. If an occupant chooses this option, a professional moving company may be paid directly by the District to perform the move. Under this option, the District will also pay for the reconnecting of utilities at the replacement site and for the cost to store personal property moved from the site for up to 12 months, if determined to be necessary by the District.

C. Rent Differential Payments. A Rent Differential Payment will be available to all eligible tenant occupants. The purpose of a Rent Differential Payment is to allow an occupant to relocate to a comparable replacement dwelling without having to pay an increase in rent and to make the unit affordable to the tenant. The District will make all Rent Differential Payments either directly to the tenant or to the tenant's new landlord.

There are two ways to calculate tenant Rent Differential Payments under the District's Relocation Assistance Program. If the occupant provides adequate documentation, then the District will calculate the Rent Differential Payment using both methods. The occupant will be eligible to receive a payment based on whichever method provides the greatest assistance. The maximum Rent Differential Payment is \$5,250.

1. Based on the Difference Between Most Comparable Rent and Current Rent: The District will perform a study to determine the cost to rent a comparable, decent, safe and sanitary replacement dwelling in the area. The District will then subtract the amount of the household's current rent and utilities from the rent and estimated utilities at the most comparable unit. This will equal the amount of the maximum Rent Differential Payment to which the household is entitled each month. This assistance is provided for 42 months.

$$\begin{array}{r} \text{Comparable Rent Plus Estimated Utilities} \\ \text{-minus-} \\ \text{Current Rent and Actual Average Utility Costs} \\ \text{equals: } \quad \mathbf{\text{Maximum Monthly Rent Differential Payment}} \end{array}$$

OR

2. Based on the Difference Between Most Comparable Rent and 30% of Gross Monthly income. The District will perform a study to determine the cost to rent a comparable, decent, safe and sanitary replacement dwelling in the area. The District will require the household to provide documentation of all household income. The District will then subtract 30% of the household's Gross Monthly Income from the most comparable rent and estimated utilities. This equals the amount of the maximum Rent Differential Payment to which the household is entitled each month. This assistance is provided for 42 months.

$$\begin{array}{r} \text{Comparable Rent Plus Estimated Utilities} \\ \text{-minus-} \\ \text{30\% of the Household's Gross Monthly Income} \\ \text{equals: } \quad \mathbf{\text{Maximum Monthly Rent Differential Payment}} \end{array}$$

Each eligible tenant household will receive an Eligibility Notice describing all Relocation Benefits and the maximum Rent Differential Payment to which the household is entitled. The Letter will also explain the “**Spend to Get**” requirement. The “Spend to Get” requirement means that the occupant must use the funds to rent a comparable replacement dwelling in order to receive the Rent Differential Payment each month.

If an occupant so chooses, they may use their Rent Differential Payment to

purchase a replacement dwelling. If the occupant chooses this option, they must use the funds as a down payment and towards non-recurring closing costs.

D. Purchase Differential Payment. The owner occupant of a dwelling to be acquired may be entitled to receive a Purchase Differential Payment if they have owned and occupied the dwelling for not less than 180 days prior to the first written offer from the District. The Purchase Differential Payment is the difference between the cost of a comparable replacement dwelling and the acquisition price paid by the District. The maximum Purchase Differential Payment is \$22,500.

The District will perform a housing study to determine the cost to purchase a comparable replacement home in the area. The District will then calculate the difference between the cost to purchase a replacement home and the price paid by the District for the current dwelling.

E. Incidental Expenses Payment. The owner occupant of a dwelling may also be entitled to receive an Incidental Expenses Payment based on the closing costs to purchase a comparable replacement dwelling. The incidental expenses to be paid are those necessary and reasonable costs actually incurred by the owner as a result of the purchase of a replacement dwelling, and customarily paid by the buyer. If necessary, the Incidental Expenses Payment will be prorated to reflect the purchase of a comparable replacement dwelling as determined by the District.

F. Interest Differential Payment. The owner occupant of a dwelling may also be entitled to receive an Interest Differential Payment based on the cost to secure a loan to purchase a comparable replacement dwelling. This payment is provided to ensure that the displacee is able to secure a comparable replacement property without incurring additional loan costs.

<p style="text-align: center;">Last Resort Housing Program</p>

Housing of Last Resort is a program which allows for the implementation of certain regulations if the Purchase Differential Payment or the Rent Differential Payment exceeds the standard limits as set by State and Federal Regulations. These regulations stipulate

that any tenant occupant who is eligible to receive a Rent Differential Payment in excess of \$5,250 and any owner occupant who receives a purchase Differential payment in excess of \$22,500 is to be considered for the Housing of Last Resort Program. If occupants fall into this category, it will be necessary for the District to provide Last Resort Housing for the occupants. All payments are based on the most comparable replacement property as approved in the District's Comparable Housing Study. As with all other Replacement Housing Payments, occupants must meet "Spend to Get" requirements in order to claim Last Resort Housing payments.

**Claim Processing and
Distribution of Payments**

All claims are to be filed through the household's Relocation Advisor. The Advisor will assist the occupants in completing their claim forms, will notify each household of the documentation needed in order to file the claim and will inspect all replacement properties as needed. Each claim will be submitted along with documentation to the District for review and processing. Checks will be available for approved claims within 30 days of the date all documentation is submitted to the Relocation Advisor.

**Occupant
Notification**

The Relocation Advisor will personally notify each household in writing of their eligibility to receive Relocation Assistance and will schedule an appointment for an interview once an offer has been made to purchase the property. The Advisor will also deliver the household's Letter of Entitlement and all subsequent notices as necessary.

Scheduling

All activities will be scheduled so that no person lawfully occupying the site will be required to move from their home without first receiving a Letter of Entitlement and 90 days written notice from the District of the date by which such a move is required. The District will deliver a Letter of Entitlement to each occupant so that the occupant will be fully informed of available assistance.

**The Appeals and
Grievance Process**

In the event an occupant believes they have been denied an eligible benefit, disputes the amount of any payment, or has been discriminated against in any manner, the occupant will be afforded an opportunity to file an appeal or grievance with the District's Relocation Appeals Board, or its designee, who will consider the claim and documentation and will prepare a written response to the claim. The Relocation Advisor will explain the District's grievance procedure in greater detail as necessary.

**Time for Occupying
Replacement Dwelling
And Filing Claims**

The replacement dwelling must be occupied within 12 months after the date of displacement, **AND** all claims must be filed within 18 months after the date of displacement.

APPENDIX D

RESIDENTIAL RELOCATION HANDBOOK
(Spanish)

Residencial
Manual del Programa de
Asistencia de Reubicación

Distrito Escolar de San Diego

El Manual del Programa de Asistencia de Reubicación

Garantía del Proyecto	1
Definición de Términos	2
Regulaciones Gubernamentales.....	3
Sumario de Beneficios del Ocupante.....	3
1. Servicios de Asistencia de Reubicación.....	3
2. Asistencia Con Gastos de Mudanza.....	5
3. El Suplemento de Pago de Alquiler.....	5
4. Pago Diferencial del Precio de Compra.....	7
5. Pago de Costos Incidentales.....	7
6. Pago Diferencial de Interés	7
Vivienda de Último Recurso.....	7
Procesamiento de Reclamo y Distribución de Pago	8
Notificación al Ocupante	8
Plan de Proyecto.....	8
El Proceso de Apelación y Queja.....	8
Tiempo para Ocupar Vivienda de Reemplazo y Reclamos.....	8

El Programa de Asistencia de Reubicación

El Manual del Programa de Asistencia de Reubicación explica el Programa de Asistencia de Reubicación del Distrito, relacionado con los ocupantes del proyecto. Esta información de beneficios sirve como proposito de información en general, no interpretado como ley. Si sucede una diferencia ó un error, la ley toma preferencia.

El Programa de Asistencia de Reubicación como es indicado en esta sección ha sido adoptado por el Distrito. Sus Pólizas y Procedimientos seran implementadas para este proyecto. Las Pólizas y Procedimientos son utilizadas para 1) cumplir con las necesidades para cada ocupante del proyecto y 2) cumplir con los requisitos de las leyes Federales y Estatales relacionado con ocupantes desplazados.

Garantía del Proyecto

Todos los ocupantes del proyecto son entrevistados por el Consejero de Reubicación, después de que el Distrito manda una oferta de compra para adquirir la propiedad.

El Consejero entrevista a todos los ocupantes del proyecto y determina sus necesidades particulares para una vivienda de reemplazo y alguna otra necesidad. Ninguna persona que legalmente ocupe una vivienda del proyecto sera requerida a moverse sin haber recibido una Notificación de Desocupar Vivienda de 90 Dias y después de haber recibido información del Programa de Reubicación, los servicios y los pagos se le han dado al ocupante. **El Manual no es notificación de moverse del area del proyecto.** Si el ocupante del proyecto se mueve antes de recibir su Carta de Beneficios de Distrito, puede quizás perder sus beneficios de asistencia de reubicación.

Se les recomienda a los ocupantes del proyecto hablar con los Consultantes de Reubicación del Distrito y cooperar con ellos. El nombre de los Consultantes su domicilio y telefono estan el la siguiente sección.

Overland Resources, Inc.
24422 Avenida de La Carlota
Suite 275
Laguna Hills, CA 92653
(800) 901-5263

Definición de Términos

Various términos y condiciones han sido definidos en esta sección en orden de proveer al lector el mejor entendimiento de la Asistencia de Reubicación. El Programa es disponible a los ocupantes de el proyecto.

Vivienda Comparable. El propósito de este proyecto, se define en general de una vivienda comparable de reemplazo para ocupantes de viviendas de el proyecto:

- Decente, Segura y Sanitaria, como se describe a continuación;
- Funcional y ser equivalente como la vivienda de desplazo. El termino “funcional y equivalente” se refiere a que realice las mismas funciones, proveyendo las mismas utilidades y capaz de contribuir a un estilo de vida comparable;
- En una zona no sujeta a razones desfavorables en condiciones ambientales sea naturales ó humanitarias.
- Vivienda actualmente disponible para ocupantes del proyecto.
- Con recursos economicos para las personas desplazadas, sea con sus medios ó con la asistencia del Distrito.

Decente, Segura y Sanitaria, (DS&S). En orden de reunir Decente, Segura y Sanitaria, requiere que el lugar de reemplazo reuna los siguientes requisitos:

- Una estructura a prueba de sonido climatológica y buenas condiciones.
- Contener un sistema electrico y seguro para iluminación y otros aparatos.
- Contener un sistema de calefacción capaz de mantener una temperatura saludable.
- Tener la medida adecuada, para estar de acuerdo con el número de cuartos y área de vivienda en espacio para el acomodo de las personas desplazadas.
- Contener una estructura de acuerdo a la seguridad, espacio descubierto al nivel del piso. Si la vivienda es en un segundo piso ó mas con acceso directo a corredor comun, el corredor comun debera tener almenos dos maneras de ingreso.
- Para personas limitadas, debe ser libre de barreras que puedan evitar el acceso ó uso de la vivienda de esta persona.

Ocupante Elegible. La Asistencia de Beneficios de Reubicación sera disponible para los inquilinos elegibles, son los ocupantes de la vivienda 90 dias antes de la primer oferta escrita de compra, por el Distrito al propietario. Si el ocupante es el propietario, tendria que haber ocupado la vivienda por 180 dias antes de la primer oferta de compra por el Distrito, para ser elegible a recibir completa su Asistencia de Beneficios de Reubicación.

**Regulaciones
Gubernamentales**

La Asistencia de Reubicación sera disponible a todos los ocupantes del proyecto siguiendo las normas del Programa de Reubicación de California y Adquisición Real de Propiedades. Guia de Información, El Codigo de Regulaciones de California, Titulo 25, Capitulo 6 del Codigo de Gobierno del Estado de California, Sección 7260 et seq. Y La Asistencia Uniforme de Reubicación y La Adquisición Real de Propiedades de la Póliza del Artículo de 1970 como enmienda. Una explicación y la aplicación de la Guia de Información a continuación:

**Sumario de Beneficios
del Ocupante**

El Distrito a adoptado el siguiente Programa de Asistencia de Reubicación para proveer a los ocupantes del proyecto los beneficios y sus derechos bajo las leyes Federales y Estatales de las Guías de Información de Reubicación.

A. Asesoría de Asistencia de Reubicación. Cada ocupante elegible tendra acceso a un Consejero de Reubicación. El Consejero debere proveer asistencia al ocupante en localizar y asegurar el reemplazo de una vivienda. Adicionalmente, el Consejero de Reubicación debere asegurar que cada ocupante elegible reciba lo siguiente:

1. Cada ocupante elegible tiene el derecho a recibir asistencia de un Consejero de Reubicación y sera elegible a recibir beneficios de Reubicación, tan pronto como la oferta escrita se le de al dueño de la propiedad. Cada ocupante elegible debere recibir un documento escrito acerca de los derechos y Beneficios de Reubicación, despues de la oferta escrita al dueño,
2. Cada ocupante elegible debere entrevistarse con un Consejero de Reubicación . El Consejero de Reubicación solicitara documentación sobre el tiempo de estancia en su hogar y su ingreso.
3. El Consejero de Reubicación estudiara las areas comparables de viviendas de reemplazo. Considerando las condiciones de la vivienda si hay ó no lugares comparables, favorables a el lugar adquirido. Una determinación se tomara después del costo real comparable, decente, seguro y sanitario de la area. Cada ocupante elegible recibira una carta explicando en completo sus Beneficios de Reubicación, de los cual son elegibles.

4. El desarrollo de este proyecto se debera programar, para cumplir, que ninguna persona legalmente ocupante del lugar adquirido, se le requiera mudarse de la vivienda, sin primero la notificación de 90 dias escrita por el Distrito y la fecha para moverse requerida. La Notificación de 90 Dias de Vacancia tambien lleva adjunto, una list de viviendas comparables de reemplazo en el area.
5. Cada ocupante elegible debera recibir información corriente y continua de viviendas de reemplazo disponibles en el area.
6. Cada ocupante elegible se le proporcionara un Consejero de Reubicación, que le ayudara con posibles Dueño de viviendas comparables, Agentes de Bienes y Raises ó con el Distrito. El Consejero de Reubicación proporcionara la documentación requerida por posibles Dueños, Prestamistas ó Agentes de Bienes y Raises tocante sus Beneficios de Reubicación. Adicionalmente, el Consejero de Reubicación le ayudara a llenar los Reclamos de Reubicación que seran sometidos al Distrito. Si el ocupante tiene alguna queja encontra el Distrito, tocante las Polizas y los Procedimientos del su Reubicación, el Consejero de Reubicación le proporciona con la información tocante los Procedimientos de Queja del Distrito.
7. El Consejero de Reubicación inspeccionara cada vivienda de reemplazo para asegurar que la unidad esta Decente, Segura y Sanitaria.
8. El Consejero de Reubicación ayudara en cualquier servicio requerido para asegurar que el proceso de reubicación no resulte en una diferencia ó trato separado de ocupantes acuenta de su raza, colour, región, origen nacional, sexo, status marital ó otras circunstancias arbitrarias.
9. El Consejero de Reubicación dara asistencia adicional para evitar circunstancias dificiles. Cuando el ocupante necesite este tipo de asistencia, el Consejero dara consejeria, referencias a viviendas, información de financiamiento, empleo, entrenamiento, salud y asistencia social, tambien como otras asistencias.

B. Asistencia Con Gastos de Mudanza. Cada vivienda del proyecto tendra asistencia con los gastos de mudanza para mover su propiedad personal, de su hogar de desplazo al hogar de reemplazo. Ocupantes tienen dos opciones para recibir pago.

1. Pago Fijo de Mudanza. Los ocupantes del hogar tienen la opción de mover su propiedad personal de su vivienda. Un reclamo sera sometido al Distrito por los ocupantes de la vivienda basado por en numero de cuartos. La siguiente es la Tabla de Pago Fijo por cuarto. La cantidad asignada esta de acuerdo con el Departamento de Transportación del Estado de California.

Plan de Pago Fijo
Ocupante Dueño de Muebles

Numero de Cuartos	1	2	3	4	5	6
Pago	\$575	\$750	\$925	\$1,100	\$1,325	\$1,550

Costos de mudanza para familias que se mueven de viviendas amuebladas, plan es diferente

ó

2. Asistencia de Mudanza Profesional. Los ocupantes del hogar tienen la opción de una mudanza profesional, de su hogar de desplazo a su hogar de reemplazo. El Distrito paga los gastos reales basado a dos ofertas de Compañías de Mudanza, el pago esta basado a la oferta menor. Transportistas tendran que empacar, transportar y desempacar del hogar de desplazo al hogar de reemplazo. El Distrito cubre todos los gastos razonables asociados con su mudanza y asegurando la propiedad personal de los ocupantes hasta 50 millas del hogar de desplazo. Si el ocupante escoge esta opción, el Distrito puede mandar el pago directamente a la Compañía de Transporte Profesional. Bajo esta opción, el Distrito tambien paga la conexión de utilidades en el hogar de reemplazo y puede pagar por almacenar propiedad personal del hogar de desplazo hasta 12 meses, si determina el Distrito ser necesario.

C. El Suplemento de Pago de Alquiler. El Suplemento de Pago de Alquiler es disponible para inquilinos ocupantes. El proposito del Pago es para permitir que el ocupante encuentre una vivienda de reemplazo sin tener que pagar un aumento en su pago de alquiler. El Distrito puede hacer el Suplemento de Pago directamente al inquilino ó al Dueño de la vivienda de reemplazo.

El Suplemento de Pago de Alquiler se puede calcular de dos maneras bajo el Programa de Asistencia de Reubicación del Distrito. Si el ocupante proporciona suficiente documentación, después el Distrito calcula el Suplemento de Pago de Alquiler utilizando cada método. El ocupante será elegible a recibir un pago basado al método que le de asistencia. El Suplemento de Pago Máximo es \$5,250.00.

1. Basado en la diferencia entre la renta comparable y la renta actual: El Distrito llevar a cabo un estudio para determinar el costo de una vivienda comparable, decente, segura y sanitaria de reemplazo en la area. El Distrito entonces resta la cantidad de la renta actual y las utilidades, de la renta comparable y utilidades estimadas. Este método le dara la cantidad de Suplemento de Pago por mes que el ocupante tiene el derecho a recibir. La asistencia es por 42 meses.

Renta Comparable y Utilidades Estimadas
resta: Rental Actual y Promedio de Utilidades
igual: **Máximo Pago Mensual de Suplemento de Alquiler**

2. Basado en la diferencia entre la renta mas comparable y 30% del promedio de su ingreso bruto. El Distrito llevar a cabo un estudio para determinar el costo de una vivienda comparable, decente, segura y sanitaria de reemplazo en la area. El Distrito requiere documentación del ingreso que entra al hogar. El Distrito entonces resta 30% de su ingreso bruto por mes de la renta comparable y utilidades estimadas. Este método le dara la cantidad de Suplemento de Pago por mes, que el ocupante tiene el derecho a recibir. La asistencia es por 42 meses.

Renta Comparable y Utilidades Estimadas
Resta: 30% del Ingreso Bruto de Ocupantes de la Vivienda por Mes
Igual: **Máximo Pago Mensual de Suplemento de Alquiler**

Cada inquilino elegible recibe una Carta de Beneficios que describe todos los Beneficios de Reubicación y la cantidad del Máximo Pago Mensual de Suplemento de Alquiler. La carta también explica “Gastar para Recibir” requisito. Gastar para Recibir, significa que el inquilino debe utilizar los fondos para rentar una vivienda comparable de reemplazo, para poder recibir el Pago de Suplemento de Alquiler cada mes.

El ocupante puede decide utilizar su Pago de Suplemento de Alquiler para la compra de una vivienda de reemplazo. Si el ocupante escoge esta opción, deberá utilizar los fondos para el enganche de la vivienda de reemplazo y ciertos gasto de cierre.

D. Pago Diferencial del Precio de Compra. Un propietario-ocupante de una vivienda que esta en el process de ser alquirida, quizás tenga el derecho a recibir un Pago Diferencial del Precio de Compra, si ha ocupado la vivienda por no menos de 180 dias antes de la primer oferta escrita del Distrito. El Pago Diferencial del Precio De Compra es la diferencia entre el costo de la vivienda de reemplazo y el precio de adquisición del Distrito. El máximo Pago Diferencial del Precio de Compra es \$22,500.00.

El Distrito lleva a cabo un estudio para determinar el Mercado del precio de venta de una vivienda de reemplazo que es equivalente a la vivienda que esta en el proceso de adquirir. El Distrito entonces calcula la diferencia entre el costo para una vivienda de reemplazo y el precio que pago el Distrito por la unidad adquirida.

E. Costos Incidentales de Pago. El propietario-ocupante de la vivienda, quizás tenga el derecho a recibir beneficios por Costos de Incidentales basado en los costos de cierre para la compra de la vivienda de reemplazo. Los gastos incidentales que se pueden pagar, son los necesarios y razonables costos actuales incurridos por la compra de la vivienda de reemplazo y normalmente los paga el comprador.

F. Pago Diferencial de Interés. El propietario-ocupante de la vivienda quizás tenga el derecho a recibir beneficios por Pago Diferencial de Interés basado en el costo de intereses de hipoteca adicional incurrido en la compra de una vivienda de reemplazo. El propósito de este beneficio es para asegurar una vivienda de reemplazo sin incurrir gastos adicionales.

Vivienda de Último Recurso

Vivienda de Último Recurso es un programa que permite la implementación de ciertas regulaciones si el Pago Diferencial de Compra ó el Pago Diferencial de Alquiler exceed la cantidad establecida por las Reglas Estatales y Federales. Estas Reglas tiene la estipulación, si cualquier inquilino ocupante elegible a recibir el Pago Diferencial de Alquiler en exceso de \$5,250 y un propietario ocupante que recibe un Pago Diferencial de Compra en exceso de \$22,500 debe ser considerado como Vivienda de Último Recurso. Si los ocupantes del proyecto entran en esta categoria, sera necesario que el Distrito proporcione Viviendas de Último Recursos para los ocupantes. Todos los pagos estan basados por la list de viviendas mas comparable de reemplazo, aprovada por el Distrito. Como cualquier otro pago de reubicación, ocupantes, necesitan Gastar Para Recibir, para poder reclamar Vivienda de Último Recurso.

**Procesamiento de
Reclamo
Y Distribución de Pagos**

Todos los reclamos de la vivienda deben de ser llenados por su Consejero de Reubicación. El Consejero da asistencia a todos los ocupantes, para completar todos los reclamos y notifica a cada vivienda que documentación se necesita para terminar sus reclamos. El Consejero también va a la propiedad de reemplazo y lleva a cabo su inspección como es requerida. Cada pago de reclamo, aprobado, estará disponible dentro de 30 días de la fecha que toda la documentación fue sometida a el Consejero de Reubicación.

**Notificación al
Ocupante**

El Consejero de Reubicación personalmente notifica a los ocupantes de la vivienda en escrito de sus Beneficios de Reubicación y fija un tiempo para entrevistar a los ocupantes después de que el Distrito hace su primera oferta de comprar la propiedad. El Consejero entrega la Carta de Beneficios a los ocupantes y cualquier otras notificaciones necesarias para desocupar la vivienda.

Plan de Proyecto

Todos los proyectos son planeados para que ninguna persona ocupando una vivienda legalmente, requerida para un proyecto, se le pueda pedir que desocupe su hogar, sin dar un aviso por escrito de no menos de 90 días. El Consejero del Distrito también le entrega la Carta de Beneficios a cada ocupante, para que el ocupante este informado de la asistencia disponible.

**El Proceso de Apelación
Y Queja**

Si el ocupante siente que le han negado beneficios ó si esta en desacuerdo con la cantidad de pago ó siente que ha sido discriminado de alguna manera, el ocupante tiene el derecho a presentar una apelación ó queja al La Mesa Directiva de Apelación del Distrito, ó la persona designada a responder en escrito la aprobación ó rechazo al ocupante. El Consejero de Reubicación explicara en detalle el procedimiento cuando tiene una queja.

**Tiempo para Ocupar
Vivienda De Reemplazo
y Reclamos**

Necesita ocupar su vivienda de reemplazo 12 meses después de la fecha que dejo su vivienda de desplazo.

Todos los reclamos deben de ser entregados al Distrito 18 meses después de la fecha de desplazo.

APPENDIX E

COMMENTS SECTION

There were no comments received pertaining to this plan during the 30-day public document review period.