

EDISON LANGUAGE ACADEMY PROJECT

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INTRODUCTION

When it becomes necessary to acquire property to permit new development, the relocation of homeowners, tenants, businesses and non-profits often becomes necessary. This Relocation Plan sets forth procedures to assure the fair, uniform and equitable treatment of persons displaced from their homes and businesses when acquisition and development occurs. It identifies the administrative requirements for conducting relocation and sets forth relocation standards, occupancy standards, methods for obtaining replacement housing, payments available and other related provisions of relocation practices.

The Santa Monica-Malibu Unified School District, hereinafter referred to as “SMMUSD” has taken action that may result in the acquisition and development of property within the City of Santa Monica, California. As a result of this project, two residential-occupied dwellings may be affected and the households may be permanently displaced.

The proposed Edison Language Academy Project (“Proposed Project”) site is located at 2425 Kansas Avenue, in the City of Santa Monica, California. The Project Site is located northeast of the intersection of Cloverfield Boulevard and Kansas Avenue and is generally bounded by residential uses to the northeast, Kansas Avenue to the southeast, residential uses to the southwest, and Virginia Avenue to the northwest. Regional access to the Project Site is provided by Interstate 10 (Santa Monica Freeway).

The Proposed Project site is approximately 5.5 acres in size and consists of the Edison Language Academy Campus (“Campus”) and two additional adjacent parcels. The two additional parcels are located adjacent to the northwest corner of the Campus and south of Virginia Avenue (2508 and 2512 Virginia Avenue). Each parcel to be acquired is developed with a residence and associated garage/shed structures.

Currently, the additional parcels are not part of the Campus, but they are being considered for acquisition by the SMMUSD and are considered part of the Proposed Project.

The current Campus includes 9 classroom structures, 8 relocatable classroom structures, two restroom structures, and one administration, multi-purpose/cafeteria, and library buildings. These buildings have a total of approximately 44,034 assignable square feet of floor area. The northeast and northwest portions of the Campus are developed with a playground that includes basketball courts, playground equipment, and a grass field. The southeast portion of the Campus is developed with the administration building, classrooms, bathrooms, maintenance rooms, and the multi-purpose/cafeteria building. An asphalt-paved parking lot is located adjacent to the cafeteria and runs along the southwest boundary of the Campus. An additional asphalt-paved parking lot is located on the northeast corner of the Project Site. A courtyard bordered by classrooms is on the southern portion of the Campus. The courtyard includes landscaping (grass, trees, and bushes), tables with associated benches and umbrellas, and concrete paved walkways.

The Proposed Project Site is located within the City of Santa Monica, California and includes the following three parcels: the Campus located at 2425 Kansas Avenue, the adjacent parcel located at 2508 Virginia Avenue, and the adjacent parcel located at 2512 Virginia Avenue. The Campus has a General Plan land use designation for Institutional Uses, and the adjacent parcels have a General Plan land use designation for Low Density Housing. The Campus and adjacent parcels are zoned R-2 (Low Density Multiple Residential). The Campus is also zoned within the Public Lands Overlay District.

The Proposed Project has been initiated as a result of the voters' approval of Bond Measure BB supporting the issuance of a \$268-million bond to improve health, safety and class instruction by, among other things, building new school classrooms to replace relocatables, relocating and improving the student drop-off and pick-up area, making progress to meet California Department of Education space standards, and removing hazardous materials, including asbestos, from the Campus. The facilities at the Edison Language Academy are aging and one-half of the classrooms, including those for the preschool program, are housed in aging relocatable structures. The Proposed Project is intended to better serve the attending school children and community by replacing the aging and temporary Edison campus facilities with new state-of-the-art facilities that will foster high quality instruction in a sound, healthy, and sustainable environment. Further, the Proposed Project is intended to provide the Campus with a cohesive, coherent, and unified design, presence, and sense of place that emphasizes the school as a center of the community.

PROJECT CHARACTERISTICS

For purposes of this analysis, the Proposed Project analyzed herein assumes the demolition and removal of all existing school facilities on the Campus (approximately 44,034 sq. ft.), demolition of 2,367 sq. ft. of residential uses on the two adjacent parcels (located at 2508 and 2512 Virginia Avenue), and the development of approximately 48,140 sq. ft. of new school facilities to meet the Proposed Project's objectives. Implementation of the Proposed Project would yield a slight net increase of approximately 4,106 sq. ft. as compared to existing facilities.

Proposed Project Details

The Proposed Project would result in the development of a 27-classroom kindergarten through fifth grade school and a two-classroom pre-school facility on the Project Site. Projected enrollment is expected to remain stable through 2015 with only an insignificant increase of approximately five students to 433 kindergarten through fifth grade students and no increase in the 40 pre-school students in 2015. The additional square footage would largely be attributed to the increase in floor area for administration and support services and the proposed cafeteria/assembly building.

The current enrollment data through October 2008 is consistent with the enrollment projections.

The Proposed Project would result in the development of one- and two-story school buildings located mostly on the northwestern area of the Project Site along the Virginia Avenue frontage. The two-story buildings would be utilized for classroom space and would reach a maximum height of 37 feet. The remaining one-story building would be utilized for administration and support services, the cafeteria, pre-school, and a physical education building located on the west end of the Project Site. The existing playground and surface parking lot areas would also be demolished and redeveloped. The main entrance to the school would be relocated from its current location on Kansas Avenue to the northwestern frontage along Virginia Avenue. The playground and grassy areas would also be relocated from the northern area of the Campus to the central and eastern areas.

The Proposed Project would involve the removal of 63 total existing surface parking spaces and would include 61 parking spaces provided in two surface parking lots located on the southwestern and northeastern corners of the Project Site with a 40-space lot off of Kansas Avenue and a 21-space lot off of Virginia Avenue. Access for truck loading and trash pick-up would be provided through the main parking lot located along the southwestern boundary of the Project Site.

A drop-off and pick-up lane, designed with room for 12 parallel parking spaces would be included along the Virginia Avenue frontage for student and visitor access. With this component, the Proposed Project would include 73 total parking spaces for use by faculty, staff and visitors to the Project Site. In addition, street parking along Kansas Avenue would include 18 parking spaces as compared to the current 17 spaces utilized for 30-minute parking. Pedestrian access would be provided at the following three locations on the Project Site: the main entrance on Virginia Avenue, the secondary entrance on Kansas Avenue, and a pre-school entrance at the northwest corner of the Project Site on Virginia Avenue.

The Proposed Project would involve the demolition of the existing landscape and hardscape elements on the Project Site and the construction of new grass areas, ball fields, basketball courts and playground equipment. All existing trees along Kansas Avenue would remain in their current locations, while the trees located along Virginia Avenue in the public right-of-way would be removed and relocated in coordination with the City of Santa Monica to accommodate the proposed drop-off and pick-up lane. It is anticipated that through the successful implementation of the carefully planned construction phases that the majority of the existing classrooms, administrative services, and other existing functions currently located on the Campus would continue to function during development of the Proposed Project.

Del Richardson & Associates, Inc. has prepared and will administer this Relocation Plan (the "Plan"), under the direction of or in conjunction with SMMUSD. This Plan provides the results of a needs assessment survey, a housing resource study and details of the displacing entity's proposed relocation program. This Plan 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.

(the "CRAL") and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, chapter 6, section 6000 et seq. (the "Guidelines"). Federal funds will not be included in the financing of this project.

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

ASSESSMENT OF NEEDS

To obtain information for the preparation of this Plan, personal interviews were conducted with the household occupants residing on the Project site. There are two homeowner occupants that will be permanently displaced by the activities of the Proposed Project.

A confidential Summary of Residential Replacement Housing Needs and Estimated Relocation Costs detailing household characteristics including replacement housing needs and estimated relocation costs was prepared. In order to protect the confidential information that was provided, this document is available for review on an "as needed" basis.

The Federal Department of Housing and Urban Development (HUD) has established 2008 low income limits for the Los Angeles County area. The table below indicates the maximum household income allowable to be considered a low income household based on the number of people in the household:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$42,450	\$48,500	\$54,600	\$60,650	\$65,550	\$70,350	\$75,200	\$80,050

REPLACEMENT HOUSING RESOURCES

In February 2009, the relocation consultant conducted preliminary surveys of replacement housing resources in close proximity to the Project site. The survey focused primarily on confirming the number of available units of comparable, decent, safe, and sanitary units that contain the required minimum number of bedrooms and are comparable with respect to the number of rooms and habitable living space that would adequately accommodate each displaced household.

Since relocation will not occur for several months, the particular properties listed may not be available at the time of displacement. Thus, the information below is not meant to serve as a definitive assertion of availability, but rather as an indicator of a general trend:

Residential Rentals
(Apartments, Condos and Houses)

Bedrooms	Type	Units	Price Range
		Available	
2	Apartment	20	\$1,550 - \$2,850
3	Apartment	20	\$1,945 - \$2,995
4	Apartment	8	\$2,399 - \$8,500

Residential Sales
(Single Family Dwellings and Duplexes)

Bedrooms	Type	Units	Price Range
		Available	
2	SFD	8	\$625,000-\$998,000
3	SFD	11	\$699,000-\$1,650,000
4	SFD	6	\$1,099,000-\$1,895,000

CONCURRENT DISPLACEMENT

There are not any other current or proposed displacing activities in the project's jurisdiction that may impact upon the ability to relocate the displaced households.

Temporary Housing

There is no anticipated need for temporary housing. Should such a need arise, the SMMUSD will respond appropriately and in conformance with all applicable laws and requirements for temporary relocation.

PROGRAM ASSURANCES AND STANDARDS

There are adequate funds to relocate all the households. Services will be provided to ensure that displacement does not result in different or disparate 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, or any other arbitrary or unlawful discrimination.

No one will be displaced without written 90-days advance 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 unit but not lesser in rooms or living space than necessary to accommodate the displaced household; in an area that does not have unreasonable environmental conditions; not generally less desirable than the

acquired unit with respect to 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 section 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, and all other applicable regulations and requirements.

RELOCATION ASSISTANCE PROGRAM

SMMUSD will be responsible for providing relocation assistance and payments to site occupants displaced by the proposed development activities. It will meet its relocation responsibilities through the use of its staff, supplemented by assistance from consultants, local realtors, social service agencies and bodies, as enumerated in the various sections of this Plan.

SMMUSD is committed to complying with the rules and regulations of this Plan and the California Relocation Assistance and Real Property Acquisition Guidelines and provisions of the California Department of Housing and Community Development's Relocation Assistance and Real Property Acquisition Guidelines and provisions of this Plan as adopted.

SMMUSD will not proceed with any approval of the project or other activities that will directly result in the displacement of any person until it makes the following assurances:

- Fair and reasonable relocation payments will be provided to eligible persons as required by applicable relocation guidelines.
- A relocation assistance advisory program offering relocation services will be established.
- Eligible persons will be adequately informed of the assistance, benefits, policies, practices and procedures, including grievance procedures, provided for by state guidelines.
- Comparable replacement dwellings will be available within a reasonable period of time prior to displacement and sufficient in number, size and cost for the eligible persons who require them.
- Adequate provisions will be made to assure that orderly, timely and efficient relocation of eligible persons to comparable replacement housing will be accomplished without regard to race, color, religion, sex, marital status or national origin and with a minimum hardship to those affected.

- No persons of low or moderate income will be displaced unless and until there is a suitable housing unit available and ready for occupancy by such displaced person at rents comparable to that at the time of their displacement. Such housing will be suitable to the needs of such displaced person and will be decent, safe, sanitary and an otherwise standard dwelling.
- A Replacement Housing Plan will address the issues of the removal of housing units from the housing market in the project area.

Staff

SMMUSD has engaged Del Richardson & Associates, Inc., a relocation consultant with extensive relocation expertise who will be responsible for administering its relocation assistance program to persons who are required to relocate because of the proposed development activities. Beyond professional qualifications and standing, the relocation consultant brings many years of valuable experience and skills in carrying out relocation assistance services for community development programs.

SMMUSD and the relocation consultant recognize the process of displacement may be very disturbing to individuals. The relocation consultant will employ a comprehensive relocation advisory service program that includes a collaborative outreach component and resources to minimize the impact of displacement. Staff will maintain close contact with the displaced person throughout the relocation process to accommodate the needs of every displaced person and there will be sufficient relocation agents and supportive staff assigned who will all be actively involved in the relocation process.

INFORMATIONAL PROGRAM

The SMMUSD has and shall continue to distribute informational materials to all persons eligible for relocation benefits and assistance. In addition, the relocation consultant will:

- Conduct personal interviews and maintain personal contacts with all eligible persons to the maximum extent practicable.
- Through the use of meetings, written notices, newsletters and other media, all eligible persons will be kept informed on a continuing basis of project activities.
- Provide each eligible person written notification of his or her relocation eligibility status.

OBTAINING RELOCATION HOUSING

Private Housing

For many years, Del Richardson & Associates, Inc. has been successful in gaining the cooperation of property owners, realtors, multiple listing bureaus, property management firms and others who offer a wide variety of decent, safe and sanitary housing for rent and sale. Because these relationships have been built over an extended period of time, we have been historically able to supply displacees with referrals to replacement housing resources to meet their needs. These relationships have been continually strengthened throughout the years.

The relocation consultant will obtain and maintain current listings of standard properties for sale and rent that are appropriate for relocation and that are available on a non-discriminatory basis. Information on the size, monthly rent or purchase price and location of available units will be given to eligible persons seeking referrals. As necessary, the relocation agent will provide transportation or other assistance the eligible person made need to facilitate their search for permanent housing.

RELATIONSHIPS WITH SITE OCCUPANTS

Informational Program

The SMMUSD will use personal interviews and contacts, general mailings, distribution of informational material as well as group and public meetings to provide information and answer questions. Staff will be available to attend community meetings of various neighborhood groups, etc. These efforts will continue throughout the relocation process to ensure that each eligible person is fully informed about project time schedules, relocation program, and opportunities to receive such benefits.

Interviews with Site Occupants

Within 60 days following the initiation of negotiations, all eligible persons will be informed as to availability of replacement housing, relocation benefits and assistance and the eligibility requirements thereof, as well as the procedures for obtaining such benefits. The relocation agent will discuss and explain the contents of the Informational Statement and relocation housing standards as well as informing eligible persons of their relocation rights and benefits.

The relocation agent will update any information obtained in prior interviews with eligible persons. The precise relocation needs and preferences of each displaced household will be ascertained. Based on this information, eligible persons will be assisted in formulating and carrying out a personalized Relocation Plan. As necessary, an eligible person will be referred to appropriate service agencies or resources offering special services.

Housing Referral Services

The method for referral to decent, safe and sanitary housing will be personal contact, liaison and assistance by the relocation agent. Displacees will be given written lists of available units. The relocation agent will work closely with the eligible person until they have been relocated into a comparable replacement dwelling.

Inspection of Relocation Housing

All housing units offered as referrals to eligible persons will be internally and externally inspected in advance by the relocation agent. Only those meeting the established standards in accordance with applicable relocation regulations will be considered for comparable replacement housing.

Self-Relocatees

Eligible persons finding their own housing will be urged to notify the relocation agent in advance so that the selected housing may be inspected before it is rented or purchased. Should the displacee move without giving notice or leaving a forwarding address, every effort will be made to locate the eligible persons promptly. Prior to any relocation payments being made, the replacement site will be inspected to ensure that it meets standards for decent, safe and sanitary conditions. Tracing efforts will not be abandoned until appropriate contacts with the post office, utility companies, schools, employers, etc., have been made without success.

Referrals to Social Agencies

Displacees will be referred as necessary to community based social service providers to assist them with special needs arising from disabilities, cultural issues, religious needs, medical issues or other extraordinary circumstances.

RELOCATION ADVISORY ASSISTANCE AND BENEFITS

The information used to prepare this Plan is preliminary and subject to verification as the relocation progresses. Current indications are that most of the displacees are of moderate income. The languages spoken by the tenants in the project area are English, Spanish and Japanese. All relevant information and materials will be prepared in the language most easily understood by each of the households.

Required Notices

As soon as feasible, each occupant of the property shall be issued appropriate advisory notices, as follows:

- **General Information Notice.** Informs affected persons of the project and that they may be displaced by the project.

- **Informational Booklets.** An informational booklet that describes available relocation assistance and payments.
- **Notice of Eligibility for Relocation Assistance.** Informs displaced persons that they will be displaced by the project and establishes their eligibility for relocation assistance and payments.
- **Ninety-Day Notice.** Informs displaced persons of the earliest date by which they will be required to move. This notice may not be issued unless a comparable replacement dwelling is available and the displaced person is informed of its location and has sufficient time to lease or purchase the property.
- **Urgent Need.** In unusual circumstances, a displacee may be required to vacate the property on less than 90 days' advance written notice if SMMUSD determines that a 90-day notice is impracticable, such as when the person's continued occupancy of the property would constitute a substantial danger to health or safety. A copy of SMMUSD's determination shall be included in the applicable case file.
- **Vacate Notice.** At the initial interview, all eligible persons will be advised as to tentative vacate schedules so that they may plan ahead and have sufficient time to obtain relocation accommodations. Every effort will be made to secure the eligible person's cooperation in relocation and continue payment of rent to the SMMUSD, after acquisition of the property. When a specific vacate date is determined, SMMUSD will give at least a sixty (60) day Notice to Vacate prior to the desired vacate date, as required by law.

Each notice shall be personally served or sent by certified or registered first-class mail, return receipt requested. Each notice shall be written in plain, understandable language. Persons who are unable to read and understand the notice (e.g., illiterate, foreign language, or impaired vision or other disability) must be provided with appropriate translation/communication (e.g., sign language interpreter or reader) and counseling. Each notice shall indicate the name and telephone number (including the telecommunication device for the deaf (TDD) number, if applicable) of a person who may be contacted for answers to questions or other needed help.

Eviction Policy

The SMMUSD will undertake eviction proceedings only under the following circumstances:

- Failure to pay rent.
- Performance of a dangerous, illegal act in the unit.
- Maintenance of a nuisance and failure to abate within a reasonable time following notice.
- A material breach of the rental agreement.
- Refusal to accept one of a reasonable number of offers of replacement dwellings.

- Situations permitting eviction under State or local law.

If eviction proceedings are necessary, every effort will be made to provide relocation services prior to eviction. In some cases an eviction action may render a person ineligible for relocation services or payments.

Project Site Office

Due to the small number of displaces, there will be no site office. A relocation agent from Del Richardson & Associates, Inc. will be available and may be reached weekdays from 9:00 a.m. to 8:00 p.m. at DRA, Inc's main office. The telephone number is (310) 645-3729. In addition, displaces may schedule appointments with a relocation agent for outside normal business hours and on weekends.

CITIZEN PARTICIPATION/PLAN REVIEW

This Plan will be provided to the affected households and will be made available to the public for the mandatory thirty (30) day review period.

The SMMUSD actively encourages the involvement of potential displacees in fostering a high degree of participation in the Proposed Project area and in the hearing and planning stages of the relocation process. For this purpose, the SMMUSD plans to:

- Hold informational meetings at locations and times convenient to displacees.
- Prepare and distribute information in English, Japanese and Spanish.
- Provide copy of the Relocation Plan for review and comment.

All comments to this Plan will be included as a plan addendum prior to submission for approval.

RELOCATION BENEFIT CATEGORIES

Relocation benefits will be provided in accordance with the California Relocation Assistance Law, 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.

Residential Moving Expense Payments

The displaced households will be eligible to receive a payment for moving expenses. Payments will be made based upon either a fixed room count as indicated on the current Federal Highway Administration's (FHWA) Fixed Move Payment schedule or an invoice for actual reasonable moving expenses from a licensed professional mover.

Payment for Moving and Related Expenses:

- **A Fixed Moving and Dislocation Payment** is available in an amount up to the maximum indicated on the current FHWA fixed moved schedule to any eligible person who qualifies as displaced. A displaced person is entitled to receive an expense and dislocation allowance as an alternative to a payment for actual moving and related expenses.

Multiple occupants living together and displaced from a single dwelling shall be regarded as one household for the purposes of calculating these payments; or

- **An Actual Reasonable Moving Expenses Payment** is available to any eligible person who qualifies as a displaced person. A displaced person is entitled to payment for actual moving and related expenses, as the SMMUSD determines to be reasonable and necessary, including transportation costs (limited to a 50 mile radius), for moving the displacee and/or personal property. Certain storage costs for up to 12 months may also be eligible for reimbursement.

Rental/Downpayment Assistance Option for Homeowner

If a displaced homeowner household has owned and occupied their current displacement dwelling at least 180 days prior to the initiation of negotiations, desires to rent instead of purchasing a replacement unit, the household is eligible for all the benefits that are available to tenant households.

However, such replacement housing payment may not exceed the payments the household would have been entitled to if it had elected to purchase a replacement unit.

Replacement Housing Payment - Homeowners

A homeowner displaced by this Project will be eligible for relocation replacement housing payments if the following conditions are met:

- The household has owned and occupied their unit for not less than 180 days prior to the “initiation of negotiations.” (See Rental Assistance/Down Payment Assistance above); and
- The household purchases and occupies a replacement unit 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 unit; or (ii) the date that the household vacates the acquired unit, whichever is later.

A displaced homeowner household will receive assistance in relocating to a “comparable replacement” unit and will be eligible for the following benefits, not to exceed \$22,500:

- **Purchase Price Differential**

The displaced households will be entitled to receive an amount equal to the difference between the price paid for the acquired unit and the amount required to purchase a “comparable replacement” unit. SMMUSD is allowed the following options in paying any price differential as explained in section 6102 of the Guidelines:

- **Comparative Method**

Is a case-by-case basis, the SMMUSD will determine the price of a “comparable replacement” unit, which is most representative of the acquired unit, by selecting and considering the listing price of at least three (whenever possible) “comparable replacement” units.

- **Other Payments**

Moreover, a displaced homeowner 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 unit; and (b) Incidental and reasonable one-time costs for acquiring a replacement unit, such as escrow costs, and recording and credit reporting fees.

Replacement Housing Payment for Persons Who Are Not A 90-Day Tenant or 180-Day Homeowner

A person who is displaced from a dwelling that they did not occupy for at least 90 days or 180 days before the initiation of negotiations is not entitled to a replacement housing payment. However, to comply with the Guidelines, SMMUSD will provide the assistance necessary to enable such person to relocate to comparable rental housing within their financial means. Any displaced person who fails to meet the length of occupancy requirements may qualify for assistance under this category.

Last Resort Housing Payment

If at the time of displacement there is a lack of comparable replacement housing, there may be a need to provide Last Resort Housing Payments. 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 up to 42 months worth of rental assistance.

The supplemental increment beyond \$5,250 may be paid in installments or in a lump sum at the discretion of the SMMUSD. There are sufficient replacement housing

resources to rehouse the displaced households according to the housing survey conducted during November 2008. However, whenever comparable replacement dwellings are not available within the monetary limits for displaced owner-occupants and tenants, the SMMUSD must provide additional alternative assistance in accordance with the applicable relocation regulations.

- **Cash Assistance to Exceed Statutory Payment Caps.** The Guidelines require that comparable replacement housing within a person's financial means be made available before the person may be displaced. Whenever the payment ceiling under Replacement Housing Payment for Homeowners (\$22,500) and Replacement Housing Payments for Tenants (\$5,250) is insufficient to provide comparable replacement housing, additional or alternative assistance must be provided. Generally, this is accomplished by providing additional cash assistance that exceeds the above ceiling limits.
- **Other Last Resort Housing Measures.** The Guidelines also authorize SMMUSD to use project funds to undertake special measures, such as the construction, rehabilitation, or relocation of housing; the purchase of land and/or housing and later sale or lease to, or exchange with, the person; the provision of a direct loan; and the removal of barriers for persons with disabilities.
- **Option of Displaced Person.** The displaced person may enter into an agreement with SMMUSD to accept a decent, safe and sanitary replacement dwelling to be provided as a last resort housing measure. Absent such agreement, SMMUSD shall not require the displaced person to accept a dwelling provided by SMMUSD under the last resort housing provisions as an alternative to an acquisition payment or any relocation payment for which the person may otherwise be eligible.

Payment of Relocation Benefits

Relocation benefit payments will be made expeditiously. Claims and supporting documentation for relocation benefits must be filed with the SMMUSD within eighteen (18) months from:

- The date the claimant moves from the acquired property; or
- The date on which final payment for the acquisition of real property is made, whichever is later.

No household will be displaced until "comparable" housing is located as defined above in accordance with Section 6008, Subdivisions (c) and (d) of the Guidelines. Relocation staff will inspect all replacement units to which referrals are made to verify that they meet all the standards of decent, safe, and sanitary as defined in Section 6008, Subdivision (d) of the Guidelines. However, no household will be denied benefits if it chooses to move to a replacement unit that does not meet the standards of decent, safe and sanitary housing.

TERMINATION OF RELOCATION ASSISTANCE

SMMUSD's relocation obligations will terminate under the following circumstances:

- A displaced person moves to a comparable replacement dwelling and receives all assistance and payments to which he is entitled.
- The displaced person moves to substandard housing, refuses reasonable offers of additional assistance in moving to a decent, safe and sanitary replacement dwelling and receives all payments to which he is entitled.
- All reasonable efforts to trace a person have failed. To ensure that the action of a public entity does not reduce the housing supply in critical categories or locations, unsuccessful efforts to trace a particular displaced person shall not lessen the obligation to provide last resort housing.
- A person displaced from his dwelling refuses reasonable offers of assistance, payments and comparable replacement housing.

RELOCATION PAYMENTS NOT CONSIDERED AS INCOME

Section 7269 of California Government Code provides that (a) no payment received by any person in accordance with the relocation Guidelines shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 17001) 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. (b) No payment received by any person under this chapter shall be considered as income or resources to any recipient of public assistance and such payments shall not be deducted from the amount of aid to which the recipient would otherwise be entitled under any other provisions of law.

However, as a matter of caution, displacees should always consult with their tax advisors concerning tax consequences.

Relocation Record

The relocation consultant will prepare and maintain a confidential relocation record of activities and of relocation payments for each eligible person, as required by relocation regulations.

GRIEVANCE PROCEDURES

The SMMUSD has adopted and will maintain a grievance procedure in accordance with applicable relocation regulations. Any displaced household will have the right to ask for 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.

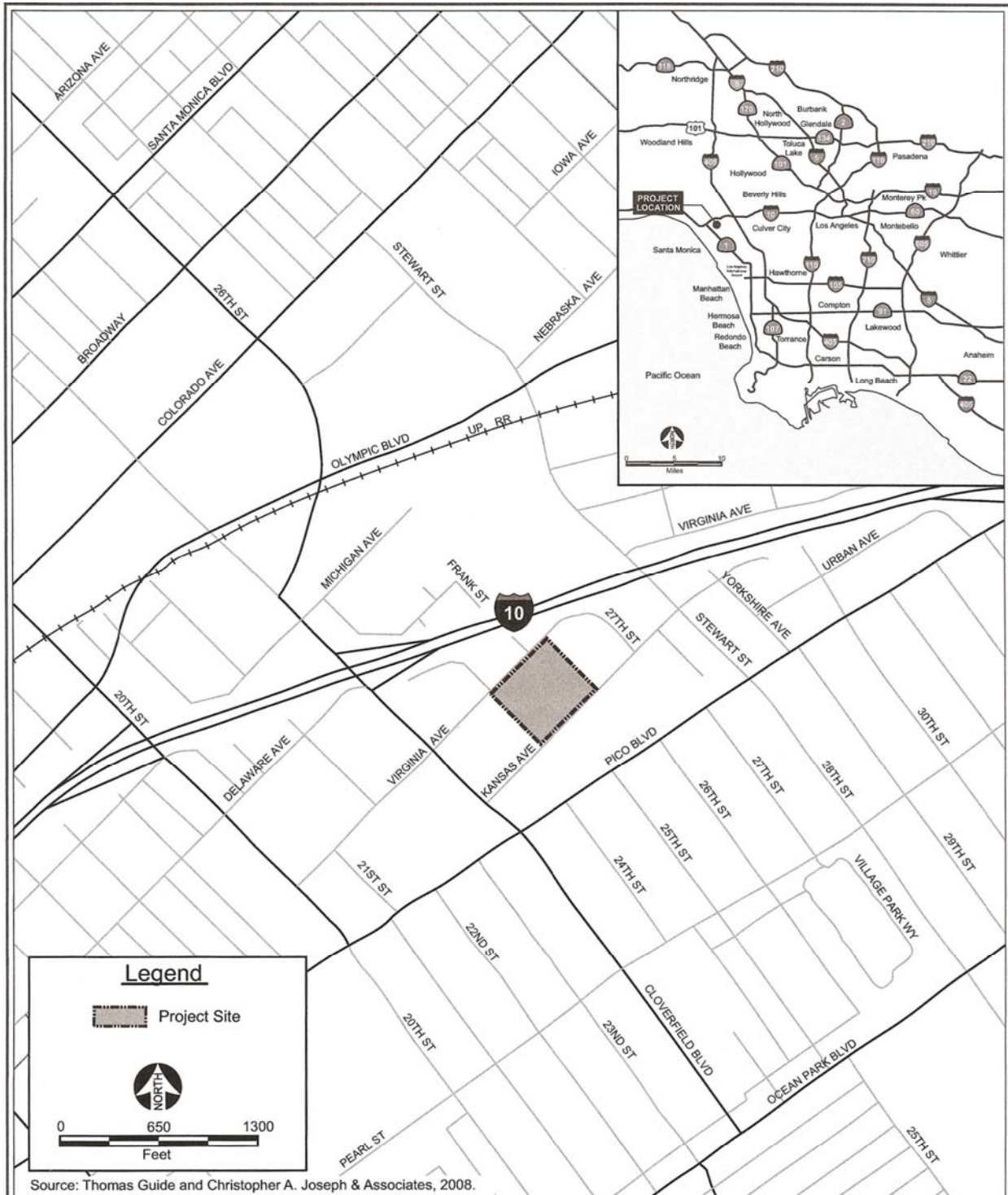
PROJECTED DATES OF DISPLACEMENT

It is anticipated displacement and relocation activity will begin in Spring 2009 and completed by early Fall 2009.

ESTIMATED RELOCATION COSTS

The estimated relocation cost is \$65,492.50 and SMMUSD anticipates using Measure BB bond funding for this project.

EXHIBIT A



Source: Thomas Guide and Christopher A. Joseph & Associates, 2008.



CHRISTOPHER A. JOSEPH & ASSOCIATES
Environmental Planning and Research

Figure II-1
Regional and Project Vicinity Map

EXHIBIT B REQUIRED NOTICES

Dear

The Santa Monica-Malibu Unified School District is interested in acquiring the property you currently occupy at _____ for the proposed *Edison Language Academy Project* that will receive funding assistance in accordance with the school expansion program.

The purpose of this Notice is to inform you that you may be displaced as a result of the proposed project. This Notice also serves to inform you of your potential rights as a displaced person in accordance with the *California Relocation Act (CRAL)* and the *Relocation Assistance and Real Property Acquisition Guidelines*. You may be eligible for relocation assistance and payments under the "Guidelines" if the proposed project receives funding and if you are displaced as a result of acquisition for the project.

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

If you are determined to be eligible for relocation assistance in the future, you may be eligible for:

1. Relocation advisory services including help to find another place to live;
2. At least 90 days advance written notice of the date you will be required to move;
3. Payment for your moving expenses; and
4. Replacement housing payments to enable you to rent or purchase a comparable replacement home.

You will also have the right to appeal the *Santa Monica/Malibu Unified School District's* determination, if you feel that your application for assistance was not properly considered. The enclosed informational brochure, "*Relocation Assistance To Tenants Displaced From Their Homes*" provides an explanation of this assistance and other helpful information.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

Again this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be a displaced person and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined to not be a displaced person, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact our Relocation Consultant, *Del Richardson & Associates, Inc.*, located at *510 S. La Brea Avenue, Inglewood, CA 90301* and the telephone number is *(310) 645-3729*.

Sincerely,

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Enclosure

**NOTICE OF DISPLACEMENT AND ELIGIBILITY FOR
RELOCATION ASSISTANCE -- 180-DAY HOMEOWNER**

Dear

This is a notice of eligibility for relocation assistance. As discussed with you, it will be necessary for you to move after the *Santa Monica-Malibu Unified School District* acquires your home at _____ for the planned *Edison Language Academy Project*.

However, you do not need to move now. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate. And when you do move, you will be entitled to relocation payments and other assistance in accordance with *California Relocation Act (CRAL)* and the *Relocation Assistance and Real Property Acquisition Guidelines*. The effective date of this notice is _____.

You are now eligible for relocation assistance.

You may choose either (1) a payment for your **Actual Reasonable Moving and Related Expenses**, or (2) if you prefer, a **Fixed Moving Expense and Dislocation Allowance** of \$ _____.

If you have owned and occupied your home for at least 180 days prior to _____, you may qualify for a **Replacement Housing Payment - Homeowner** to cover the following costs:

- **Purchase Price Differential.** If we have determined that a "comparable replacement home" will cost more than the value of your present home, you may receive a purchase price differential payment up to \$_____. If we have determined that a "comparable replacement home" will cost less than the value of your present home, you will not be eligible for a Purchase Price Differential.
- **Incidental Expenses.** You will be reimbursed for all reasonable costs incidental to the purchase of your new home, such as recording fees, the title insurance premium, and transfer taxes.
- **Mortgage Interest Differential.** It is our understanding that the interest rate on your current mortgage is ____% and that the current prevailing rate for a similar mortgage is ____%. Assuming these interest rates and an outstanding principal balance of \$_____ on your current mortgage, you may qualify for a payment for additional mortgage financing costs up to \$_____. The exact amount will be determined at the closing and will depend on the actual interest rate of your new mortgage and the amount you borrow.

Listed below are three "comparable replacement homes" that you may wish to consider buying:

	Name and Phone
Address	Asking Price
	of Person to Contact
1.	
2.	
3.	

We would be glad to provide you with transportation to inspect these dwelling units. We believe that the unit at _____ is the most representative of your present home. Since that unit would cost \$_____ more than we have offered you for your present home, you may be eligible for a purchase price differential payment up to \$_____. This is the maximum differential that you are eligible to receive. If you purchase a decent, safe and sanitary replacement home that costs less than \$_____ the price differential payment would be based on the actual purchase price.

Contact us immediately if you do not agree that these units are comparable to your home. We will explain the basis for our selecting these units and, if necessary, we will find other units. We will not base your payment on any unit that is not a "comparable replacement home." Should you wish to rent (rather than buy) a comparable replacement home, let us know. We will help you find comparable rental housing and explain your eligibility for a Rental Assistance Payment.

I am enclosing a brochure entitled, "*Relocation Assistance to Displaced Homeowners.*" Please read the brochure carefully. It explains your rights and some things you must do to obtain a payment. For example, to obtain a replacement housing payment you must purchase and move to a decent, safe and sanitary home within one year after you move (or receive your final acquisition payment, if later). Therefore, do not commit yourself to buy or rent a unit before we inspect it.

I want to make it clear that you are eligible for assistance to help you relocate. In addition to relocation payments and housing referrals, counseling and other services are available to you. A Relocation Consultant from this office will soon contact you to determine your needs and preferences.

The relocation consultant will explain your rights and help you find replacement housing and obtain the relocation payments and other assistance for which you are eligible. If you have any questions, please contact *Del Richardson & Associates, Inc.* at *510 S. La Brea Avenue, Inglewood, CA 90301* and the telephone number is *(310) 645-3729*.

Remember; do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and should be retained.

Sincerely,

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Enclosure

ACKNOWLEDGEMENT RECEIPT:

Signature

Date

NINETY-DAY (90) NOTICE TO VACATE

Dear

You are presently occupying certain premises owned by the *SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT* located at _____.

It is necessary for us to ask you to move. However, in accordance with applicable relocation regulations and *SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT*'s relocation policy, you shall be given at least ninety (90) days advance written notice from receipt of this Notice, or until _____ before you shall be required to move.

However, please be advised that you will not be required to move unless you have been given at least three (3) referrals to comparable housing.

If you find another suitable replacement dwelling, you may move before the end of the ninety-day (90) period. Remember to notify your relocation consultant before you move or sign a rental agreement so that it may be internally and externally inspected by the relocation consultant and qualify your replacement dwelling; also if you would like additional advisory assistance, or to find out if you will be entitled to receive any relocation payments.

Your relocation consultant and I know that it may be a hardship for you to move. Therefore, we will do all we can to make it as easy as possible. By planning and working together, we can achieve a common goal, a decent, safe and sanitary dwelling for you and your family.

In the meantime, if you have any questions or require assistance, please contact our relocation consultant who may be reached at 510 South La Brea Avenue, Inglewood, CA 90301 and the telephone number is (310) 645-3729.

Sincerely,

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

RECEIPT ACKNOWLEDGEMENT:

Received By: _____

Date: _____

SIXTY-DAY (60) NOTICE TO TERMINATE TENANCY

TO:

You are presently occupying certain premises owned by the *SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT* pursuant to a written Rental Agreement and said premises having the following address:

This is to notify you that your tenancy from month-to-month of the said premises will be terminated as of _____.

You are hereby required to vacate and deliver up possession of said premises to the *SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT* on or before _____. Failure to vacate and deliver possession of said premises to the *SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT* on or before _____ will result in the commencement of legal proceedings to evict you and to recover damages.

Rent payable in advance pursuant to said Rental Agreement shall be due and payable up to and including _____.

This Notice is intended as a *Sixty-day (60) Notice* terminating said tenancy.

Dated this _____ day of _____, _____.

Sincerely,

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

RECEIPT ACKNOWLEDGEMENT:

Received By: _____

Date: _____

EXHIBIT C RELOCATION ASSISTANCE TO HOMEOWNERS DISPLACED FROM THEIR HOMES

Introduction

This booklet describes the relocation payments and other relocation assistance provided in accordance with the *Relocation Assistance and Real Property acquisition Guidelines and the California Relocation Act, (Government Code 25, section 7260 et seq.)* to homeowners whose homes are acquired by a public agency for a project in which State or non Federal funds are used.

To be eligible for the assistance described in this booklet, you must have owned and occupied your home for at least 180 days before the Santa Monica-Malibu Unified School District offered to buy it. If you have owned and occupied your home for less than 180 days but for 90 days or more before the Santa Monica-Malibu Unified School District offered to buy it, you should contact the Relocation Consultant listed on page 9 of this booklet for a summary of relocation assistance and payments for which you may be eligible.

If you are notified that your home will be acquired and you will be displaced, it is important that you do not move before you learn what you must do to receive the relocation payments and other assistance to which you are entitled.

This booklet may not answer all of your questions. If you have more questions about your relocation, contact *Del Richardson & Associates, Inc.* the Relocation Consultant responsible for the project. (Check page 9 of this booklet for the name of the Relocation Agent to contact) Ask your questions before you move. Afterwards, it may be too late.

Summary of Relocation Assistance

As an eligible displaced homeowner occupant, you will be offered the following advisory services and financial assistance:

Advisory Services. This includes referrals to comparable replacement homes, the inspection of replacement housing to ensure that it meets established standards, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.

- **Payment for Moving Expenses.** You may choose either a:
 - ❖ **Payment for Your Actual Reasonable Moving and Related Expenses, or**
 - ❖ **A Fixed Moving Payment**

- **Replacement Housing Payment.** To enable you to buy or, if you prefer, rent a comparable replacement home, you may choose either:
 - ❖ **Purchase Assistance, or**
 - ❖ **Rental Assistance.**

If you disagree with the Santa Monica-Malibu Unified School District's decision as to the relocation assistance for which you are eligible, you may appeal that decision.

General Questions

Will I Be Paid For My Property Before I Have To Move?

If you reach an agreement to sell your property to the Santa Monica-Malibu Unified School District, you will not be required to move before you receive the agreed purchase price. If the property is acquired through an eminent domain proceeding, you cannot be required to move before the estimated fair market value of the property has been deposited with the court. (You should be able to withdraw this amount immediately, less any amounts necessary to pay off any mortgage or other liens on the property and to resolve any special ownership problems. Withdrawal of your share of the money will not affect your right to seek additional compensation for your property.)

Will I Have To Pay Rent To The Santa Monica-Malibu Unified School District Before I Move?

You may be required to pay a fair market rent to the Santa Monica-Malibu Unified School District for the period between the acquisition of your property and the date that you move. The rent will not exceed that charged for the use of comparable properties.

How Will I Know if I Am Eligible For Relocation Assistance?

You will receive a written notice explaining your eligibility for relocation assistance. You will become eligible for relocation assistance on the date you receive the Santa Monica-Malibu Unified School District's written offer of "just compensation" to purchase your home. You should not move before receiving that purchase offer. If you do, you may not receive relocation assistance. For information about the acquisition of your home, ask the Santa Monica-Malibu Unified School District for a copy of the booklet, "When a Public Agency Acquires Your Property."

How Will The Santa Monica-Malibu Unified School District Know How Much Help I Need?

You will be contacted at an early date and personally interviewed by a Relocation Agent to determine your relocation needs and preferences for replacement housing and advisory services.

The Relocation Agent will ask certain questions about you and other members of your household. It is to your advantage to provide the information so that the Relocation Agent can assist you in moving and minimizing any hardship. The information you give will be kept in confidence.

How Soon Will I Have To Move?

If possible, a mutually agreeable date for the move will be worked out. You will be given enough time to make plans for moving. Unless there is a health or safety emergency, you will not be required to move without at least 90 days advance written notice of (1) at least one "comparable replacement home" that is available to you and (2) the earliest date by which you must move.

What Is A Comparable Replacement Home?

A comparable replacement home is:

- Decent, safe, and sanitary.
- Functionally equivalent to your present home.
- Actually available for you to buy.
- Affordable.
- Reasonably accessible to your place of employment.
- Generally as well located with respect to public and commercial facilities, such as schools and shopping, as your present home.
- Not subject to unreasonable adverse environmental conditions.
- Available to all persons regardless of race, color, religion, sex, or national origin.

What Is Decent, Safe, and Sanitary Housing?

Decent, safe, and sanitary housing is housing that:

- Meets local housing and occupancy requirements.

Additionally, it is housing that:

- Is structurally sound, weather tight, and in good repair.
- Contains a safe, adequate electrical wiring system.
- Has adequate living space for the occupants.
- Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator.
- Has a separate, complete bathroom with hot and cold running water and sewage system.
- Has heating as required by climatic conditions.
- Has an unobstructed exit to safe, open space at ground level.
- Is free of any barriers that would preclude your reasonable use of the unit, if you are a person with a physical disability.

Will The Santa Monica-Malibu Unified School District Help Me Find A Replacement Home?

Yes. You will be provided with referrals to comparable replacement housing. If possible, you will be referred to at least three comparable replacement homes. The maximum financial assistance for which you may qualify will be based on the cost of the most representative comparable replacement home that is available to you. When the Santa Monica-Malibu Unified School District gives you its initial written purchase offer, it will typically inform you at that time, or shortly thereafter, of your eligibility for relocation assistance, identifying the most comparable replacement home and explaining the maximum amount of relocation assistance available to you.

Once the Relocation Agent has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing and offer you transportation to inspect these units.

If there is a mortgage on your present home, the Relocation Agent will refer you to lenders that may provide mortgage financing for your new home. If the money paid for your old home is applied to the purchase of your new home, there should not be any increase in the number or amount of your monthly payments for mortgage interest and principal.

What If I Find My Own Replacement Housing?

You have every right to find your own replacement housing. However, before you buy or rent, ask the Relocation Agent to inspect the unit to make sure that it is decent, safe, and sanitary. If the housing unit is not decent, safe, and sanitary, you will not receive a replacement housing payment.

What If I Encounter A Problem In Obtaining Housing Of My Choice?

If you encounter a problem in buying or renting housing of your choice, notify the Relocation Agent immediately. The Relocation Agent will look into the matter and try to resolve it. You will receive this help whether you were referred to the housing unit or found it yourself.

If you are unable to buy or rent a housing unit because of discriminatory practices on the part of a real estate broker, rental agent, lender, or a property owner, the Relocation Agent will help you file a formal housing discrimination complaint with the U.S. Department of Housing and Urban Development or the appropriate State or local fair housing agency.

What Other Services Will I Receive?

In addition to help in obtaining a comparable replacement home, other assistance, as necessary, will be provided in order to minimize the impact of your move. This assistance may include referral to appropriate public and private agencies that provide services concerning housing

financing, employment, health, welfare, or legal assistance. The range of services depends on the needs of the person being displaced. You should ask the Relocation Agent to tell you about the specific services that will be available to help you and your family.

What Is a Payment For Actual Reasonable Moving And Related Expenses?

You are entitled to a relocation payment to cover the actual reasonable cost of your move. If you choose a Payment For Actual Reasonable Moving And Related Expenses, you may include in your claim the reasonable costs for:

- Transportation for you and your family.
- Packing, moving and unpacking your household goods.
- Disconnecting and reconnecting household appliances and other personal property (e.g., telephone and cable TV).
- Storage of household goods, as may be necessary, generally not to exceed a 12 month period.
- Insurance for the replacement value of your property during the move and necessary storage.
- The replacement value of property lost, stolen or damaged in the move (but not through your neglect) if insurance is not reasonably available.

The Relocation Agent will explain all eligible moving costs, as well as those which are not eligible. You must be able to account for any costs that you incur, so keep all your receipts. Select your mover with care. The Relocation Agent can help you select a reliable and reputable mover.

You may elect to pay your moving costs yourself and be repaid by the Santa Monica-Malibu Unified School District or, if you prefer, you may have the Santa Monica-Malibu Unified School District pay the mover. In either case, let the Santa Monica-Malibu Unified School District know before you move.

What Is A Fixed Moving Payment?

If you choose a Fixed Moving Payment, you will receive a payment based on the number of rooms of furniture you will be moving, as shown on the current Fixed Residential Moving Cost Schedule issued by the Federal Highway Administration. The Relocation Agent has a copy of the schedule and will help you decide whether choosing this payment is in your best interest.

If you do not have an unusually large amount of personal property to move and are capable of moving yourself, this payment should be more advantageous to you. No special documentation is required to support your claim. You need only move your personal property and complete the appropriate claim form in order to receive your payment.

I Want To Buy Another Home. How Much Purchase Assistance Will I Receive?

To help you buy a comparable replacement home, you will receive Purchase Assistance equal to the sum of the following three costs:

- **Purchase Price Differential (PPD).** If the cost of replacement housing exceeds the amount the Santa Monica-Malibu Unified School District pays for your present home, you may be eligible for a payment to cover the difference. The Santa Monica-Malibu Unified School District will inform you in writing of the location and cost of comparable replacement housing (and explain the basis of its determination) so that you will know in advance how much assistance you may receive. That information should help you decide how much you wish to pay for replacement housing.

You are free to purchase any decent, safe and sanitary replacement housing unit of your choice. If the purchase price of the replacement unit is less than the cost of a comparable replacement home, the payment will be limited to the actual difference. If it exceeds the cost of a comparable replacement home, the payment will be based on the cost of a comparable home. If the purchase price of the replacement home is less than what the Santa Monica-Malibu Unified School District paid to acquire your home, you will not qualify for a PPD.

Examples: For example, if the Santa Monica-Malibu Unified School District pays \$120,000 to purchase your home and the comparable replacement home chosen on your Notice of Eligibility costs \$130,000, your PPD would be calculated as follows.

- ❖ If you were to pay \$129,000 for a replacement home, you would receive a \$9,000 differential payment (the difference between the Santa Monica-Malibu Unified School District's payment for the acquisition of your home and the cost of your replacement home $\$129,000 - \$120,000 = \$9,000$).
- ❖ If you were to pay \$132,000 for a replacement home, you would receive a \$10,000 differential payment (the difference between the Santa Monica-Malibu Unified School District's acquisition payment and the cost of the comparable replacement home $\$130,000 - \$120,000 = \$10,000$).
- ❖ If you were to pay \$119,000 for a replacement home you would not receive a PPD because the purchase price for the replacement unit is less than the purchase price paid by the Santa Monica-Malibu Unified School District to acquire your property.

Mortgage Interest Differential Payment. This amount covers the "present value" of the additional costs required to finance the purchase of a replacement home that result if the interest rate you must pay for a new mortgage is higher than the interest rate on the mortgage on your present home. It also covers other debt service costs. The payment is based on the lesser of the mortgage balance on your present home or your new mortgage amount. To be

eligible, the mortgage on your home must have been a valid lien for at least 180 days before the Santa Monica-Malibu Unified School District's initial written purchase offer for your home.

You should provide the Relocation Agent with a copy of your mortgage(s) as soon as possible. Based on that information and the prevailing terms and conditions of new mortgage financing, the Relocation Agent will compute the approximate mortgage interest differential payment for which you may be eligible, inform you of that amount and explain the conditions on which it is based. This payment will be made available at the same time as the PPD to reduce the amount you must borrow to buy your new home.

- **Incidental Expenses.** This amount covers those extra costs typically charged when one buys real property, such as the cost of preparing the deed and recording fees; the cost of title insurance, revenue stamps and transfer taxes (not to exceed the cost for comparable replacement housing); loan application, loan origination and appraisal fees; the cost of a credit report; and for other costs such as certification of structural soundness, home inspection and termite inspection. It does not cover prepaid expenses, such as property taxes and insurance.

Remember, your total replacement housing payment is the sum of the purchase price differential, mortgage interest differential, and incidental expenses.

To qualify for the payment, you must purchase and occupy a decent, safe and sanitary replacement home within one year after the later of: the date you move or the date you receive the final payment for the acquisition of your present home. However, the Santa Monica-Malibu Unified School District will extend this period for good cause.

If I Decide To Rent, Rather Than Buy Another Home, How Much Assistance Will I Receive?

If you decide to rent rather than buy a replacement home, you may be eligible to receive **Rental Assistance**. The assistance covers a 42-month period and is computed in the following manner.

The assistance needed for one month is based on the difference between the market rent for your present home (including utilities), as determined by the Santa Monica-Malibu Unified School District, compared to a comparable rental dwelling available on the market (including utilities). That monthly need, if any, is multiplied by 42 to determine the total amount that you will receive. This amount will be paid directly to you in monthly installments or other periodic payments.

Examples: Let's say that the monthly "market rent" and average cost for utilities for your present home are \$250 and the monthly rent and estimated average utility costs for a comparable replacement home are \$350.

- ❖ If you rent a replacement home for \$360 per month, including estimated utility charges, you will receive \$4,200. That amount is 42 times \$100 (the difference between the market rent for your present home (\$250) and the cost for a comparable replacement home (\$350)).
- ❖ If you rent a replacement home for \$310, including estimated average monthly utility charges, you will receive \$2,520. That amount is 42 times \$60 (the difference between the "base monthly rent" for your present home (\$250) and the actual cost of your new home (\$310)).

To qualify for rental assistance, you must rent and occupy a decent, safe, and sanitary home within one year after the later of: the date you move or the date you receive the final payment for the acquisition of your present home. However, the Santa Monica-Malibu Unified School District will extend this period for good cause. The amount of rental assistance cannot exceed the computed purchase price differential.

Must I File A Claim To Obtain A Relocation Payment?

Yes. You must file a claim for each relocation payment. The Relocation Agent will provide you with the required claim forms, help you to complete them, and explain the type of documentation, if any, that you must submit in order to receive your relocation payments.

If you must pay any relocation expenses before you move (e.g., a deposit when you contract for the purchase of a new home), discuss your financial needs with the Relocation Agent. You will be able to obtain an advance payment to meet these costs. An advance payment to purchase a home may be placed in "escrow." An advance payment for moving expenses may be paid directly to the moving contractor to ensure that the move will be completed on a timely basis.

You must file your claim within 18 months after the date you move or receive the final payment for the acquisition of your present home. However, it is to your advantage to file as soon as possible after you move. The sooner you submit your claim, the sooner it can be processed and paid. If you are unable to file your claim within 18 months, you may ask the Santa Monica-Malibu Unified School District to extend this period.

Be careful not to confuse this 18-month period with the 12-month period within which you must buy or rent and occupy a replacement dwelling in order to be eligible for a replacement housing payment.

You will be paid promptly after you file an acceptable claim. If there is any question regarding your right to a relocation payment or the amount of the payment, you will be notified, in writing, of the problem and the action you may take to resolve the matter.

Do I Have To Pay State Income Taxes On My Relocation Payments?

No payment received by any person in accordance with this Plan or as tenant relocation assistance required by any state statute or local ordinance shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 17001) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code (b) No payment received by any person under this chapter shall be considered as income or resources to any recipient of public assistance and such payments shall not be deducted from the amount of aid to which the recipient would otherwise be entitled under any other provisions of law.

What If I Don't Receive The Required Assistance. Can I Appeal?

If you disagree with the Santa Monica-Malibu Unified School District's decision as to your right to relocation assistance or the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to the Santa Monica-Malibu Unified School District.

Upon request, the Santa Monica-Malibu Unified School District will inform you of its appeal procedures. You must file a request for a review of your claim within 18 months following the date you move from the acquired property or the date you receive final compensation for the property, whichever is later. Your appeal must be in writing. However, if you need help, the Relocation Agent will assist you in preparing your appeal.

If you are a low- or moderate-income person and are dissatisfied with the Santa Monica-Malibu Unified School District's determination on your appeal, you may have an additional right to request administrative review of that decision (e.g., by HUD or the State). The Santa Monica-Malibu Unified School District will explain whether this option is available.

You can expect a fair decision on any appeal. However, if you are not satisfied with the final administrative decision on your appeal, you may seek review of the matter by the courts.

I Have More Questions. Who Will Answer Them?

If you have any questions after reading this booklet, contact the Relocation Consultant, *Del Richardson & Associates, Inc.* and discuss your concerns with a Relocation Agent.

Relocation Agent: _____

Address: **510 South La Brea Avenue, Inglewood, CA 90301**

Office Hours: **9:00 am until 8:0 pm (Monday through Friday)
Saturday and Sunday by appointment.**

Telephone Number: **(310) 645-3729**