

**Rebuild Potrero HOPE SF**

**FINAL MASTER RELOCATION PLAN**

**Approved August 25, 2016:**

**Housing Authority of the City and County of San Francisco,  
a public body, corporate and politic**

**Prepared For:**

**BRIDGE-Potrero Community Associates,  
a California Limited Liability Company**

**and**

**Housing Authority of the City and County of San Francisco,  
a public body, corporate and politic**

**Prepared By**



**Oakland, CA**

**November 22, 2016**

## Contents

INTRODUCTION.....	4
A. REGULATORY FRAMEWORK AND REQUIREMENT ANALYSIS.....	12
B. PROGRAM ASSURANCES AND STANDARDS.....	14
C. RELOCATION PLANNING AND NEEDS ASSESSMENT METHODOLOGY.....	15
D. GENERAL DEMOGRAPHICS AND OCCUPANT DATA & DESCRIPTIONS.....	17
E. RELOCATION ASSISTANCE ELIGIBILITY .....	22
F. REPLACEMENT HOUSING NEEDS & RESOURCES.....	25
G. CONCURRENT RESIDENTIAL RELOCATION .....	30
H. RELOCATION ASSISTANCE PROGRAM .....	30
J. LAWFUL PRESENCE IN THE UNITED STATES .....	40
K. EVICTION POLICY .....	40
L. APPEALS POLICY .....	40
M. PROJECTED RELOCATION SCHEDULE AND PHASING PLAN .....	41
N. ESTIMATED RELOCATION COSTS .....	43
O. RESIDENT PARTICIPATION/PLAN REVIEW.....	44

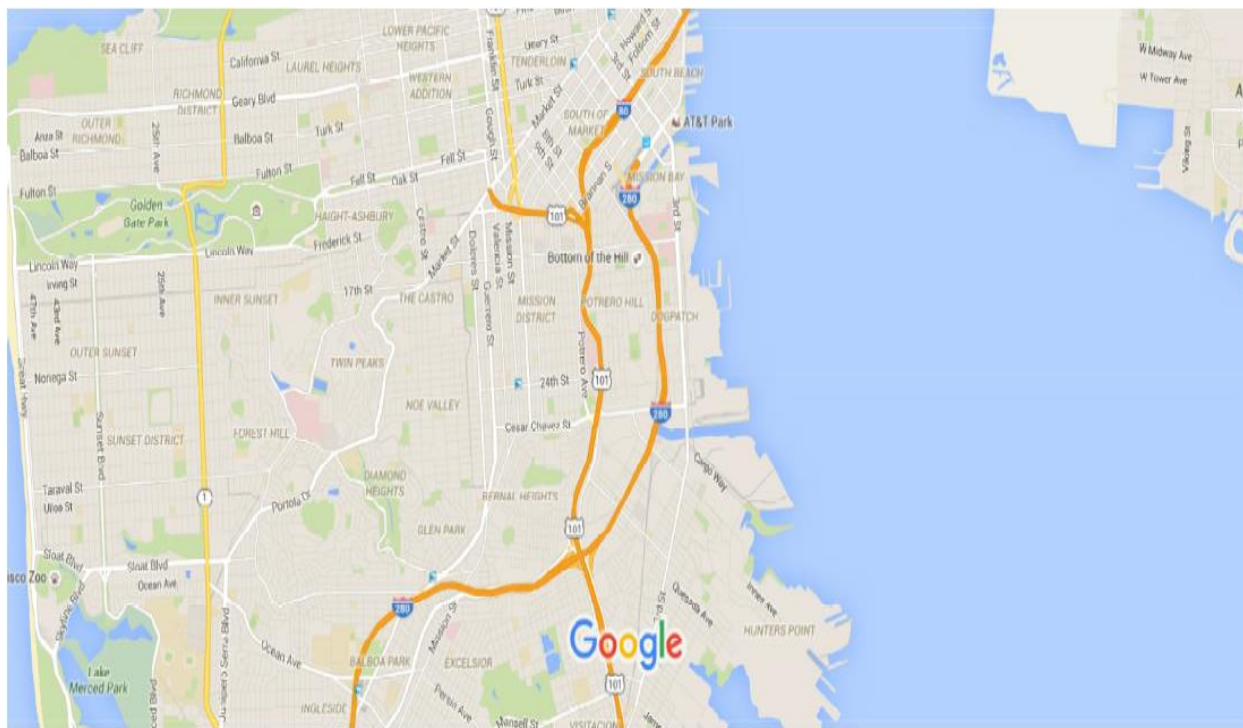
## INDEX OF TABLES

Table 1: 2010 Census Population – City of San Francisco & Census Tract.....	18
Table 2: 2010 Census Housing Units – City of San Francisco & Census Tract .....	18
Table 3: Data Analysis Results - Population .....	19
Table 4: Needs Assessment Survey Results - Age Distribution Heads of Household...	19
Table 5: Needs Assessment Survey Results – Race Distribution of Households .....	20
Table 6: Needs Assessment Survey Results – Primary Language Spoken at Home....	20
Table 7: Needs Assessment Survey Results – Disabilities/Other Medical Conditions ..	20
Table 8: Units Existing to Be Demolished .....	21
Table 9: Total New Housing Units to Be Developed .....	29
Table 10: Replacement Housing Survey Results .....	30
Table 11: Federal Fixed Move Payment Schedule.....	35
Table 12: Example Computation of Rent Differential Payment * .....	36
Table 13: Relocation Phasing Analysis .....	42
Table 14: Proforma Relocation Cost Estimate * .....	44

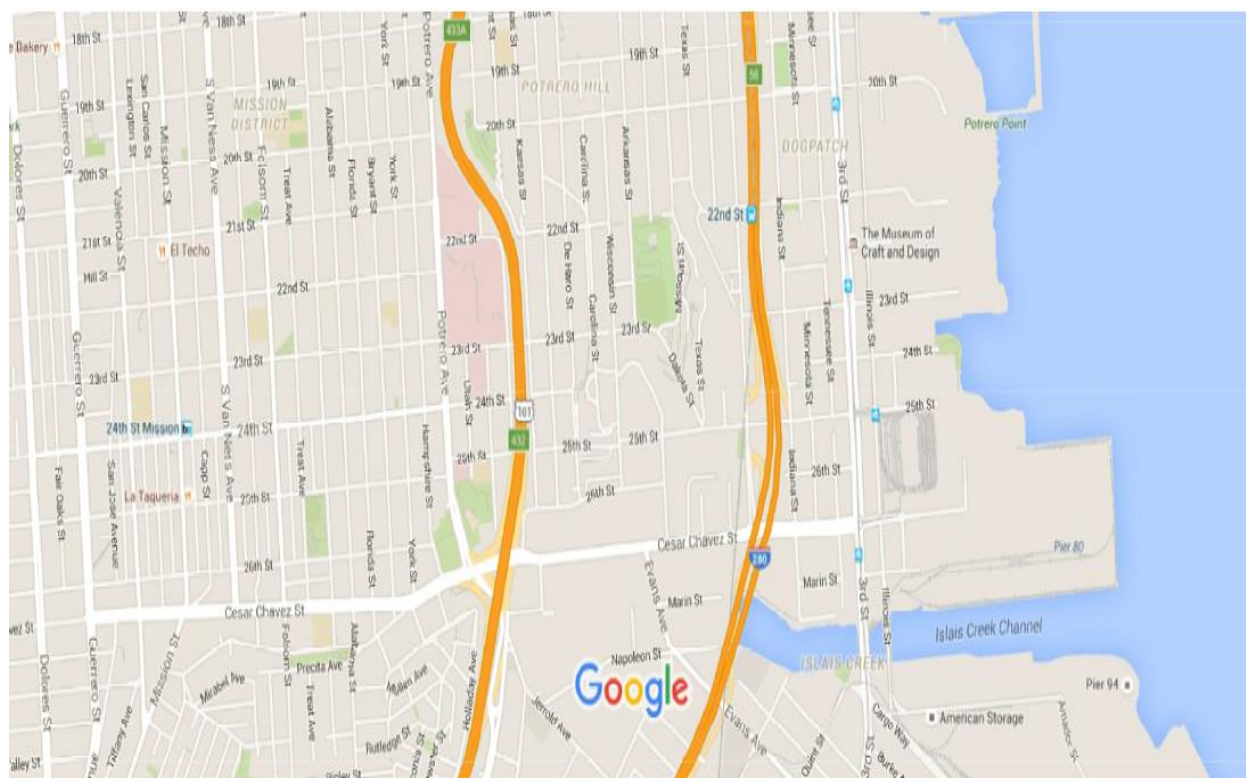
## **INTRODUCTION**

The existing Potrero Hill Public Housing Site, including Potrero Terrace and Annex (collectively, "Potrero") is one of San Francisco's largest public housing sites. It consists of a total of six hundred twenty (620) units. Of the six hundred twenty (620) units, six hundred six (606) are low-income public housing units, with the remaining fourteen (14) units being used for non-residential purposes. The collective 620 units are presently owned by the Housing Authority of City and County of San Francisco, a public body, corporate and politic ("SFHA" or "Authority"). Potrero is located in San Francisco's Potrero Hill neighborhood. A portion of Potrero Terrace opened in 1941, with the remaining portion opening in 1945. The Annex opened in the 1960's. Both were developed to serve low-income families in the neighborhood.

Figure 1 below provides the location of the neighborhood in relation to the City of San Francisco and other neighborhoods. Figure 2 provides Potrero's approximate location in the neighborhood.



**Figure 1: Area Map**



**Figure 2: Subject Property Location Map**

### **Overview of the Project Requiring Relocation of Persons at Potrero**

For several years, much of the public housing in the City and County of San Francisco has been undergoing a transformation through the HOPE SF Initiative of the City and County of San Francisco ("HOPE SF") and the United States Department of Housing and Urban Development ("HUD") Rental Assistance Demonstration ("RAD") Program. Potrero is part of the HOPE SF Initiative to transform physically isolated public housing complexes into vibrant, healthy neighborhoods with new housing, streets, parks and open spaces and community facilities. HOPE SF is also about investing in the residents with vital services and supports so that residents are healthier, safer, and can achieve educational and economic goals.

BRIDGE-Potrero Community Associates LLC, a California limited liability company (the "Developer") was selected in 2008 to develop the Rebuild Potrero Project (upon completion, the "Project"). The specific plans for the Project shall conform to HOPE SF principles, including replacement of the public housing units occupied by current

Households at Potrero (collectively, the "Replacement Public Housing Units," and individually, a "Replacement Public Housing Unit").

The Developer and SFHA entered into an Exclusive Negotiating Rights Agreement ("ENRA") in November 2008. The Project's Environmental Impact Report ("EIR") was approved by the San Francisco Planning Commission on December 10, 2015. The Project contemplated in the ENRA and the EIR includes a new mixed-income development consisting of:

- The ENRA contemplated one thousand two hundred eighty-one (1,281) replacement units. The EIR was approved to develop up to one thousand seven hundred (1,700) units. The Developer's plan contemplates 1,600-1,700 new residential units, including six hundred six (606) Replacement Public Housing Units, as well as low-income housing tax credit ("LIHTC") Units, and market rate housing units
- Approximately 15,000 square feet of commercial space
- Approximately 25,000-35,000 square feet of community space
- Approximately 3.5 acres of parks and open space
- A newly configured street grid with new utility infrastructure

The Project is comprised of five (5) primary phases (each, a "Phase") of construction of Replacement Public Housing Units and other housing units as described above. There are five total Phases of relocation within Phases 2, 3, 4, 5A, and 5 B/C. Phase 5 of the Project is divided into two sub-phases to achieve smaller groups of households to be relocated and quicker delivery of replacement and other new housing units.

During the construction of the applicable Phase of the Project, the Households shall be relocated from their current units to other on- and off-site housing units (collectively the "Relocation Housing Units," and individually, a "Relocation Housing Unit"). The estimated duration of the reconstruction of Potrero is from 2018-2028.

The Developer shall commence with the development of a seventy (70) to seventy-two (72) unit property on a site known as Block X (herein, "Block X"), which shall be a combination of Replacement Public Housing Units and LIHTC units on a presently underutilized parcel containing no residential units. Block X is also referred to as Phase I of the Project.

The Project shall require the relocation of approximately five hundred eighty-two (582) Households and two (2) non-profit community based organizations.

Households shall have numerous protections throughout the development process. Households shall have rights to federal and state relocation assistance in accordance with federal and state relocation assistance laws. Households, who remain in Good Standing, meaning those Households that have not been evicted, or have not been served with a summons and complaint, have the right to return to a revitalized housing unit. These rights come from the City and County of San Francisco's Right to Return to Revitalized Public Housing Ordinance (Chapter 39 of the San Francisco Administrative Code) (the "Ordinance"), and the Authority's Resident Right to Return Policy for HOPE SF Revitalization Sites, adopted by Resolution 5390 on February 26, 2009 (the "Authority Resolution"). These protections are not extended to non-residential occupants.

In accordance with applicable relocation assistance laws to this Project (the 49 CFR Part 24 - Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended "Part 24" – "URA") and California Government Code Title 1, Chapter 16, Section 7260-7277 – State of California Relocation Assistance Law (the "CRAL"), a household who is lawfully evicted will not be eligible to receive relocation assistance or would forfeit those relocation rights they have been made eligible for. NOTE: Throughout this Plan where a Household's "Good Standing" and "Right to Return" are described, the Plan is referring to the Household's rights additional rights under the Ordinance and the Authority Resolution, not the URA or CRAL. The URA and CRAL provide for the rights to relocation assistance. The Ordinance and the Authority Resolution, while acknowledging the rights to relocation assistance, also provide for the Household's Right to Return (right to be rehoused) to a revitalized unit.

Upon completion of the new units, each eligible Household shall be moved to a newly constructed unit that meets the needs of such Household within the Project. Some Households will have the opportunity to voluntarily and permanently move to affordable units in other neighborhoods. Under the Ordinance and the Authority Resolution, Households that move into the off-site units shall be provided a revitalized housing unit, and such Households' Right to Return shall be met. Current non-residential occupants shall also be required to relocate, and in some cases, will be able to take occupancy in a new space at the Project.

Non-residential occupants required to relocate shall be protected under federal and state relocation assistance law and guidelines.

Other than Block X, SFHA shall continue to own the land where all affordable units are located, including on-site Replacement Public Housing Units. SFHA shall execute long-term ground leases with limited partnerships in which affiliates of the Developer are general partners. The new housing shall be owned and managed by such entities which were established for such purposes.

To accomplish the revitalization and transformation of Potrero, several steps are required:

1. Preparation of this Relocation Plan (this "Plan") to address the overall relocation of the Households and non-residential occupants and preparation of subsequent Phase-specific relocation plans;
2. Release of this Plan for a period of thirty (30) calendar days for public review and written comment;
3. Evaluation of written comments and revision of this Plan accordingly;
4. Approval of this Plan by the Authority's Board of Commissioners (the "Board") and HUD;
5. Execution of a Development Agreement between the City and the Developer (which remains subject to further board approval);
6. Execution of a Master Development Agreement between the Authority and the Developer.
7. Approval of the disposition and demolition application(s) by HUD;
8. Approval of the ground lease between the Authority and the Developer for each of the sites for the affordable and replacement housing (which remains subject to further board approval);
9. Application, award and closing on all remaining financing for each Phase the Project;
10. Relocation of Households and non-residential occupants in accordance with this Plan; and
11. Development of Replacement Public Housing Units to serve the needs of the Households, site improvements, community space, and other residential units and non-residential spaces.



The Developer has engaged residents and neighbors in the design of the Project, including the new streets and infrastructure, the Replacement Public Housing Units and other new affordable and market rate units, as well as the preparation of this Plan. The Developer shall continue to engage residents in preparation of subsequent plans that shall be required for the Project, such as property management plans, services plans, and Phase-specific relocation plans.

**Proposed Project Funding Sources**

The Developer shall consider all potential sources of capital to finance the Project. The Developer anticipates pursuing 4% and 9% low-income housing tax credits, tax-exempt bonds, funds from the Federal Home Loan Bank, and other equity and debt sources to finance the Project and the construction of the affordable housing units and other site improvements. The Project is expected to be or already has been assisted by federal, state and local funding as described below.

**Federal:**

- HUD Choice Neighborhoods Initiatives Planning ("CNI") grant
- Potential HOME Investment Partnerships Program ("HOME") and Community Development Block Grant ("CDBG") funds
- Potential Rental assistance from HUD's Rental Assistance Demonstration ("RAD") and/or project-based Section 8 programs.
- Other federal funding programs that would be applicable

**State:**

- State of California Department of Housing and Community Development ("HCD") Affordable Housing and Sustainable Communities Program ("AHSC")
- Other State funding programs that would be applicable

**Local:**

- City and County of San Francisco funds from HOPE SF, Proposition A, Inclusionary Housing Program, Jobs/Housing Linkage Program, hotel taxes, and other local housing funding programs.
- City and County of San Francisco department funds for infrastructure, including, without limitation, Public Works and the San Francisco Public Utilities Commission.

### **Scope of this Plan**

Public agency participation (local, state, and/or federal) and the sources of project financing are critical in determining the rules and regulations to be followed in the relocation process and establishing the rights and assistance required to be provided to those persons impacted. The Project is subject to federal, state and local relocation laws and regulations.

This Plan describes the roles and responsibilities of the Developer and SFHA. This Plan outlines the relocation rights and benefits that SFHA is obligated to provide to the persons impacted by the Project including the Households and non-residential occupants. This Plan also describes the relocation process and mitigation measures required to ensure that existing residents of Potrero are provided the relocation assistance that reasonably meets the needs of such residents. This Plan is limited to this scope, which is consistent with the guidance of both federal and state relocation guidelines.

Beyond being a legal requirement, a relocation plan is a communication and management tool for the stakeholders involved in the relocation process. Identified stakeholders include the residential and non-residential occupants of Potrero, SFHA, City and County of San Francisco Mayor's Office of Housing and Community Development, HOPE SF, community-based service organizations, housing counseling organizations and other interested parties.

This Plan is **ONLY** intended to address issues related to residential and non-residential relocation and provide the stakeholders with the following information and guidance:

1. Description of the project that is requiring the relocation of the residential and non-residential occupants, including its location, and financing;
2. Description and analysis of the laws, statutes and regulations governing the relocation of the Households and non-residential occupants at Potrero, including the requirements for a relocation plan;
3. Aggregate details regarding the persons impacted by the Project who shall be permanently relocated;
4. Description of the re-housing plan including the replacement housing resources available to re-house the residents;

5. Relocation program to be provided, including the rights of the Households at Potrero, required notifications, benefits, and other services they are eligible to receive, and criteria for eligibility for assistance;
6. Responsibilities of the Developer and SFHA in the implementation of this Plan;
7. Process to develop, approve and update this Plan;
8. Process for any appeals of the relocation benefits and services provided;
9. Preliminary schedule of relocation activities and a cost estimate for relocation assistance.

### **Overview of Relocation Planning and Implementation**

Overland, Pacific & Cutler, Inc., a California corporation ("OPC"), a public real estate services consulting firm specializing in relocation planning and implementation services, was hired by the Developer to prepare this Plan on behalf of the Authority. This Plan serves as the master relocation plan for the Project.

OPC may be retained to implement this Plan and develop Phase-specific relocation plans. OPC and the Shanti Project ("Shanti") conducted interviews of Households to gather information required for future relocation planning purposes. Shanti shall provide vital long-term case management services to the Households. Shanti shall assist them obtain needed social services. To date 80% of all households have completed the interview process.

The draft version of this Plan was made available to Households and other interested parties for a period of thirty (30) calendar days. Each Household was notified in writing where and how they can review the draft Plan, with directions to provide written comments directly to OPC for analysis and inclusion in the final version of this Plan. Each Household shall also receive a summary of this Plan for their use.

Appendix A of this Plan provides definitions of many of the technical and regulatory relocation terms found in this Plan.

## RELOCATION PLAN

### A. REGULATORY FRAMEWORK AND REQUIREMENT ANALYSIS

The laws, regulations and statutes that may become applicable to the relocation of the Households at Potrero are listed below.

- Section 18 of the United States Housing Act of 1937, and the implementing regulations at 24 CFR Part 970 (collectively, "Section 18");
- The "URA" and its implementing regulations set forth at 49 CFR Part 24;
- Section 104(d) of the Housing and Community Development Act ("Section 104(d)") should HOME or CDBG funds be utilized;
- HUD Handbook 1378 - HUD's implementing guidelines of the URA;
- If applicable, RAD relocation guidelines;
- California Government Code Title 1, Chapter 16, Section 7260-7277 – State of California Relocation Assistance Law (the "CRAL");
- California Code of Regulations Title 25, Division 1, Chapter 6 - State of California Relocation Assistance and Real Property Acquisition Guidelines (the "Guidelines");
- San Francisco Ordinance No. 227-12 - Right to Return to Revitalized Public Housing ("Ordinance");
- Resolution No 5390 - Resident Right to Return Policy for HOPE SF Revitalization Sites, adopted by the Board on February 26, 2009 (the "Policy").

The primary relocation regulations that guide this Plan and the relocation process are the URA, the CRAL and the Guidelines. SFHA shall have the responsibility of making the final determination regarding the applicable laws, regulations and statutes applicable to the Project. Should HOME or CDBG funds be utilized, Section 104(d) shall also become applicable.

Disposition of public housing projects is subject to the provisions of Section 18, and is not subject to the URA.

However, the Project has used, and expects to utilize, additional funds in the future, which trigger the URA and Section 104(d) requirements. Pursuant to both the federal and state laws, relocation planning is required to minimize displacement of residents at Potrero.

SFHA as the Displacing Agency is a local public agency in the State of California making the Project subject to the CRAL and the Guidelines. Public housing residents impacted by projects such as this are also protected under the Ordinance.

The regulatory requirement for the preparation of a relocation plan, thirty (30) calendar days' review and comment period, approval, and adoption of the plan by the appropriate local legislative body is required by the CRAL and the Guidelines.

It has been determined that the Board is the appropriate legislative body to approve this Plan, because it makes all legislative and policy decisions for the Authority, including those necessary and required for the disposition and demolition of the Project.

These regulations require that eligible persons relocated by a publicly-assisted project receive the following services and benefits, which are explained in detail throughout this Plan:

1. Required advanced notice of the relocation.
2. Written information statement describing their rights to relocation benefits and services for which they are eligible.
3. Placement in a Relocation Housing Unit that adequately meets their needs and is decent, safe and sanitary, and transfer to a permanent housing unit post reconstruction that is decent, safe and sanitary and meets the needs of the Household.
4. Assistance with moving to both the Relocation Housing Unit and the Replacement Public Housing Unit, including relocation of personal property and transfer of any utility accounts owned by the Household.
5. Right to appeal decisions made within the relocation program that affect them.

Appendix B of this Plan provides a side by side comparison of the URA, Section 18, California law, and RAD. Section 104(d) is a potentially important regulation for the Project and provides additional protections for Households to be relocated, including the ability to provide persons who are not lawfully present in the United States relocation assistance with federal funds, and the increased number of months used to calculate potential replacement housing payments. Section 104(d) is not analyzed in Appendix B as it does not provide a comprehensive relocation regulation such as what is described under the URA, Section 18, California law, and RAD.

## **B. PROGRAM ASSURANCES AND STANDARDS**

Adequate funds shall be made available for the relocation of all Households within the budget of the Project.

Relocation assistance services shall be provided to ensure that relocation does not result in different, or separate treatment of Households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and the Unruh Act, as well as any otherwise arbitrary or unlawful discrimination. Relocation notices shall be provided in the primary language of each Household.

All eligible Households and non-residential occupants shall be provided relocation assistance and benefits under the URA and Section 104(d), where applicable. Where the Guidelines or the CRAL provide a higher level of benefit, the Households and/or non-residential occupants shall receive the greater benefits under the Guidelines or the CRAL.

The Ordinance and the Authority Resolution protect residents who are lawfully occupying the unit as documented on the lease of the Household with SFHA. All Households shall be protected under Section 39.2 of the Ordinance, and the Authority Resolution which expressly provide public housing households with a right to a revitalized housing unit after temporary relocation or displacement as a result of a public housing development project, so long as the household is not in the eviction process, having duly and properly been served with a summons and complaint by the SFHA, or has not been evicted from a unit that is managed by the SFHA. Furthermore, the Ordinance requires that relocation assistance be provided under the URA to eligible households. Persons not documented on the lease are not considered lawfully occupying the unit and not protected under the Ordinance.

The opportunity for review and to provide written comments to this Plan by the residents and other interested stakeholders for a period of no less than thirty (30) calendar days is required before any relocation may occur.

Each Household eligible for relocation assistance lawfully occupying a unit at Potrero as of the date of the initiation of negotiations ("ION" must be provided a Notice of Eligibility

("NOE") for relocation assistance prior to, or concurrently with, a 90-Day Notice. If a Household is deemed ineligible for relocation assistance, they must be informed in writing of the reasons why such Household is not eligible to receive relocation assistance and the procedures to appeal this decision.

Any Household or non-residential occupant who disagrees with the determination of eligibility or ineligibility for relocation assistance, or the type and amount of relocation assistance that is being offered, is afforded the right to appeal the decision to the Developer or SFHA, and if necessary have such appeal heard by the appropriate appellate body, which is the City and County of San Francisco Rent Stabilization & Arbitration Board (the "Rent Stabilization Board"), which has authority to provide a final recommendation to the Board.

### **C. RELOCATION PLANNING AND NEEDS ASSESSMENT METHODOLOGY**

#### **Early Resident Outreach**

A relocation committee was not established for the Project. A series of informational community meetings in which all Households and non-residential occupants at Potrero were invited were held in February, March and April of 2016. During these sessions, the construction schedule and phasing was presented and the residents' Right to Return under the Ordinance and other applicable rules were described. Information was provided about the relocation counseling and benefits that Households are entitled to and residents were encouraged to schedule appointments for individual interviews of Households. These meeting were conducted in English, Spanish and Cantonese.

Additionally, focus group sessions were held with seniors, English, Chinese and Spanish speaking Households. These sessions were held in March and April 2016. The focus groups were intended to discuss the current details of the Project in smaller groups and address issues of particular concern to those residents.

At these meetings, resident input on the overall relocation planning process was solicited. The calendar for these meetings, the frequently asked questions provided, the Right-to-Return and Good Standing Requirements handout, and hand out of an overview of the relocation process were provided. These materials were provided to meeting participants in English, Spanish, and Chinese, and are included in Appendix C. The questions, comments and concerns raised at these meetings were documented by the Developer and OPC, and shall be used to develop a list of policy questions for

SFHA and the Developer to consider. Documentation of these meetings is provided in Appendix D.

### **Analysis of Existing Data**

Utilizing existing household data, OPC was able to ascertain household information such as the number of households, the ages of members of the households, and special needs. This data has been used to describe the impacted residential population found later in this Plan. As this data is now more than two (2) years old, it shall require updating through the resident interview process as described below.

### **Resident Interview Process**

An important process in relocation planning is collecting primary information from the impacted households. This typically occurs by conducting an interview with the household in their home or elsewhere at the project. Through these meetings, household composition, special needs, and specific concerns regarding relocation are gained, which shall be used by the relocation team to better plan for the Household's relocation needs on an individual basis.

OPC and Shanti staff (the "Interview Team") shall be responsible for conducting interviews with all Households impacted. The Interview Team started an interview sign-up and outreach process by actively engaging residents at the community meetings described above. The Interview Team was visible and available to schedule residents for interview appointments.

Each Household interview is expected to take approximately one (1) hour to complete. The Interview Team includes Spanish and Cantonese speaking personnel. Interviews shall be conducted in other languages as identified and needed.

Interview Team goal conducted interviews between April and August of 2016. OPC mailed an interview request letter to all addresses of Households at Potrero in April of 2016 requesting the current Household to contact the Interview Team to schedule an interview. The Interview Team shall use multiple methods to make contact with residents, including phone calls and door-to-door outreach to attempt to make contact with the Household and conduct the interview. The relocation team shall document the interview in the relocation file of such Household, which shall be maintained by the relocation team. Interview process documents including an explanation of its purpose and the interview questionnaire are provided in Appendix C of this Plan. Approximately



80% of households completed the interview. On-going efforts will be made to interview all households.

**Plan Preparation, Approval and Updates**

In accordance with the Guidelines, this Plan shall be made available to the residents of the Project and other interested parties for a thirty (30) calendar day review and comment period prior to requesting approval of the Board and adoption of this Plan. Section O of this Plan describes the review and comment period in more detail. Adoption of this Plan is required before any notice to vacate can be served. No Household shall be served a 90-Day Notice to Vacate without being provided a relocation assistance eligibility letter (aka an "NOE") and at least one decent, safe and sanitary housing unit that meets the needs of the Household is made available to such Household.

This Plan shall be periodically reviewed for consistency with the goals and process of the Project as changes occur. Updates shall be made to this Plan if major substantive changes occur in the Project, such as, without limitation, enhanced levels of resident information, housing resource alternatives identification, elimination of a phased approach to the relocation, and/or regulatory changes that impact relocation requirements.

In accordance with the Guidelines, should implementation of this Plan not occur within twelve (12) months of approval of this Plan, this Plan must be updated. If substantial changes are made to this Plan once it is approved, it may be necessary to recirculate this Plan for public comment and re-submit this Plan to the Board for approval.

**D. GENERAL DEMOGRAPHICS AND OCCUPANT DATA & DESCRIPTIONS**

**General Demographics and Housing Characteristics**

According to the 2010 U.S. Census, the population of the City of San Francisco is 805,235, and the population of census tract where Potrero is located (614) is 5,395 (see **Table 1**). Corresponding U.S. Census data concerning the housing mix is shown in **Table 2**.

**Table 1: 2010 Census Population – City of San Francisco & Census Tract**

Population	Tract 614	%	City	%
Total Population	5,395	100.0%	805,235	100.0%
White	2,844	52.7%	390,387	48.5%
Black or African American	924	17.1%	48,870	6.1%
American Indian or Alaska Native	34	0.6%	4,024	0.5%
Asian	730	13.5%	267,915	33.3%
Native Hawaiian or Other Pacific Islander	132	2.4%	3,359	0.4%
Some Other Race	421	7.8%	53,021	6.6%
Two or More Races	310	5.7%	37,659	4.7%
Hispanic or Latino (of Any Race)	912	16.9%	121,774	15.1%

Source: U.S. Census Bureau, QT-PL. Race, Hispanic or Latino, and Age: 2010

**Table 2: 2010 Census Housing Units – City of San Francisco & Census Tract**

Type	Tract 614	%	City	%
Total Occupied Units	2,552	100.0%	376,942	100%
Owner-Occupied	1,047	44.5%	123,646	35.8%
Renter-Occupied	1,307	55.5%	222,165	64.2%
Vacant Housing Units	198	7.8%	31,131	8.3%
Available for Sale Only (of Total Vacant Units)	14	7.1%	2,984	9.6%
Available for Rent – Full Time Occupancy (of Total Vacant Units)	72	36.4%	12,832	41.2%
Sold or Rented – Not Occupied	3	1.5%	1,538	4.9%
Otherwise Not Available (e.g. seasonal, recreational, migratory, occasional use)	11	5.6%	5,569	17.9%
Other Vacant	98	49.5%	8,208	26.4%

Source: U.S. Census Bureau, QT-H1. General Housing Characteristics: 2010

**Potrero Household Demographic and Housing Characteristics**

OPC was able to obtain limited advanced demographic information pertaining to the current Households at Potrero. This section provides data related to the age, race/ethnicity, and languages spoken of approximately five hundred twenty-nine (529) of the five hundred eighty-two (582) heads of Household at Potrero. The data found in these tables shall be updated for the entire Household composition once the relocation interview process is complete.

The data provided in Tables 3-7 below represents the best available data at this time. The data shall be updated once the interview process described in Section B is completed.

**Table 3: Data Analysis Results - Population**

<b>Data Point</b>	<b>Number of or %</b>
Number of Households	589
Number of Persons	Total TBD
Average # of Persons Per Household	TBD
% Female	TBD
% Male	TBD

**Table 4: Needs Assessment Survey Results - Age Distribution Heads of Household**

<b>Age Cohorts (years)</b>	<b>Number of Residents</b>	<b>% of Residents</b>
5 and Under	N/A	N/A
6-17	N/A	N/A
18-26	74	14%
27-64	416	78%
65+	39	8%

**Table 5: Needs Assessment Survey Results – Race Distribution of Households**

<b>Race</b>	<b>% of Households</b>
Black/African American	TBD
Hispanic or Latino/a	TBD
Pacific Islander	TBD
Asian	TBD
White	TBD
Other Races	TBD

**Table 6: Needs Assessment Survey Results – Primary Language Spoken at Home**

<b>Languages Spoken</b>	<b># of Households</b>
English	382
Spanish	122
Chinese	17
Vietnamese	8
Other Languages	0

**Table 7: Needs Assessment Survey Results – Disabilities/Other Medical Conditions**

Mobility Impaired Persons	TBD
Sight Impaired Persons	TBD
Hearing Impaired Persons	TBD
Persons w/ Other Medical Conditions to Be Considered	TBD

**Existing Low Income Public Housing Units**

Table 8 below shows the unit mix of the existing units at Potrero that are planned to be demolished. There are approximately five hundred eighty-two (582) occupied units, which shall be replaced by the Project.

**Table 8: Units Existing to Be Demolished**

<b>Potrero Units</b>	
<b>BR Size</b>	<b># of Units</b>
1 BR	40
2 BR	433
3 BR	110
4 BR	18
5 BR	5
Non-Residential	14
<b>Sub-Total</b>	<b>620</b>

**Description of Non-residential Occupants**

There are approximately 2 (two) non-residential occupants that utilize space at Potrero, and such non-residential occupants shall also be relocated. The non-residential occupants are primarily comprised of community-based, nonprofit public benefit corporations. These organizations provide a wide range of services for the Households at Potrero, including health education and counseling, recreation services, after school programs, and youth employment services. At a future date, OPC is expected to meet with the non-residential occupants to assess the relocation needs of such entities. Primary needs are assumed to be adequate space to continue operations, advertisement of the new location, and moving assistance to relocate office furnishings and other fixtures and equipment related to the services provided by the organizations. There are no other businesses impacted by the Project.

## E. RELOCATION ASSISTANCE ELIGIBILITY

### **Relocation Eligibility Under 24 CFR Part 970 and the URA**

Part 970.5 (h) determines that it is the responsibility of SFHA to comply with the URA and to ensure compliance with the URA (not withstanding any third party contractual agreements). The Developer is providing relocation assistance to the residents on behalf of the Authority. However, the Authority is still responsible for meeting its obligations as the Displacing Agency.

As applied to this project, 970.5 (i) defines a relocated person as any person (household, business or non-profit organization) that moves from Potrero as a direct result of the demolition. Notwithstanding that definition, in accordance with 970.5 (i) (2) (v) (B) (3) a person does not qualify as a relocated person if they have been:

- Evicted for serious or repeated violation of the terms and conditions of their lease, violation of applicable federal, state or local law or other good cause, and SFHA determines that eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;
- The person moved into the property after submission of the application for demolition or disposition and the person was informed of the impact the Project could have on them in writing (also referred to as a move-in notice); or
- The person is otherwise ineligible for relocation assistance under the URA as described in in Section 24.2(9) (ii) of the URA.

For the purposes of this Plan, the ION date for the intent of establishing the earliest date a household may be eligible for relocation assistance shall be March 12, 2013, which is the date that the HUD CNI Planning Grant Agreement was entered into. This date is used to establish the ION for determining relocation assistance eligibility. Households who were lawful tenants on this date shall be eligible to receive relocation assistance, so long as they are in Good Standing, did not sign a move in notice, and do not vacate the property prior to receiving a NOE from the relocation team.

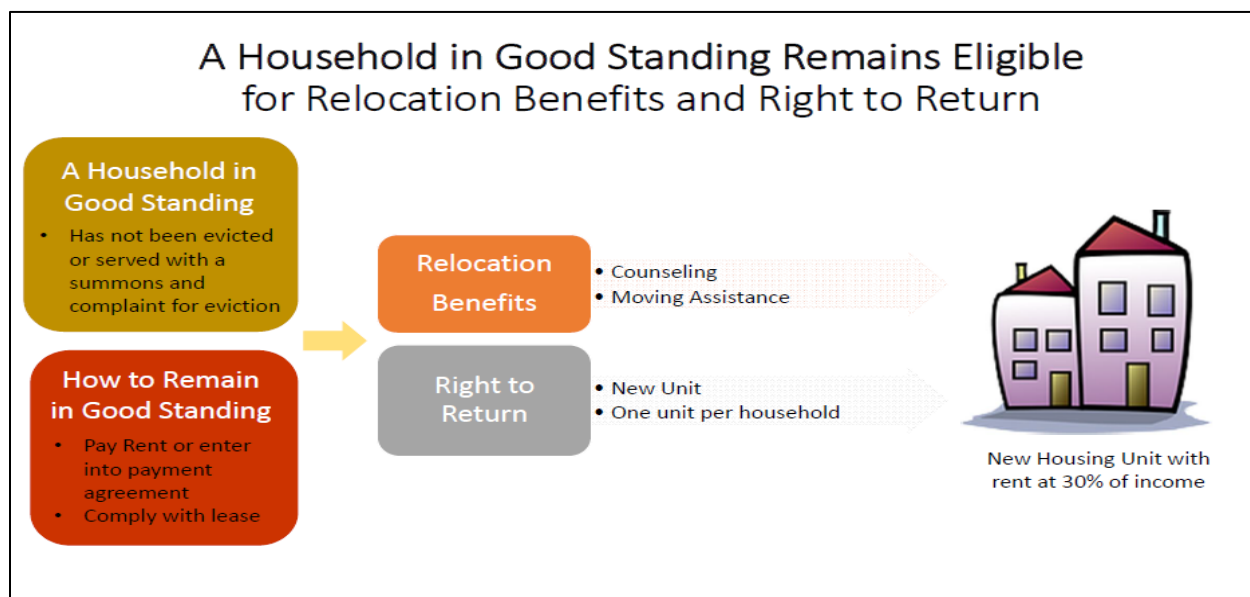
SFHA issued a General Information Notice (the "GIN") to all Households in 2008 and elected to re-issue the notice to all current Households in April 2016. This notice re-advises the Household not to move until they receive further notice. This notice was served to the residents due to the length of time since the original notice was served and to ensure that persons who moved in after the original GIN was served were

properly advised of their relocation rights.

Any Household or person who vacates after receiving this notice and prior to receiving an NOE or notice of ineligibility shall not be eligible to receive relocation assistance. After HUD approves the demolition and disposition of Potrero, the NOEs may be issued. The NOE shall be issued to each Household at least ninety (90) calendar days prior to the date that the Household must vacate before demolition of the unit.

### **Eligibility for a Revitalized Housing Unit Under the Ordinance**

Under Section 39.2 of Chapter 39 of the San Francisco Administrative Code, public housing households have a right to a revitalized housing unit and relocation assistance after a displacement, so long as the household is in Good Standing. Figure 3 below provides a graphical representation of "Good Standing and Right to Return".



**Figure 3: Right to Return Graphic**

The Ordinance treats all lawful tenants residing within a unit as a household, and such household shall be eligible to return to a single revitalized housing unit and not separate replacement housing units. The Ordinance does not provide the right to return to a revitalized housing unit or relocation assistance to prior tenants who have already vacated Potrero.

Under Section 39.4 of the Ordinance, all current Households, whose tenancy at Potrero was not lawfully terminated prior to, or after, the date of first notice for eligibility for

relocation assistance (the "Initiation Date"), shall have a right to, and the highest priority for, a Replacement Public Housing Unit at the Project.

In addition to the Ordinance, the Authority adopted a policy on February 26, 2009, known as the Resident Right to Return Policy for HOPE SF Revitalization Sites, which is applicable to revitalization sites like Potrero. Like the Ordinance, the Policy provides that Households in Good Standing have a right to return to a revitalized housing unit.

The intent of the rehousing strategy is to provide the opportunity to any Household relocated from their original unit that is in Good Standing with SFHA to move into one of the new units at the Project for which such Household meets the occupancy standards.

Under the Ordinance, there is no consideration to provide priority for additional units for Households who have members who want to move separately from each other or to accommodate persons not on the lease. Such a consideration would provide persons in those situations with an unreasonable and excessive housing benefit. This violates SFHA policy and is not required by either Section 39.3 of the Ordinance or the Policy. Persons not on the lease who wish to be considered a lawful tenant in a Household that is eligible for a Replacement Public Housing Unit under the Ordinance must work with SFHA property management to apply to be added to the lease under SFHA's "Add Lease" program.

Current Households in Good Standing have the priority for the Replacement Public Housing Units. Per Section 39.2(4) of the Ordinance, households cannot be required to go through additional eligibility or re-screening requirements to be considered for occupancy at one of the new units. While the Household may be required to be income certified for the LIHTC program or other programs in order to be eligible for the rental subsidy provided by these programs, such income certification cannot be used to deny housing. The Developer shall work with Households who are over-income for the LIHTC program to ensure that they move to an adequate Replacement Dwelling.

**Relocation Eligibility Under RAD**

The Replacement Public Housing Units may receive RAD rental assistance. RAD is a source of federal participation that requires relocation to be in accordance with the URA. Under the RAD program, a Household is eligible to receive permanent relocation assistance if they are relocated by a demolition project such as Potrero. The Household becomes eligible for relocation assistance once HUD issues a RAD Conversion



Commitment ("RCC"). No RCC has been issued by HUD for the Project, and thus no Households are presently eligible for relocation assistance under the RAD program.

Should the Project be assisted by the RAD program, each Household shall receive a RAD Notice of Relocation after the RCC is issued. Such notice shall explain the relocation rights of Households under the RAD program, including the requirement that permanent relocation be in accordance with the URA and Section 104(d), the right to move to a Replacement Public Housing Unit or to receive permanent relocation assistance to move to other housing, and other benefits under the RAD program. The RAD Notice of Relocation shall be in addition to other notices required under the URA, the CRAL, Section 104(d), the Ordinance and the Policy.

**Non-residential Relocation Eligibility**

Non-residential occupants shall be eligible for relocation assistance due to the demolition of the spaces they utilize and occupy. In order to be eligible, the non-residential occupants must also be in good standing with the terms of the license agreement or lease of such entity with SFHA. If a non-residential occupant is relocated to space within the Project, it shall only be provided assistance with the move of personal property. Where new space is not available or taken, the Developer shall work with the non-residential occupant to locate a replacement space elsewhere. Eligible non-residential occupants shall receive full relocation assistance per the requirements of the URA and CRAL.

**Ineligibility for Relocation Assistance**

Any Household or non-residential occupant that has been evicted for cause, that voluntarily moves from the Project after receiving the GIN, or is not in lawful occupation of its unit, shall not be eligible to receive relocation assistance.

**F. REPLACEMENT HOUSING NEEDS & RESOURCES**

**Replacement Housing Needs**

The existing housing units at Potrero shall be replaced by the Project. All current Households in Good Standing shall be offered a Replacement Public Housing Unit within the Project. Most of the Replacement Public Housing Units shall be constructed within existing property lines of Potrero. However, a portion of the Replacement Public Housing Units may be located outside of the existing property lines of Potrero, including

in the immediate area or in other neighborhoods within the jurisdiction of the City and County of San Francisco.

**Replacement Housing and Re-housing Plan**

All Households are expected to be relocated from their current or "original" units in order for the new units and infrastructure to be constructed. All of the relocation of existing Households, demolition of existing units and infrastructure, construction of the new housing and move in of Households in Good Standing into new housing units shall occur in phases. Not all six hundred six (606) Households shall move during the same period of time. All Households shall be required to vacate their original units to accommodate the demolition and construction process prior to the demolition and construction of the Phase applicable to their unit. The development is anticipated to occur in five (5) Phases between 2018 and 2025. The construction of units is expected to last longer than twelve (12) months per Phase. The primary replacement dwelling resource shall be the units to be built by the Developer.

This Plan intends to move as many Households from their original units to vacant units at Potrero, if possible. In essence, the Households that are able to be relocated on-site during the construction period shall be transferred to another vacant public housing unit at the existing Potrero site. Although the Household shall be transferred from their original unit for a period longer than twelve (12) months, they shall not be relocated from the existing Potrero site for longer than twelve (12) months, and thus are not permanently relocated for purposes of applicable law. Upon completion of construction of a new unit at the Project that meets the needs of the Household, each Household in Good Standing shall be afforded the opportunity to move into a Replacement Public Housing Unit. This concept shall require concurrence from HUD relocation staff.

Some Households may be offered the opportunity to move voluntarily and permanently to a new, subsidized housing unit in other neighborhoods outside of Potrero. Under the Ordinance and the Policy, Households that move into these off-site units shall be provided a revitalized housing unit and the Households' Right to Return would be met as well as relocation assistance requirements. The Developer, SFHA and the Mayor's Office of Housing and Community Development of the City and County of San Francisco ("MOHCD") are working together to identify potential off-site housing within existing properties and the affordable housing development pipeline.

The intention of SFHA and the Developer' is to allow as many Households as possible to continue residing at the existing Potrero site during the construction period by moving Households to vacant on-site units and then to a new unit, or directly to a new unit. There may be an opportunity for some Households to voluntarily elect to permanently relocate to other housing in other neighborhoods. Such Households would not return to a new unit at the Project. A relocation of this nature would be considered a voluntary permanent relocation, rather than a temporary relocation. Such Household's right to return to a revitalized housing unit would be met by their permanent occupancy in their new unit, and all relocation obligations and requirements would be met by assisting such Household to secure the new unit, and ensuring that all actual, reasonable and necessary costs for their move are either reimbursed to such Household or directly paid for by the Developer.

In accordance with the URA, the CRAL, and the Guidelines, in cases where a Household is temporarily relocated from Potrero for a period longer than twelve (12) months, the Household shall be made aware of its right and eligibility for permanent relocation assistance benefits. Such benefits include assistance to secure and relocate to a comparable, permanent Replacement Dwelling. If any such cases occur, eligible Households shall be afforded the option to extend their temporary relocation in their off-site temporary housing unit for the period necessary to complete construction of a new unit at the Project that meets the needs of such Household. Such Households shall be asked to sign a legally-binding agreement with the Developer acknowledging their agreement to this arrangement and their understanding that permanent relocation assistance benefits are being waived. The Developer would prefer to make this type of arrangement with such Households so that they may return to the Project and enjoy the revitalized community. This arrangement also works to meet the spirit of federal and state relocation laws, which is to minimize permanent relocation and displacement.

In accordance with RAD relocation regulations, which may become applicable to the Project, in cases where a Household's unit is demolished, it is required that the Household be offered the choice between relocation assistance to move to a permanent Replacement Dwelling of their choice or be provided with temporary housing assistance and then return to a new unit when a unit is available for them. Should the Project become subject to RAD relocation requirements, all Households shall receive a RAD Notice of Relocation.

During the interview process, Households shall be asked if they have any needs that would require them to be relocated from Potrero during construction. Households shall also be asked if they have an interest in relocating to a permanent Replacement Dwelling away from Potrero.

Households in Good Standing that have medical or other special needs that need to be accommodated during construction, who wish to return to the Project after completion of construction, shall be moved to off-site housing that meets the needs of such Households for the duration of the construction period. The Household shall not incur any increased out-of-pocket costs related to the temporary housing off-site. All increased housing costs shall be borne by the Developer. NOTE: the household will be required to continue to pay their portion of the rent for their previously occupied unit at Potero during the relocation period. Upon completion of each phase of new construction, households will be moved to a Replacement Public Housing Units that meets their needs.

The relocation team shall work with those Households who have an interest in permanently relocating to another Replacement Dwelling. It is not known at this time if SFHA will receive portable Section 8 housing choice vouchers ("HCV") or Tenant Protection Vouchers ("TPV"), each of which may be offered to Households desiring to relocate away from Potrero.

Where possible, Households shall be directly relocated to a newly constructed unit versus relocating them temporarily to other on- or off-site units and then moving them to a newly constructed unit.

**Replacement Housing to Be Developed**

Table 9 below provides the anticipated mix of new housing units to be developed inclusive of the Replacement Public Housing Units.

**Table 9: Total New Housing Units to Be Developed**

<b>Unit Size</b>	<b># Proposed in Phase I</b>	<b># Proposed Overall</b>	<b>Typical Size in Square Feet</b>
Studio	0	TBD	TBD
1 BR	9	TBD	TBD
2 BR	52	TBD	TBD
3 BR	9	TBD	TBD
4 BR	0	TBD	TBD
5 BR	0	TBD	TBD
<b>TOTAL</b>	<b>70 +/-</b>	<b>1,600 +/-</b>	

**Housing Survey**

At the time the first Phase of Households are scheduled to move, there shall be an approximately twenty-four (24) vacant units to be available at Potrero for on-site Relocation Housing Units. However, additional resources may be needed to accommodate Households during the relocation and construction period.

To assess the current availability of potential off-site Relocation Housing Units, OPC conducted a preliminary housing survey of units currently available in the City of San Francisco on April 25, 2016. These units could be a resource for off-site temporary housing or permanent off-site replacement housing units. The following Table 10 provides the results of this survey.

Note that the relocation team shall conduct more in-depth replacement housing searches based on residents' needs and requests prior to relocations as needed.

**Table 10: Replacement Housing Survey Results**

Unit Size	# Located	# Confirmed Accepting Section 8	Rental Range
1	37	3	\$1,500-\$5,530
2	44	1	\$2,000-\$7,995
3	22	2	\$2,199-\$8,192
4	11	0	\$5,200-\$15,000

**G. CONCURRENT RESIDENTIAL RELOCATION**

The citywide RAD relocation conversion for the City and County of San Francisco is not expected to adversely impact the Developer's ability to relocate Households off-site when needed. The mixed-finance public/private housing projects funded in part by HOPE SF underway at Alice Griffith and Hunters View, and in the planning stages for the Sunnydale-Velasco project, are also not expected to adversely impact Potrero. The Developer and the relocation team shall monitor these projects to determine if they may impact the availability of off-site temporary housing for the Households.

**H. RELOCATION ASSISTANCE PROGRAM****Relocation Staff Availability and Responsibilities**

A relocation team shall be available to assist any Household with questions about relocation and/or assistance in relocating. The relocation team shall provide all Households with the location and hours of operation of the relocation office at a later date. Close personal contact shall be maintained with each Household. Should staff contact information change, this Plan shall be updated, and all Households shall receive a notice of the applicable changes.

Specific activities performed by relocation staff shall include:

1. Personally present and explain the Notice of Eligibility.

2. Distribute the 90-Day Notice, and where applicable, a 30-Day Notice and other reminder notices related to the date each Household must vacate their existing unit at Potrero.
3. Provide referrals to replacement housing as needed and required.
4. Provide the Households with relocation counseling services to assist them in making good decisions to plan their move.
5. Coordinate moves to the Relocation Housing Unit or the Replacement Public Housing Unit for each Household.
6. Assist with the completion and filing of any needed relocation claims, rental applications, and appeals forms, if necessary.
7. Provide housing payment assistance as required under the applicable relocation requirements.
8. Other assistance that may be appropriate to ensure that each Household receives services and benefits that are reasonably permitted and/or required under the URA and necessary to ensure that hardships and impacts are reduced as much as possible in the relocation process.
9. Document receipt of all required notices, housing referrals provided, signed claims and receipts of payments, and demonstration of advisory services and relocation assistance provided to Households in the relocation file of each Household.

**Noticing**

Notices may be personally served where needed or mailed with a certified return receipt. All notices and proof of service shall be maintained in the relocation case files. At a minimum, each Household and non-residential occupant shall receive the following from the relocation team.

1. A relocation assistance informational brochure or statement. This notice shall be developed at a later date and included in a future version of this Plan.
2. A RAD Notice of Relocation, if applicable. Sample provided in Appendix D.
3. Notice of Eligibility ("NOE"). The NOE shall describe the relocation assistance each Household is eligible to receive and the respective rights and responsibilities of the Household and the Developer.
4. A Memorandum of Understanding or Memorandum of Agreement (collectively, the "MOU") would be used in cases where a Household does not permanently relocate from Potrero during construction of the Project. The MOU shall serve as an agreement between the Developer and the Household to define what benefits

and assistance such Household shall receive and the obligations of both the Developer and the Household.

5. An NOE shall be used in cases where a Household relocates permanently from Potrero. These notices shall be developed by OPC at a later date once all relocation program requirements are defined based on the final funding plan for the Project (or, to the extent applicable, the Phase of the Project).
6. A notice of ineligibility. Any Household or person not eligible for relocation assistance shall receive a notice of ineligibility. The notice shall state why such Household or person is not eligible to receive relocation assistance. Note that households shall have the right to appeal such a decision in accordance with the appeals process of this Plan.
7. A 90-Day Notice prior to the required vacation date. Such notice shall be mailed to each Household via certified mail/return receipt requested and first class mail with directions to contact the relocation team to review the notice as needed. These notices may be served concurrently with the NOE or notice of ineligibility. Sample provided in Appendix D.
8. A 30-Day Notice prior to the required vacation date. Such notice shall be mailed to each Household via certified mail/return receipt requested and first class mail with directions to contact the relocation team to review the notice as needed. NOTE: A 30-Day Notice shall only be served in cases were a Household is still occupying a unit thirty (30) calendar days prior to the expiration of the 90-Day Notice. Sample provided in Appendix D.
9. A move procedures guide that explains the details of move day activities and post move out procedures. The guide shall be served as needed with the 30-Day Notice, and its procedures shall be developed by the relocation team at a later date when the final move program is defined.
10. Additional notification seven (7) calendar days prior to the vacation of the Household may be required to communicate changes to the move date, location of relocation housing, or other changes or details required. Sample provided in Appendix D.
11. Non-residential occupants shall receive the same types of notices but customized to describe the business relocation program, where applicable.

Notices shall be provided to the Household in the primary language of such Household. All notices shall inform the Household of their right to request a reasonable accommodation.



### **Relocation Readiness Evaluations and Preparation**

The relocation team shall conduct multiple relocation readiness meetings with each Household, commencing approximately one hundred twenty (120) to one hundred fifty (150) calendar days prior to the expected date of relocation for such Household. Such readiness checks shall be used to verify accessibility needs in Relocation Housing Units, changes in family composition, Good Standing of the Household, needs related to decluttering, and other checks to ensure that the Household is prepared, its housing needs are adequately addressed, and the proper level of moving assistance is provided. The relocation team shall also conduct several less formal, routine check-ins with the Households.

### **Relocation Housing**

As described earlier, it is expected that most Households shall be relocated to other vacant units at Potrero temporarily and then relocated to a newly-constructed Replacement Public Housing Unit. Some Households shall be relocated from their existing unit directly into a Replacement Public Housing Unit, whereas other Households shall be offered the opportunity to voluntarily and permanently relocate to an off-site affordable housing unit. The relocation housing arrangements for each Household shall depend on a number of factors, including the composition and needs of the Household, the vacant existing units available, the timeline for the new construction, and the availability of suitable off-site units.

Where necessary to serve the options elected by the Household, the relocation team shall provide referrals to permanent Replacement Dwellings that meet the needs of the Household.

Should it be needed, the relocation team shall provide transportation services to the Households to view potential Replacement Dwellings and meet with landlords. SFHA shall also provide residents assistance to be placed on waiting lists for chosen properties and assist them with the application process.

### **Moving Services and Other Vendors**

The relocation team shall meet with each Household to explain the moving assistance services that shall be made available to them. The Developer expects to hire a moving contractor (or multiple contractors if needed) to provide moving services. Services shall include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the personal property of the Household to and from the

Relocation Housing Unit. Similar services shall be provided to Households being directly relocated to a Replacement Public Housing Unit.

Additional vendors may be needed for debris hauling services and other services that may be needed by senior and/or disabled Households. These needs shall be handled on a phase by phase, case by case basis. Such services are referred to as related services.

All moving and related services shall be directly paid for by the Developer.

**Utility Transfer Fee Reimbursement**

Any necessary utility transfer fees shall be paid directly by the Household, and the Household shall be reimbursed by the Developer. Such transfers include cable, landline telephone and internet services. Payments shall be based on actual receipts or invoices. Advance payments may be considered, if a Household demonstrates a financial hardship.

**Relocation Fair**

The relocation team may at a future date organize a relocation fair, where the residents can meet the relocation staff, vendors, and other parties that shall help implement this relocation plan.

**Spring Cleaning**

Leading up to all relocation Phases, the Developer shall make debris boxes and labor available to the residents to assist them in disposing of unwanted items as they prepare to move.

**Permanent Off-Site Relocation**

In certain instances, a Household may move permanently from Potrero to other housing. In these cases, such Household shall receive additional relocation benefits, other than those stated above, to the extent required by applicable law.

**Fixed Payment In-lieu of Actual and Reasonable Move Costs:** Should a Household move off-site to a permanent Replacement Dwelling instead of a Replacement Public Housing Unit, such Household shall have the option to receive a fixed move payment (the "FMP") based on the current number of rooms of personal property in their existing unit to conduct a self-move in lieu of having a professional mover relocate their personal

property. The current federal FMP schedule for the state of California is presented in the following Table 11. A Household that elects to receive the FMP shall not receive moving compensation for costs such as labor, boxes and other packing materials, utility transfers, or other costs related to the physical move, because the intent of the FMP is to provide funds to the Household to pay for all costs associated with the move per the URA.

**Table 11: Federal Fixed Move Payment Schedule**

<b># of Moveable Rooms</b>	<b>Typical Unit Size Equivalent</b>	<b>Payment Amount</b>
3 Rooms	Typical 1 BR	\$1,165
4 Rooms	Typical 2 BR	\$1,375
5 Rooms	Typical 3 BR	\$1,665
6 Rooms	Typical 4 BR	\$1,925
7 Rooms	Typical 5 BR	\$2,215
Additional Rooms	i.e. outdoor storage	\$265

***Permanent Replacement Housing Assistance Payment:*** When a Household moves into a Public Housing Replacement Unit, such Household would lease a unit with a rent at no greater than thirty percent (30%) of the income of such Household with adjustments for utility services such as electricity and gas.

Should a Household move to another Replacement Dwelling, and such Household is eligible to receive a HCV or TPV, the HCV or TPV would be expected to offset the need for a rent differential payment. However, should the Household realize an increase in out-of-pocket monthly housing cost with one of these vouchers, the Household would be eligible to receive a rent differential payment. Should a Household permanently relocate to other housing and not be eligible to receive a HCV or TPV, such Household would also be eligible to receive a rent differential payment.

In either case, where applicable, the rental differential payment shall be based on the monthly differential between the rent for a comparable Replacement Dwelling and the lesser of thirty percent (30%) of the gross income of such Household (ability to pay), or their displacement rent and utility costs at Potrero. This monthly differential shall then be multiplied by forty-two (42) months (unless such timeframe is extended to sixty (60) months) to derive the maximum eligible replacement housing benefit. The actual rent

differential payment the eligible Household would receive would be based on the differential between the actual contract rent and utilities' costs at the Replacement Dwelling and the lesser of thirty percent (30%) of the gross income of the Household or their displacement rent and utility costs. The following Table 12 provides a sample calculation of this payment.

**Table 12: Example Computation of Rent Differential Payment \***

1. Rent of Displacement Unit	\$800	Displacement Rent plus Utility Costs
or		
2. Ability to Pay	\$750	30% of the Gross Household Income
3. Lesser of lines 1 or 2	\$750	
Subtracted From:		
4. Actual New Rent	\$950	Actual New Rent including Utility Allowance
or		
5. Comparable Rent	\$1,000	Determined by Displacing Agency; <u>includes</u> Utility Allowance
6. <u>Lesser</u> of lines 4 or 5	\$950	
7. Yields Monthly Need:	\$200	Subtract line 3 from line 6
8. Rental Assistance	\$8,400	Multiply line 7 by 42 months

***\*Note: This is a sample case only and is not reflective of actual market conditions. Not all Households shall receive this type of relocation assistance. The Household should discuss their eligibility for this type of relocation assistance prior to making any decisions regarding their replacement housing options. This form of payment shall be provided based on need. This payment is limited to the forty-two (42) month period prescribed under the URA unless Section 104(d) of the Housing and Community Redevelopment Act becomes applicable to the Project.***

### **Non-residential Occupant Moving Expense Payments**

Relocation benefits shall be provided to the non-residential occupants pursuant to federal and state relocation law. Eligible non-residential occupants may receive a relocation payment to cover the reasonable cost of moving their personal property from Potrero to their Replacement Dwelling.

The relocated non-residential tenants shall have two (2) options:

- (A) A payment for actual reasonable and necessary moving and related expenses;

**Or,**

- (B) A fixed payment in lieu not to exceed Forty Thousand and No/100ths Dollars (\$40,000).

### **Payment for Actual Reasonable and Necessary Moving and Related Expenses**

This payment may include the following:

- a) Transportation of persons and property from the present location to the replacement location (transportation costs are limited to a distance of fifty (50) miles);
- b) Packing, crating, uncrating, and unpacking personal property;
- c) Disconnecting, dismantling, removing, reassembling, and installing relocated and substitute machinery, equipment and other personal property. This includes connection to utilities available nearby, and modifications necessary to adapt such property to the replacement structure, or to the utilities, or to adapt the utilities to the personal property;
- d) Storage of personal property generally for up to twelve (12) months, at the Developer's discretion;
- e) Insurance of personal property while in storage or transit and, the replacement value of property lost, stolen, or damaged (though not through the fault or negligence of the relocated person) in the process of moving;
- f) Subject to certain limitations, any license, permit or certification required by the relocated business, to the extent that the cost is necessary for reestablishment at the replacement location;

- g) Subject to certain limitations, reasonable and pre-authorized professional services, including architects', attorneys', engineers' fees and consultants' charges, necessary for: (1) planning the move of the personal property; (2) moving the personal property; or, (3) installing the relocated personal property at the replacement location;
- h) Subject to certain limitations, the purchase and installation of substitute personal property limited to the lesser of: (1) the estimated cost to move the item to the replacement location; or, (2) the replacement cost, less any proceeds from its sale;
- i) Subject to certain limitations, modifying the machinery, equipment or other personal property to adapt it to the replacement location or to utilities available at the replacement location or modifying the power supply.
- j) Actual direct losses of tangible personal property resulting from moving, or discontinuing a business or non-profit organization, *not-to-exceed* the *lesser of*:
  - (i) The fair market value of the tangible, personal property for continued use at its location prior to displacement; **or**, An amount equal to the reasonable expenses that would have been required to relocate the property, as determined by the Related, subject to certain limitations;
  - (ii) Actual, and reasonable expenses incurred in searching for a replacement business location, *not-to-exceed* Two Thousand Five Hundred and No/100ths Dollars (\$2,500.00).
  - (iii) Actual, and reasonable expenses necessary to reestablish a relocated small business at its new location, *not-to-exceed* Twenty-Five Thousand and No/100ths Dollars (\$25,000.00). Examples of expenses that may be considered for reimbursement include advertising, redecoration and certain increased costs of operation at the new location.

### **Fixed Payment In Lieu of a Payment for Actual Reasonable Moving and Related Expenses**

The amount of this payment shall be based on the *average, annual net* earnings of the business. The payment to an eligible business may neither be less than One Thousand and No/100ths Dollars (\$1,000.00), nor more than Forty Thousand and No/100ths Dollars (\$40,000.00). To qualify for this payment a relocated business:

- A) *Cannot* be a part of a commercial enterprise having *at least* three (3) other establishments which are *not* being relocated as part of the Project, and which is under the *same ownership* and engaged in the *same, or similar* business activities;
- B) Must *not* be able to relocate without substantial loss of patronage; and,
- C) *Must* have contributed *at least* thirty-three percent (33%) of the owner's total gross income during *each* of the two (2) taxable years *prior to* displacement, *or* meet specific earnings criteria.

## **I. PAYMENT OF RELOCATION BENEFITS**

Should there be any payment of relocation assistance payments payable to the Household or non-residential occupants, the payment shall be made expeditiously. In order to receive any applicable replacement housing payments, the Household must rent and occupy a decent, safe and sanitary Replacement Dwelling within twelve (12) months after they vacate Potrero. All Households eligible to receive a payment must submit claims and supporting documentation for relocation benefits to the relocation team no later than eighteen (18) months after the date they vacate the Project in order to remain eligible for payment.

A sample claim for is provided in Appendix D of this Plan. The procedure for the preparation and filing of claims and the processing and delivery of payments shall be as follows:

1. Claimant(s) shall provide all necessary documentation to substantiate eligibility for assistance;
2. The relocation team shall review all necessary documentation before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms shall be prepared by the relocation team and be presented to the claimant for review and signature. Signed claims and supporting documentation shall be returned to relocation staff for processing of payment;
4. The relocation team shall review and approve claims for payment or request additional information;
5. The relocation team shall issue benefit checks to claimants in the most secure, expeditious manner possible;

6. Receipts of payment and all claims materials shall be maintained in the relocation case file;
7. In cases where a relocated Household disputes the amount of payment it is awarded in the claim, they may make a written appeal in accordance with the appeals process defined in Section L of this plan. Further details regarding the appeals process and a sample appeals request form is provided in Appendix E of this Plan.

## **J.     LAWFUL PRESENCE IN THE UNITED STATES**

Federally-funded relocation projects require that all persons self-certify their lawfully present status in the United States in order to receive relocation assistance under the URA.

All eligible Households in Good Standing shall receive relocation assistance. In cases where a Household includes persons not lawfully present in the United States, such Household shall receive relocation assistance under the CRAL and the Guidelines.

Should Section 104(d) apply to the Project as a result of the use of HOME or CDBG funds, the federal lawful presence requirements shall not apply and all eligible Households shall receive assistance under Section 104(d).

## **K.     EVICTION POLICY**

It is recognized 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 shall only take place in cases of nonpayment of rent; a serious violation of the rental agreement; a dangerous or illegal act in the unit; violation of federal, state, or local laws; or, if the Household refuses all reasonable offers to move.

## **L.     APPEALS POLICY**

The appeals policy and grievance procedures shall follow the standards described in the URA as implemented by the Rent Stabilization Board. Briefly stated, a relocated Household shall have the right to ask for review when there is a perceived grievance regarding any of such Household's rights to relocation and relocation assistance, including the determination as to eligibility, the amount of payment, or the failure to



provide a comparable referral to a Replacement Dwelling. Appendix E provides a full description of the appeals process.

Should the appellant and the Developer and/or SFHA not be able to resolve the appeal, the appellant may forward an appeal to the Board. Households also have the right in accordance with the Ordinance to be heard before the Rent Stabilization Board. The Rent Stabilization Board has the authority to make final appeals recommendations to the Authority Board.

## M. PROJECTED RELOCATION SCHEDULE AND PHASING PLAN

### Phasing Plan

Relocations shall occur in five (5) distinct phases. Figure 4 below provides a graphic description of the preliminary order of the phasing.

### PHASING PLAN

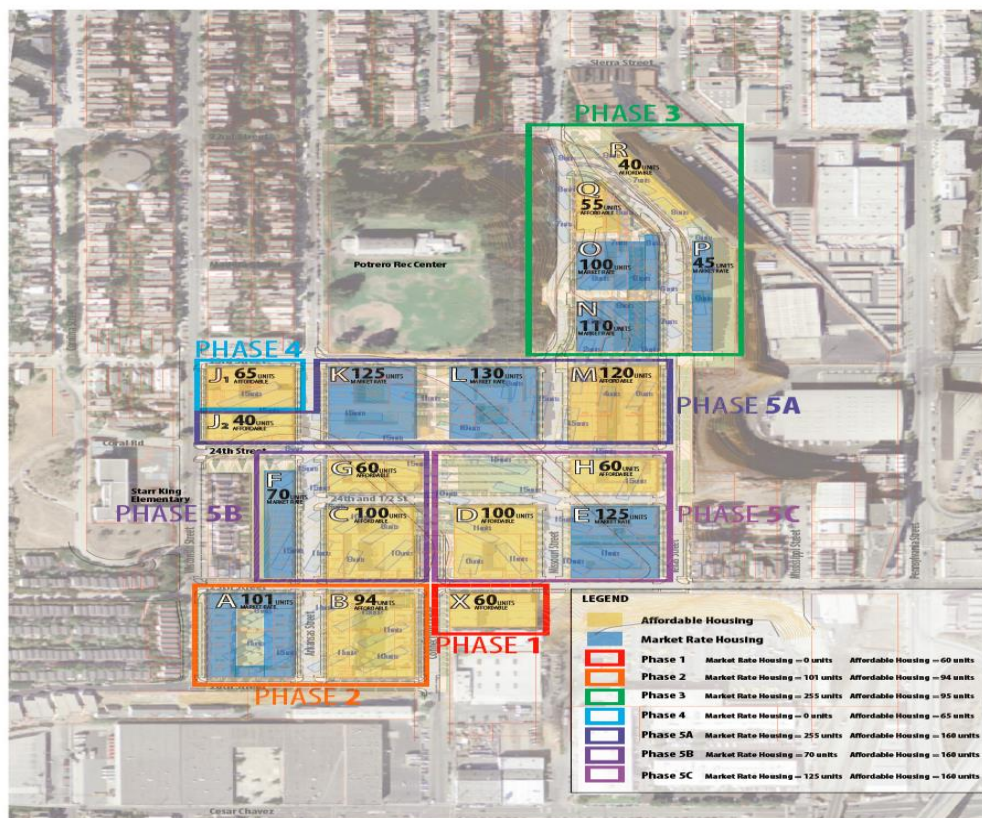


Figure 4: Relocation Phasing Diagram

The following Table 13 provides a comparison of the total units to be demolished by the anticipated occupancies, the availability of on-site Relocation Housing Units, and the need for off-site Relocation Housing Units. The estimated number of relocations is based on the current ninety-five percent (95%) +/- rate and the estimated vacancies are based on a thirteen percent (5%) vacancy rate.

**Table 13: Relocation Phasing Analysis**

<b>Phase</b>	<b>Overall Units Demolished – Residential and Non-residential</b>	<b>Relocations Estimated</b>	<b>Estimated Vacancies in Phase</b>
Phase I/Block X	0	0	0
Phase 2	92	88	4
Phase 3	151	145	6
Phase 4	30	29	2
Phase 5 A, & B/C	347	333	13
<b>Total</b>	<b>620</b>	<b>595</b>	<b>25</b>

### **General Relocation Schedule**

The general relocation planning and implementation schedule is shown below. The relocation schedule is subject to change and shall be updated in future updates to this Plan.

- Relocation Plan Development: October 2015 to May 2016
- Plan Public Comment Period: June 15, 2016 to July 21, 2016
- Household Interviews: April 2016 to August 2016
- SFHA Board of Commissioners Adoption of Relocation Plan at Public Hearing: August 25, of 2016.
- Relocation Status Update Meetings With Tenants: Periodically 2016 to 2028
- Relocations: 2018-2028

Households at Potrero shall be relocated in phases ahead of the commencement of each demolition phase.

The relocation schedule shall be developed in greater detail by the relocation team once more detailed project schedules are available from the Developer. The relocation team

shall provide periodic schedule updates to the Households to keep them advised and informed of upcoming relocation activity that may affect them.

This Plan shall be updated if regulatory changes occur that impact the Project and relocation of the Households. The relocation team shall prepare phase specific relocation plans, which plans shall serve as the primary form of update and expansion of the content of this Plan. Each phase-specific relocation plan shall be consistent with the URA, Section 104(d), if applicable, the CRAL, the Ordinance and the Policy.

## **N. ESTIMATED RELOCATION COSTS**

The estimated relocation budget provided below is based on the best current available data related to the overall project schedule, potential number of relocations, and the estimated vendor costs as of April 25, 2016.

The budget is considered conservative at this time and shall remain as such until certain factors are better understood and more easily controlled, including the number of permanent off-site relocations that may require additional relocation payments and the number of off-site long-term-temporary relocations that may be needed.

The approval of this Plan does not constitute the approval of the relocation budget for the purposes of determining maximum levels of eligible compensation. These maximums shall be based on actual data at the time of the preparation of an NOE in accordance with the URA. The Developer cannot offer lesser relocation payments than those required by the URA, Section 104(d), the Guidelines or the CRAL in order to conform to the parameters of the preliminary budget that is included in the approved relocation plan. The Developer shall be obligated to fund all legally-required relocation costs and expenses regardless of the budget or anticipated costs set forth in the budget.

This is an important Section of this Plan to be monitored and periodically updated.

A twenty percent (20%) contingency has been used to mitigate against potential cost increases, including the provision of services not yet considered in this Plan, permanent relocations that require rent differential payments, moving cost increases based on formal bids and ultimate vendor contracts, and other unforeseen factors that could increase the cost of implementing this Plan. A twenty percent (20%) contingency is

used, because there is a lengthy time horizon between approval of this Plan and the actual implementation of relocation.

As the project variables become more reliable, updates to the budget shall be prepared. Table 14 below provides the preliminary proforma cost estimate for the Project. As stated, the cost estimate is subject to change as the project details are solidified in greater detail.

**Table 14: Proforma Relocation Cost Estimate \***

<b>Cost Estimate Line Item</b>	<b>Estimated Cost</b>
Residential Relocation Costs	\$17,500,000.00
Non-residential Relocation Costs	\$80,000.00
<b>Total Relocation Cost Estimate</b>	<b>\$17,580,000.00</b>

***\*Cost estimate is subject to change. Estimate is not an assumption of any cash payout to any Household.***

## **O. RESIDENT PARTICIPATION/PLAN REVIEW**

In accordance with the Guidelines, this Plan was required to be circulated for a thirty (30) calendar day public review and comment period.

This Plan was made available to each Household and non-residential occupant for a thirty (30) calendar day review and comment period. Written comments were collected and evaluated by the Authority. Households received a notice of this Plan's availability and a summary of this Plan. This notice was provided in English, Spanish, and Chinese. Non-Potrero residents, including public agencies, advocacy groups and other interested parties, were invited to provide written comments to this Plan. The comment period was open from June 15-July 15, 2016.

A copy of this Plan was made available for review at the following locations (all in San Francisco) beginning on June 15, 2016:

- BRIDGE Housing Offices - 1095 Connecticut St
- HGP/Annex Tenant Council -5 Watchman Way

- Terrace Tenant Council - 1024 Connecticut St
- The Nabe - 953 De Haro St.
- Y Terrace office - 1805-25th St.
- EOC - 85 Turner Terrace
- CARE - 107 Dakota St.
- Y Annex office - 751 Missouri St.
- Potrero Hill Health Center - 1050 Wisconsin St.

This Plan was also accessible online at [www.sfha.org](http://www.sfha.org) and [www.sfmohcd.org](http://www.sfmohcd.org). A summary of the draft version of this Plan shall was presented at a Potrero resident meeting during the thirty (30) calendar day comment period.

Written comments were requested to be mailed, faxed, or emailed to:

***Chad Wakefield, Senior Project Manager  
Overland, Pacific and Cutler  
7901 Oakport Street, Suite 4800  
Oakland, CA 94621  
Email: [cwakefield@opcservices.com](mailto:cwakefield@opcservices.com)  
Fax: (562) 304-2020***

This Plan was presented for approval to the Board on August 25, 2016.

Written comments and questions received shall were included in Appendix F of this version of the Plan.

**LIST OF APPENDICES:**

A.	RELOCATION TERMS GLOSSARY .....	47
B.	APPLICABLE RELOCATION REGULATIONS.....	53
C.	RESIDENT ENGAGEMENT PROCESS MATERIALS .....	60
D.	SAMPLE RELOCATION FORMS.....	109
E.	RELOCATION APPEAL/GRIEVANCE PROCEDURES.....	130
F.	COMMENTS/RESPONSES TO PLAN & COMMENT PERIOD DOCUMENT .....	138

## A. RELOCATION TERMS GLOSSARY

### GLOSSARY OF RELOCATION TERMS

**30-Day Notice** This is a notice that may be given to a person who shall be required to move a residence, business or personal property as a result of the Displacing Agency's project. It informs the person that he or she must move the residence, business or personal property thirty (30) calendar days from the date of the notice. This notice can only be given after a 90-Day Notice is given to the relocated person(s).

**90-Day Notice** This is a notice that may be given to a person who shall be required to move a residence, business or personal property as a result of the Displacing Agency's project. It informs the person that he or she must move the residence, business or personal property ninety (90) calendar days from the date of the notice. This notice can only be given after a relocation plan is approved and a Notice of Eligibility or other form of eligibility notice for relocation benefits has been given to the relocated person(s).

**Comparable Replacement Dwelling** The term *comparable replacement dwelling* means a dwelling which is:

(i) Decent, safe and sanitary; (ii) Functionally equivalent to the displacement dwelling. The term *functionally equivalent* means that it performs the same function, and provides the same utility. While a comparable Replacement Dwelling need not possess every feature of the displacement dwelling, the principal features must be present. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a Replacement Dwelling is functionally equivalent to the displacement dwelling, the Displacing Agency may consider reasonable trade-offs for specific features when the Replacement Dwelling is equal to or better than the displacement dwelling; (iii) Adequate in size to accommodate the occupants; (iv) In an area not subject to unreasonable adverse environmental conditions; (v) In a location generally not less desirable than the location of the relocated person's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment;

(vi) On a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include special

improvements such as outbuildings; (vii) Currently available to the relocated person on the private market; and (viii) Within the financial means of the relocated person: A Replacement Dwelling rented by an eligible relocated person is considered to be within his or her financial means if, after receiving rental assistance under this part, the person's monthly rent and estimated average monthly utility costs for the Replacement Dwelling do not exceed the person's base monthly rental for the displacement dwelling; For a relocated person who is not eligible to receive a replacement housing payment because of the person's failure to meet length-of occupancy of occupancy requirements, a comparable Replacement Dwelling is considered to be within the person's financial means if a Displacing Agency pays that portion of the monthly housing costs of a Replacement Dwelling which exceeds the person's base monthly rent for the displacement dwelling. Such rental assistance must be paid under replacement housing of last resort. (ix) For a person receiving government housing assistance before displacement, a dwelling that may reflect similar government housing assistance. In such cases any requirements of the government housing assistance program relating to the size of the Replacement Dwelling shall apply.

**Decent, Safe, and Sanitary Dwelling** The term *decent, safe, and sanitary dwelling* means a dwelling which meets local housing and occupancy codes. However, any of the following standards which are not met by the local code shall apply unless waived for good cause by the Federal Agency funding the project. The dwelling shall: (i) Be structurally sound, weather tight, and in good repair; (ii) Contain a safe electrical wiring system adequate for lighting and other devices; (iii) Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) for a relocated person, except in those areas where local climatic conditions do not require such a system; (iv) Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the relocated person. The number of persons occupying each habitable room used for sleeping purposes shall not exceed that permitted by local housing codes or, in the absence of local codes, the policies of the Displacing Agency. In addition, the Displacing Agency shall follow the requirements for separate bedrooms for children of the opposite gender included in local housing codes or in the absence of local codes, the policies of such Agencies; (v) There shall be a separate, well lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In the case of a housekeeping dwelling, there shall be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage



drainage system, and adequate space and utility service connections for a stove and refrigerator; (vi) Contains unobstructed egress to safe, open space at ground level; and (vii) For a relocated person with a disability, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by such relocated person.

**Displacement** The act of requiring a relocated person to move permanently from the dwelling in which they occupy for a federally or State funded or sponsored project.

**Displacement Dwelling** The term displacement dwelling means the dwelling unit on the real property that the relocated person moves from or moves his or her personal property from the real property.

**Displacing Agency** The term displacing agency means any Federal Agency carrying out a program or project, and any State, State Agency, or person carrying out a program or project with federal financial assistance, which causes a person to be a relocated person.

**Eligible Household/Resident** Household eligible for relocation assistance in accordance with the Uniform Relocation Act and/or the California Relocation Assistance Guidelines/Law, or any other applicable federal, state or local law.

**Fixed Residential Moving Cost Schedule** A schedule used to calculate the amount of reimbursement that relocated persons may be eligible to receive if they decide to move their own personal property. The Federal Highway Administration periodically updates and distributes this schedule. A copy can be found on our web site at: <http://www.fhwa.dot.gov/realestate/index.htm> in the section *Relocation Assistance*. Payment per this schedule is also known as a fixed move payment.

**General Information Notice (GIN)** A required notice under the Uniform Relocation Act (URA) that provides the household of their general relocation rights and advises them not to move or vacate from their unit until they receive a notification of their relocation eligibility.

**Good Standing** means that a Household is the lawful tenant of an existing Potrero Unit and has not been evicted or served with a summons and complaint for eviction by SFHA by the time the household receives a written Notice of Eligibility for relocation

benefits, which is issued to the household at least 90 days before it is time for the household to move.

**Good Standing** means that a Household is the lawful tenant of an existing unit at Potrero and such Household has not been evicted or in the process of being evicted from such unit.

**In-Eligible Household/Resident** Household not eligible for relocation assistance in accordance with the Uniform Relocation Act and/or the California Relocation Assistance Guidelines/Law, or any other applicable federal, state or local law.

**Household** means one or more persons occupying an existing housing unit at Potrero.

**Low-income Families** means families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

**Memorandum of Understanding (MOU)** The term Memorandum of Understanding is used to describe the document that explains the temporary relocation benefits to be provided to an occupant of a residential dwelling unit that is required to move from the unit temporarily until the occupant is permanently relocated. The MOU shall be provided the occupant for review and signature prior to the expected move date.

**Move In Notice** A notice or lease addendum signed at the time of move-in to the household's unit that explains that they may be required to relocate for a project and that they may not receive relocation assistance.

**Notice of Eligibility (NOE)** The term Notice of Eligibility, also referred to as an NOE, is the written description of the type of permanent relocation benefits and the monetary amount(s) of those benefits a relocated person is eligible to receive under the appropriate relocation statutes or laws (for example the URA.) This notice can be given prior to the approval of the relocation plan as deemed appropriate by the Displacing Agency.

**Relocated Person** (i) *General* the term *relocated person* means any person who moves from the real property or moves his or her personal property from the real property. This includes a person who occupies the real property prior to its acquisition, but who does not meet the length of occupancy requirements. (A) As a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project; (B) As a direct result of rehabilitation or demolition for a project. (ii) *Persons not relocated*. The following is a nonexclusive listing of persons who do not qualify as relocated persons under this part: (A) A person who moves before the initiation of negotiations, unless the Displacing Agency determines that the person was relocated as a direct result of the program or project; (B) A person who initially enters into occupancy of the property after the date of its acquisition for the project; (C) A person who has occupied the property for the purpose of obtaining assistance under the Uniform Act; (D) A person who is not required to relocate permanently as a direct result of a project. Such determination shall be made by the Displacing Agency in accordance with any guidelines established by the Federal Agency funding the project, or as a result of the rehabilitation or demolition of the real property. (However, the displacement of a tenant as a direct result of any acquisition, rehabilitation or demolition for a federal or federally assisted project is subject to this part.); (E) A person who, after receiving a notice of relocation eligibility, is notified in writing that he or she shall not be relocated for a project. Such written notification shall not be issued unless the person has not moved and the Displacing Agency agrees to reimburse the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility.

**Relocation** The act of moving permanently or temporarily from a dwelling unit as a result of a federally or State funded or sponsored project where the URA or other relocation statutes or laws are triggered.

**Rent Differential Payment** Amount of assistance paid to a relocated person, who is a renter, to compensate for the difference between the monthly rent and utility payment that they shall pay at the Replacement dwelling unit and what was paid for rent and utilities at the displacement dwelling. This difference is calculated over a forty-two (42) month period, unless Section 104(d) applies. If Tenant-based Rental Assistance such as Section 8 Housing Choice Voucher is available to the relocated person, that amount of assistance shall offset a portion of the difference and any un-met portion of the difference is eligible to be paid a rent differential payment. The payment must be

claimed within eighteen (18) months after the relocated person moves from the displacement dwelling. Also referred to as a Rental Assistance Payment ("RAP") or Replacement Housing Payment ("RHP").

**Replacement Dwelling** A replacement dwelling is the unit the relocated person elects to move to from the displacement dwelling. A relocated person must locate and move into a replacement dwelling within twelve (12) months of the date they vacate the displacement dwelling to claim a RAP.

**Tenant-based Rental Assistance** is a form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. Tenant-based rental assistance under this part also includes security deposits for rental of dwelling units. A common form of Tenant Based Rental Assistance is a Section 8 Housing Choice Voucher.

**Uniform Act Relocation (URA)** The term *Uniform Act* means the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91–646, 84 Stat. 1894; 42 U.S.C. 4601 *et seq.*), and amendments thereto. Also known as the URA.

## **B. APPLICABLE RELOCATION REGULATIONS**

Permanent Relocation Assistance for Relocated Public Housing Tenants: URA, 104(d), California, and RAD Relocation Requirements<sup>1</sup>

	URA	Section 18	California Law	RAD
Relocation Plan	<p>Must plan for relocation which may include conducting a survey of needs including:</p> <ul style="list-style-type: none"> <li>• Estimate of the number of households to be relocated including information such as owner/tenant status, estimated value and rental rates of properties to be acquired, family characteristics, and special consideration of the impacts on minorities, the elderly, large families, and persons with disabilities when applicable</li> <li>• Estimate of comparable replacement housing available (including price ranges and rental rates).</li> <li>• Consideration of any special relocation advisory services that may be necessary from the housing authority and other cooperating agencies.</li> </ul> <p>No formal plan documents are required, and no approval process is required.</p>	<p>Relocation Plan must include:</p> <ul style="list-style-type: none"> <li>• The number of individual residents to be relocated;</li> <li>• The type of counseling and advisory services the PHA plans to provide;</li> <li>• What housing resources are expected to be available to provide housing for relocated residents; and</li> <li>• An estimate of the costs for counseling and advisory services and resident moving expenses, and the expected source for payment of these costs.</li> </ul> <p>Relocation must be executed on a nondiscriminatory basis</p> <p>PHA must provide in <b>disposition application</b> the following information:</p> <ul style="list-style-type: none"> <li>• The number of occupied units;</li> <li>• A schedule for relocation on a month-to-month basis;</li> </ul>	<p>As soon as possible following initiation of negotiation PHA must prepare relocation plan and submit for approval of PHA board of Head of PHA. Plan must be available for public comment and review at least 30 days prior to approval. Plan must contain -</p> <ul style="list-style-type: none"> <li>• Analysis of relocation needs</li> <li>• Projected dates of displacement</li> <li>• Analysis of comparable housing resources</li> <li>• Description of relocation advisory services</li> <li>• Description of relocation payments</li> <li>• Cost of carrying out relocation plan</li> <li>• Last resort housing plan if necessary</li> <li>• Temporary relocation plan if applicable</li> <li>• Plans for citizens participation</li> <li>• Comments from relocation committee if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Written relocation plan is not required but strongly encouraged</li> <li>• Must conform w/ URA 49 CFR 24.205(a)</li> <li>• Relocation budget</li> <li>• Certificate of URA Compliance</li> </ul> <p>The Relocation Plan should provide a general description of and purpose for the project (e.g., year built, location, # of units, configuration, occupancy information, and funding sources.)</p> <p>The basic components of a plan include:</p> <ul style="list-style-type: none"> <li>• A general description of the project and the site, including acq., demolition, rehab, and construction activities and funding sources;</li> <li>• A detailed discussion of the specific steps to be taken to minimize the adverse impacts of relocation, including when transferring the assistance to a new site;</li> <li>• Info on occupancy (including the # of residents, residential owner-occupants and non-residential occupants, if any, to be permanently or temp relocated);</li> </ul>

<sup>1</sup> California Relocation Law (California Government Code Section 7260 et seq. (the "CRAL"), and the California Relocation Assistance and real Property Acquisition Guidelines, Title 15, CCR, Section 6000 et seq. (the "Guidelines") (collectively, the "California Relocation Law"); Section 18 of the U.S. Housing Act of 1937, and implementation regulations at 24 CFR Part 970) (collectively, "Section 18"); the Uniform Relocation Act (46 U.S.C. §4600 et seq.), and its implementation regulations (49 CFR Part 24)(collectively, "URA"); RAD is subject to the URA.

	URA	Section 18	California Law	RAD
				<ul style="list-style-type: none"> <li>• Info on relocation needs and costs (including the # of residents who plan to relocate with Section 8 assistance);</li> <li>• General moving assistance info;</li> <li>• Temp move assistance (including info on duration of temp moves);</li> <li>• Permanent move assistance; and</li> <li>• Appeals process</li> </ul>
Moving & Related Expenses (PHA unit move to a PHA unit)	<p>PHA choice!</p> <ul style="list-style-type: none"> <li>• PHA move resident with force account staff or contractor (\$100 allowance to resident), <b>or</b> allow resident to choose:               <ul style="list-style-type: none"> <li>○ Payment for actual costs of a self-move, or</li> <li>○ Payment for self-move at DOT schedule amount</li> </ul> </li> <li>Or</li> <li>○ A combination of both</li> </ul>	<ul style="list-style-type: none"> <li>• Actual and reasonable relocation expenses</li> </ul>		<p>PHA choice!</p> <ul style="list-style-type: none"> <li>• PHA move resident with force account staff or contractor (\$100 allowance to resident), <b>or</b> allow resident to choose:               <ul style="list-style-type: none"> <li>○ Payment for actual costs of a self-move, or</li> <li>○ Payment for self-move at DOT schedule amount</li> </ul> </li> <li>Or</li> <li>○ A combination of both</li> <li>• PHA responsible for covering all reasonable moving expenses incurred in connection with temporary relocation of a resident.</li> <li>• The PHA will not make fixed payments since such payments may not be representative of actual reasonable costs incurred. However, in order for a resident to be sure of full reimbursement, the resident should submit a moving cost estimate to the PHA for approval prior to the move unless the PHA is directly carrying out the move and the resident will incur any reasonable out-of-pocket</li> </ul>

	URA	Section 18	California Law	RAD
				moving expenses.
Moving & Related Expenses (PHA unit move to non-public housing—with or without Voucher assistance)	<b>Resident's choice!</b> <ul style="list-style-type: none"> <li>Payment for actual costs of a Self-move, or</li> <li>Payment for self-move at DOT schedule amount, or</li> <li>A combination of both.</li> </ul> (Optional) PHA may offer to move resident with force account staff or contractor (\$100 allowance to resident)	<ul style="list-style-type: none"> <li>Actual and reasonable relocation expenses</li> </ul>	Actual and reasonable moving costs including costs for <ul style="list-style-type: none"> <li>Transportation not to exceed a distance of 50 miles except where justified</li> <li>Packing and unpacking</li> <li>Storage of personal property if necessary</li> <li>Replacement value of property lost, stolen or damaged</li> </ul>	<b>Resident's choice!</b> <ul style="list-style-type: none"> <li>Payment for actual costs of a Self-move, or</li> <li>Payment for self-move at DOT schedule amount, or</li> <li>A combination of both.</li> </ul> (Optional) PHA may offer to move resident with force account staff or contractor (\$100 allowance to resident)
Replacement Housing	<ul style="list-style-type: none"> <li>Offer comparable replacement dwelling which may be:               <ul style="list-style-type: none"> <li>Tenant based assistance (voucher)</li> <li>Project-based assistance</li> <li>Public housing unit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Provide comparable housing which may be:               <ul style="list-style-type: none"> <li>Tenant based assistance (voucher)</li> <li>Project-based assistance</li> <li>Public housing unit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Provide at least three offers of comparable replacement housing – no specific provisions regarding the use of subsidized housing as an offer of comparability.</li> </ul>	<ul style="list-style-type: none"> <li>Offer comparable replacement dwelling which may be:               <ul style="list-style-type: none"> <li>Tenant based assistance (voucher)</li> <li>Project-based assistance</li> <li>Public housing unit</li> <li>Homeownership housing</li> <li>Private-market rental housing (affordable, non-subsidized).</li> </ul> </li> </ul>
Replacement Housing Payment (RAP)	<ul style="list-style-type: none"> <li>Computed on 42-month period</li> <li>Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or (for low income persons only, 30% of gross monthly income)</li> <li>"Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities</li> </ul>	<ul style="list-style-type: none"> <li>No Replacement Housing Payment</li> <li>No provisions for "gap" payments</li> </ul>	<ul style="list-style-type: none"> <li>Computed on 42-month period</li> <li>Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or 30% of gross monthly income</li> <li>"Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities</li> </ul>	<ul style="list-style-type: none"> <li>Computed on 42-month period</li> <li>Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or (for low income persons only, 30% of gross monthly income)</li> <li>"Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities</li> </ul>



	URA	Section 18	California Law	RAD
Notices	<ul style="list-style-type: none"> <li>• General Information Notice (GIN)</li> <li>• Notice of Eligibility or Non-displacement at ION</li> <li>• 90 day notice to vacate</li> </ul>	<ul style="list-style-type: none"> <li>• 90 day notice to move</li> </ul>	<ul style="list-style-type: none"> <li>• General Information Notice (GIN) within sixty days of Initiation of Negotiations</li> <li>• Notice of Eligibility o</li> <li>• 90 day notice to vacate</li> </ul>	<ul style="list-style-type: none"> <li>• General Information Notice (GIN)</li> <li>• RAD Notice of Relocation</li> <li>• Notice of Intent to Acquire</li> <li>• URA Notice of Relocation Eligibility-for residents whose temporary relocation exceeds one year</li> <li>• 90 day notice to vacate</li> </ul>
Services	<ul style="list-style-type: none"> <li>• Advisory services               <ul style="list-style-type: none"> <li>○ Determine resident needs and preferences</li> <li>○ Explain payments and assistance</li> <li>○ Current and continuing information on comparable housing</li> <li>○ Inspection of replacement housing</li> <li>○ Assistance filling out claim forms</li> <li>○ Mobility counseling</li> <li>○ Transportation to inspect replacement housing</li> <li>○ Advice on other assistance sources</li> <li>○ Information on federal and state housing programs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Necessary counseling</li> <li>• Mobility counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory services               <ul style="list-style-type: none"> <li>○ Determine resident needs and preferences</li> <li>○ Explain payments and assistance</li> <li>○ Current and continuing information on comparable housing</li> <li>○ Inspection of replacement housing</li> <li>○ Assistance filling out claim forms and applications</li> <li>○ Mobility counseling</li> <li>○ Transportation to inspect replacement housing</li> <li>○ Advice on other assistance sources</li> </ul> </li> <li>• Information on federal and state housing programs</li> <li>• Inform all persons about eviction policies</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory services               <ul style="list-style-type: none"> <li>○ Determine resident needs and preferences</li> <li>○ Explain payments and assistance</li> <li>○ Current and continuing information on comparable housing</li> <li>○ Inspection of replacement housing</li> <li>○ Assistance filling out claim forms</li> <li>○ Mobility counseling</li> <li>○ Transportation to inspect replacement housing</li> <li>○ Advice on other assistance sources</li> <li>○ Information on federal and state housing programs</li> </ul> </li> <li>• May include housing counseling that should be facilitated to ensure that residents affected by the project understand their rights and responsibilities and the assistance available to them</li> <li>• Must also inform residents of their fair housing rights</li> <li>• PHAs should inform residents that if they believe they have experienced unlawful discrimination, they may contact HUD at 1-800-669-9777 (Voice) or 1-800-927-9275 (TDD) or at <a href="http://www.hud.gov">http://www.hud.gov</a>.</li> </ul>

	URA	Section 18	California Law	RAD
Aliens not lawfully present in country	<ul style="list-style-type: none"><li>Aliens not lawfully in the country are not eligible for relocation benefits</li></ul>	<ul style="list-style-type: none"><li>No prohibition on benefits for illegal aliens</li></ul>	<ul style="list-style-type: none"><li>No prohibition on benefits for illegal aliens</li></ul>	<ul style="list-style-type: none"><li>Aliens not lawfully in the country are not eligible for relocation benefits</li></ul>
Impact of eviction on eligibility	<ul style="list-style-type: none"><li>Persons who are evicted before or after initiation of negotiation are ineligible for benefits</li></ul>	<ul style="list-style-type: none"><li>No provisions</li></ul>	<ul style="list-style-type: none"><li>Eviction does not impact eligibility for benefits. Relocated persons do not include unlawful occupants (those persons evicted by court order or who vacated after receipt of a termination notice) unless persons was occupant of permanently affordable housing.</li></ul>	<ul style="list-style-type: none"><li>Persons who are evicted before or after initiation of negotiation are ineligible for benefits</li></ul>

**The following documents applicable to tenant relocation will be available for review at the Relocation Office**

- San Francisco Ordinance No. 227-12 - Right to Return to Revitalized Public Housing
- Resolution 5390 of the Housing Authority of the City and County of San Francisco, adopted February 26, 2009- Resident Right to Return Policy for HOPE SF Revitalization Sites
- Uniform Relocation Act, its implementing regulations (49 Code of Federal Regulations, Part 24).
- HUD Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition Act of 1970.
- California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et. seq. (the Guidelines)
- California Relocation Assistance Law, California Government Code Section 7260, et. seq (the CRAL)
- Other funding program related relocation guidelines and regulations as necessary.
- Uniform Federal Accessibility Standards (UFAS)
- Government Code Section 12955.3 (Definition of disability)
- Admissions and Continued Occupancy Policy of the Authority (ACOP)
- Current proposed Architectural drawings
- Current proposed Project schedule
- Copies of all financing commitments obtained to date as received
- Phasing Plan

## **C. RESIDENT ENGAGEMENT PROCESS MATERIALS**

- **Frequently Asked Questions**
- **Resident Meeting Documents**
- **Focus Groups**
- **Interview Process Materials**
- **Good Standing Handout**
- **Relocation Process/Timeline Handout**
- **Relocation Plan Availability Letter**
- **Relocation Plan Summary**

## **Relocation Household Interview Overview**

Overland, Pacific & Cutler, Inc., a California corporation ("OPC"), and Shanti Project, a California corporation ("Shanti"), are working with the Developer to create a Relocation Plan for Rebuild Potrero. A critical component of the Relocation Plan is understanding each household's relocation and services needs, so we can plan effectively. In order to gather that information, we are conducting interviews with each household. Your participation is extremely important! Please help us make Rebuild Potrero a success by signing up for a relocation interview today.

- The purpose of this interview is to learn about your family's specific relocation and services needs
- The interview will take approximately 45-60 minutes
- To get a full picture of your household's needs, OPC and Shanti will ask questions related to:
  - Your background and household composition
  - You and your family's health and well-being, employment status, and access to education
  - Your neighborhood relationships and perceptions of neighborhood safety
  - Your family's relocation needs and concerns
- Any information you share will be kept confidential

The goal is to speak with every household.



**RELOCATION PLANNING KICK-OFF MEETING  
MARCH 3RD, 6-8 PM  
POTRERO HILL NEIGHBORHOOD HOUSE  
(NABE)\*  
953 DE HARO ST**

Come join us on March 3 to kick off the Relocation Planning Process! During this meeting we will:

- Share in a delicious meal,
- Provide a synopsis of the Potrero HOPE SF Master Plan including phasing and timeline,
- Explain your right to return and definition of "good standing",
- Present an overview of the relocation planning process,
- Answer any questions you have about relocation and project phasing
- Sign up residents for Relocation Planning Household interviews.

This is an exciting time. Groundbreaking on the 1<sup>st</sup> phase is drawing near. Stay informed! We hope to see you there!

If you have any questions, please contact:

Daniel Adams  
[dadams@bridgehousing.com](mailto:dadams@bridgehousing.com)  
415-321-3566

\*The NABE is within walking distance of Potrero Terrace and Annex, and it is also accessible by bus on the #10 and #19 lines.

If you need assistance with transportation, please contact Uzuri Pease Greene (415-368-4436, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com)).



“臨時搬遷”規劃：啟動會議

日期：三月三日（星期四）

時間：下午六時至八時

地點：波特雷羅鄰舍中心（NABE）\*  
953 DE HARO ST

誠意邀請您出席我們三月三日就規劃“臨時搬遷”過程事宜，而舉辦的啟動會議！這次會議，我們將會：

- 分享美食佳肴；
- 獲取波特雷羅 HOPE SF 的總體規劃大綱：包括重建階段和時間表；
- 知悉您“遷回原區”和“良好信譽(good standing)”的定義；
- 認識“臨時搬遷”規劃過程的概述；
- 回答您對有關“臨時搬遷”項目在分階段進行時的任何疑問；
- 登記“臨時搬遷”規劃的家訪時間。

我們已進入激動人心的時刻！第一階段的“破土動工”時間與我們已經越來越近！讓我們保持聯絡！我們更希望您能撥冗出席會議！

假如您有任何疑問，請聯絡：

Daniel Adams 主任

電郵：[dadams@bridgehousing.com](mailto:dadams@bridgehousing.com)

電話：415-321-3566

\*波特雷羅鄰舍中心（NABE）位於波特雷羅社區步行距離內，公車 10 號和 19 號均可直達。

如果您需要安排往返會議場地的交通，請聯絡 Uzuri 女士（電話：415-368-4436 或電郵：[ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com)）。



PLANIFICACIÓN DEL TRASLADO:  
REUNIÓN INAUGURAL

3 DE MARZO, 6-8 PM

POTRERO HILL NEIGHBORHOOD HOUSE (NABE)\*  
953 DE HARO ST

¡Acompáñenos el día 3 de marzo para comenzar el Proceso de Planificación del Traslado! En esta reunión vamos a:

- Compartir una cena deliciosa,
- Proveer resumen del Plan Maestro Potrero HOPE SF, incluyendo las fases y la línea de tiempo,
- Explicar su derecho de regresar y la definición de "good standing" ("seguir las reglas"),
- Presentar visión y resumen del proceso de planificación del traslado,
- Contestar sus preguntas a cerca del traslado y las fases planeadas del proyecto
- Apuntarse a la lista de Entrevistas Familiares de Planificación del Traslado.

Estamos entrando en una época muy emocionante. El comienzo de la 1a fase llegará pronto. ¡Infórmese!  
¡Esperamos verle en esta reunión!

Cualquier pregunta, favor de contactar a:

Daniel Adams

[dadams@bridgehousing.com](mailto:dadams@bridgehousing.com)

415-321-3566

\*Se puede caminar al NABE desde Potrero Terrace y Annex, también se puede llegar en autobus- use la línea #10 ó la #19.

Si necesita ayuda con transporte, favor de contactar a Uzuri Pease Greene (415-368-4436, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com)).

# **TOMORROW** **English** **Relocation** **Planning** **Focus** **Group #1**

**March 17, 2016**  
**6:30 - 8pm**  
**1095 Connecticut Street**

*Dinner served. Child watch available.*

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:  
Thu Binh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

## **COMING SOON...**

**Cantonese**  
**Focus Group #1**  
**3/24, 6–7:30pm**  
**Economic Oppor-**  
**tunity Council (EOC),**  
**85 Turner Terrace**

**Spanish**  
**Focus Group #1**  
**3/24, 6:30–8pm**  
**1095 Connecticut**  
**Street**

**Focus Group #2**  
**3/31, 6–7:30pm**  
**EOC, 85 Turner**  
**Terrace**

**English**  
**Focus Group #2**  
**3/29, 6–7:30pm**  
**EOC, 85 Turner**  
**Terrace**

**Relocation**  
**Planning Summary**  
**Meeting**  
**4/12, 6–8pm**  
**NABE, 953 De Haro**  
**Street**



# 明天 英語 “臨時搬遷” 專題討論小組 (第一組)

日期：二零一六年三月十七日（星期四）

時間：下午六時半至八時

地點：1095 Connecticut St

提供免費晚餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

即將舉行...

## 粵語

專題討論小組（第一組）  
日期：二零一六年三月二十四日  
時間：下午六時至七時半  
地點：EOC, 85 Turner Terrace

## 西班牙語

專題討論小組（第一組）  
日期：二零一六年三月二十四日  
時間：下午六時半至八時  
地點：1095 Connecticut St

專題討論小組（第二組）  
日期：二零一六年三月三十一日  
時間：下午六時至七時半  
地點：EOC, 85 Turner Terrace

## 英語

專題討論小組（第二組）  
日期：二零一六年三月二十九日  
時間：下午六時至七時半  
地點：EOC, 85 Turner Terrace

## “臨時搬遷”規劃匯報會議

日期：二零一六年四月十二日  
時間：下午六時至八時  
地點：NABE, 953 De Haro St

# MAÑANA Grupo Focal #1 en Inglés sobre la Planificación de Mudanzas

17 de marzo, 2016

6:30 - 8pm

#1095 calle Connecticut

*Se proporcionará cena.  
Cuidado infantil disponible.*

Para más información, visita las Oficinas de Rebuild Potrero en #1095

calle Connecticut, o comunícale con:

Thu Banh, tbanh@bridgehousing.com, 415-321-3535

Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436

Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

## Cantonés

Grupo Focal #1  
3/24, 6-7:30pm  
Economic Oppor-  
tunity Council (EOC),  
85 Turner Terrace

## Español

Grupo Focal #1  
3/24, 6:30-8pm  
#1095 calle  
Connecticut

Grupo Focal #2  
3/31, 6-7:30pm  
EOC, 85 Turner  
Terrace

## Inglés

Grupo Focal #2  
3/29, 6-7:30pm  
EOC, 85 Turner  
Terrace

Reunión de Sumario  
sobre la  
Planificación de Mu-  
danzas

4/12, 6-8pm, NABE,  
#953 calle De Haro

# 明天

## 粵語

### “臨時搬遷” 專題討論小組 (第一組)

日期：二零一六年三月二十四日（星期四）

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

提供免費晚餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

### 即將舉行...

#### 西班牙語

專題討論小組（第一組）

日期：二零一六年三月二十四日

時間：下午六時半至八時

地點：1095 Connecticut St

專題討論小組（第二組）

日期：二零一六年三月三十一日

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

#### 英語

專題討論小組（第二組）

日期：二零一六年三月二十九日

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

#### “臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日

時間：下午六時至八時

地點：NABE, 953 De Haro St

# **MAÑANA** **Grupo Focal** **#1 en Español** **sobre la** **Planificación** **de Mudanzas**

**24 de marzo, 2016**

**6:30 - 8pm**

**Oficinas de Rebuild Potrero**  
**#1095 calle Connecticut**

***Se proporcionará cena.***  
***Cuidado infantil disponible.***

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comunícate con:  
Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

## **PRÓXIMAMENTE...**

**Cantonés**  
**Grupo Focal #1**  
**3/24, 6–7:30pm**  
**Economic**  
**Opportunity Council**  
**(EOC)**  
**85 Turner Terrace**

**Español**  
**Grupo Focal #2**  
**3/31, 6–7:30pm**  
**EOC**  
**85 Turner Terrace**

**Inglés**  
**Grupo Focal #2**  
**3/29, 6–7:30pm**  
**EOC,**  
**85 Turner Terrace**

**Reunión de Sumario**  
**sobre la**  
**Planificación de**  
**Mudanzas**  
**4/12, 6–8pm, NABE,**  
**#953 calle De Haro**

# 今晚 粵語 “臨時搬遷” 專題討論小組 (第一組)

日期：二零一六年三月二十四日（星期四）

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

提供免費晚餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

## 即將舉行...

### 西班牙語

專題討論小組（第一組）

日期：二零一六年三月二十四日

時間：下午六時半至八時

地點：1095 Connecticut St

專題討論小組（第二組）

日期：二零一六年三月三十一日

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

### 英語

專題討論小組（第二組）

日期：二零一六年三月二十九日

時間：下午六時至七時半

地點：EOC, 85 Turner Terrace

### “臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日

時間：下午六時至八時

地點：NABE, 953 De Haro St

# **ESTA NOCHE** **Grupo Focal** **#1 en Español** **sobre la** **Planificación** **de Mudanzas**

**24 de marzo, 2016**

**6:30 - 8pm**

**Oficinas de Rebuild Potrero**  
**#1095 calle Connecticut**

***Se proporcionará cena.***  
***Cuidado infantil disponible.***

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comunícate con:  
Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

## **PRÓXIMAMENTE...**

### **Cantonés**

**Grupo Focal #1**

**3/24, 6–7:30pm**

**Economic**

**Opportunity Council**

**(EOC)**

**85 Turner Terrace**

### **Español**

**Grupo Focal #2**

**3/31, 6–7:30pm**

**EOC**

**85 Turner Terrace**

### **Inglés**

**Grupo Focal #2**

**3/29, 6–7:30pm**

**EOC,**

**85 Turner Terrace**

### **Reunión de Sumario**

**sobre la**

**Planificación de**

**Mudanzas**

**4/12, 6–8pm, NABE,**

**#953 calle De Haro**

# **TOMORROW**

---

# **English**

# **Relocation**

# **Planning**

# **Focus**

# **Group**

**March 29, 2016**  
**6 - 7:30pm**  
**Economic Opportunity Council**  
**(EOC), 85 Turner Terrace**

***Dinner served. Child watch available.***

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:  
Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

## **COMING SOON...**

**Spanish**  
**Focus Group**  
**3/31, 6–7:30pm**  
**EOC**  
**85 Turner Terrace**

**Focus Group <NEW>**  
**4/2, 12–1:30pm**  
**1095 Connecticut**  
**Street**

**Relocation**  
**Planning Summary**  
**Meeting**  
**4/12, 6–8pm**  
**NABE, 953 De Haro**  
**Street**

# **TONIGHT** **English** **Relocation** **Planning** **Focus** **Group**

**March 29, 2016**  
**6 - 7:30pm**  
**Economic Opportunity Council**  
**(EOC), 85 Turner Terrace**

***Dinner served. Child watch available.***

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:  
Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

## **COMING SOON...**

**Spanish**  
**Focus Group**  
**3/31, 6–7:30pm**  
**EOC**  
**85 Turner Terrace**

**Focus Group <NEW>**  
**4/2, 12–1:30pm**  
**1095 Connecticut**  
**Street**

**Relocation**  
**Planning Summary**  
**Meeting**  
**4/12, 6–8pm**  
**NABE, 953 De Haro**  
**Street**

# **MAÑANA** **Grupo Focal** **en Español** **sobre la** **Planificación** **de Mudanzas**

**31 de marzo, 2016**

**6 - 7:30pm**

**Economic Opportunity Council  
(EOC), 85 Turner Terrace**

***Se proporcionará cena.***

***Cuidado infantil disponible.***

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comunícate con:

Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535

Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436

Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

## **PRÓXIMAMENTE...**

### **Grupo Focal <NUEVO>**

**4/2, 12–1:30pm**

**#1095 calle  
Connecticut**

### **Reunión de Sumario**

**sobre la**

**Planificación de  
Mudanzas**

**4/12, 6–8pm, NABE,  
#953 calle De Haro**



# **ESTA NOCHE**

---

## **Grupo Focal**

### **en Español**

## **sobre la**

# **Planificación**

# **de Mudanzas**

**31 de marzo, 2016**

**6 - 7:30pm**

**Economic Opportunity Council  
(EOC), 85 Turner Terrace**

***Se proporcionará cena.***

***Cuidado infantil disponible.***

Para más información, visita las Oficinas de Rebuild Potrero en #1095  
calle Connecticut, o comunícate con:

Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535

Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436

Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

### **PRÓXIMAMENTE...**

**Grupo Focal <NUEVO>**

**4/2, 12–1:30pm**

**#1095 calle  
Connecticut**

**Reunión de Sumario**

**sobre la**

**Planificación de**  
**Mudanzas**

**4/12, 6–8pm, NABE,  
#953 calle De Haro**

# Relocation Planning Focus Group

COMING SOON...

Relocation  
Planning Summary  
Meeting  
4/12, 6–8pm  
NABE, 953 De Haro  
Street

**April 2, 2016**  
**12 - 1:30pm**  
**1095 Connecticut Street**

*Lunch served. Child watch available.*

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:  
Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

## “臨時搬遷” 專題討論小組

即將舉行...

“臨時搬遷”  
規劃匯報會議

日期：二零一六年四月  
十二日  
時間：下午六時至八時  
地點：NABE,  
953 De Haro St

日期：二零一六年四月二日（星期六）  
時間：下午十二時至一時半  
地點：1095 Connecticut St

提供免費午餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳細資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535
- Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436
- Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

## Grupo Focal sobre la Planificación de Mudanzas

PRÓXIMAMENTE...

Reunión de Sumario  
sobre la  
Planificación de Mu-  
danzas  
4/12, 6–8pm, NABE,  
#953 calle De Haro

**2 de abril, 2016**  
**12 - 1:30pm**  
**#1095 calle Connecticut**

*Se proporcionará almuerzo.  
Cuidado infantil disponible.*

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comunicate con:  
Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

**TODAY**

## Relocation Planning Focus Group

**April 2, 2016  
12 - 1:30pm  
1095 Connecticut Street**

*Lunch served. Child watch available.*

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:  
Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

COMING SOON...

**Relocation  
Planning Summary  
Meeting  
4/12, 6–8pm  
NABE, 953 De Haro  
Street**

**今天**

## “臨時搬遷” 專題討論小組

日期：二零一六年四月二日（星期六）  
時間：下午十二時至一時半  
地點：1095 Connecticut St

提供免費午餐、及看顧兒童服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535
- Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436
- Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

即將舉行...

**“臨時搬遷”  
規劃匯報會議**

日期：二零一六年四月  
十二日  
時間：下午六時至八時  
地點：NABE,  
953 De Haro St

**HOY DÍA**

## Grupo Focal sobre la Planificación de Mudanzas

**2 de abril, 2016  
12 - 1:30pm**

*Se proporcionará almuerzo.  
Cuidado infantil disponible.*

Para más información, visita las Oficinas de Rebuild Potrero en #1095 calle Connecticut, o comuníquese con:  
Thu Banh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

PRÓXIMAMENTE...

**Reunión de Sumario  
sobre la  
Planificación de Mu-  
danzas  
4/12, 6–8pm, NABE,  
#953 calle De Haro**

# **TOMORROW**

## **Relocation Planning Focus Group**

**April 2, 2016  
12 - 1:30pm  
1095 Connecticut Street**

***Lunch served. Child watch available.  
Spanish & Cantonese translation available.***

For more information, visit the Rebuild Potrero Office at 1095 Connecticut Street or contact:  
Thu Binh, [tbanh@bridgehousing.com](mailto:tbanh@bridgehousing.com), 415-321-3535  
Uzuri Pease Greene, [ugreene@bridgehousing.com](mailto:ugreene@bridgehousing.com), 415-368-4436  
Daniel Adams, [dadams@bridgehousing.com](mailto:dadams@bridgehousing.com), 415-321-3566

**COMING SOON...**

**Relocation  
Planning Summary  
Meeting  
4/12, 6–8pm  
NABE, 953 De Haro  
Street**

## 明天

### “臨時搬遷” 專題討論小組

日期：二零一六年四月二日（星期六）

時間：下午十二時至一時半

地點：1095 Connecticut St

提供免費午餐、及看顧兒童服務、西班牙語和粵語傳譯服務

欲知有關臨時搬遷計劃更詳盡資料和有任何疑問，請親臨重建波特雷羅辦公室（地址：1095 Connecticut Street）或聯絡：

- Thu Binh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

即將舉行...

#### “臨時搬遷” 規劃匯報會議

日期：二零一六年四月  
十二日

時間：下午六時至八時

地點：NABE,  
953 De Haro St

## MAÑANA

### Grupo Focal sobre la Planificación de Mudanzas

2 de abril, 2016

12 - 1:30pm

#1095 calle Connecticut

*Se proporcionará almuerzo.  
Cuidado infantil disponible.  
Interpretación en español y cantonés disponible*

Para más información, visita las Oficinas de Rebuild Potrero en #1095  
calle Connecticut, o comuníquese con:

- Thu Binh, tbanh@bridgehousing.com, 415-321-3535
- Uzuri Pease Greene, ugreene@bridgehousing.com, 415-368-4436
- Daniel Adams, dadams@bridgehousing.com, 415-321-3566

PRÓXIMAMENTE...

#### Reunión de Sumario sobre la Planificación de Mu- danzas

4/12, 6-8pm, NABE,  
#953 calle De Haro

## TOMORROW

### Relocation Planning Summary Meeting

April 12, 2016

6 - 8 pm

Potrero Hill Neighborhood  
House (Nabe),

*Dinner served. Child watch available.  
Spanish & Cantonese translation available.*

For more information, visit the  
Rebuild Potrero Office at 1095  
Connecticut Street or contact:

- Thu Binh  
tbanh@bridgehousing.com  
415-321-3535
- Uzuri Pease Greene  
ugreene@bridgehousing.com  
415-368-4436
- Daniel Adams  
dadams@bridgehousing.com  
415-321-3566

明天

## “臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日（星期二）

時間：下午六時至八時

地點：波特雷羅鄰舍中心 (NABE), 953 De Haro St

提供免費晚餐、及看顧兒童服務  
西班牙語和粵語傳譯服務

欲知有關臨時搬遷計劃更詳盡資料和  
有任何疑問，請親臨重建波特雷羅  
辦公室（地址：1095 Connecticut  
Street）或聯絡：

- Thu Banh  
tbanh@bridgehousing.com  
415-321-3535
- Uzuri Pease Greene  
ugreene@bridgehousing.com  
415-368-4436
- Daniel Adams  
dadams@bridgehousing.com  
415-321-3566

MAÑANA

## Reunión de Sumario sobre la Planificación de Mudanzas

12 de abril, 2016

6 - 8pm

NABE, #953 calle De Haro

*Se proporcionará cena.  
Se ofrecerá cuidado infantil.  
Interpretación en español y  
cantonés disponible.*

Para más información, visita las  
Oficinas de Rebuild Potrero en  
#1095 calle Connecticut, o  
comunicate con:

- Thu Banh  
tbanh@bridgehousing.com  
415-321-3535
- Uzuri Pease Greene  
ugreene@bridgehousing.com  
415-368-4436
- Daniel Adams  
dadams@bridgehousing.com  
415-321-3566

TONIGHT

## Relocation Planning Summary Meeting

April 12, 2016

6 - 8 pm

Potrero Hill Neighborhood  
House (Nabe),

*Dinner served. Child watch available.  
Spanish & Cantonese translation available.*

For more information, visit the  
Rebuild Potrero Office at 1095  
Connecticut Street or contact:

- Thu Banh  
tbanh@bridgehousing.com  
415-321-3535
- Uzuri Pease Greene  
ugreene@bridgehousing.com  
415-368-4436
- Daniel Adams  
dadams@bridgehousing.com  
415-321-3566

今晚

## “臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日（星期二）

時間：下午六時至八時

地點：波特雷羅鄰舍中心 (NABE, 953 De Haro St)

提供免費晚餐、及看顧兒童服務  
西班牙語和粵語傳譯服務

欲知有關臨時搬遷計劃更詳盡資料和  
有任何疑問，請親臨重建波特雷羅  
辦公室（地址：1095 Connecticut  
Street）或聯絡：

- Thu Banh  
tbanh@bridgehousing.com  
415-321-3535
- Uzuri Pease Greene  
ugreene@bridgehousing.com  
415-368-4438
- Daniel Adams  
dadams@bridgehousing.com  
415-321-3566

ESTA NOCHE

## Reunión de Sumario sobre la Planificación de Mudanzas

12 de abril, 2016

6 - 8pm

NABE, #953 calle De Haro

*Se proporcionará cena.  
Se ofrecerá cuidado infantil.  
Interpretación en español y  
cantonés disponible.*

Para más información, visita las  
Oficinas de Rebuild Potrero en  
#1095 calle Connecticut, o  
comunicate con:

- Thu Banh  
tbanh@bridgehousing.com  
415-321-3535
- Uzuri Pease Greene  
ugreene@bridgehousing.com  
415-368-4438
- Daniel Adams  
dadams@bridgehousing.com  
415-321-3566

# Relocation Planning Summary Meeting

**April 12, 2016  
6 - 8 pm  
Potrero Hill Neighborhood  
House (Nabe),  
953 De Haro Street**

*Dinner served. Child watch available.  
Spanish & Cantonese translation available.*

For more information, visit the  
Rebuild Potrero Office at 1095  
Connecticut Street or contact:

•Thu Banh  
tbanh@bridgehousing.com  
415-321-3535

•Uzuri Pease Greene  
ugreene@bridgehousing.com  
415-368-4436

•Daniel Adams  
dadams@bridgehousing.com  
415-321-3566

## “臨時搬遷” 規劃匯報會議

日期：二零一六年四月十二日（星期二）

時間：下午六時至八時

地點：波特雷羅鄰舍中心 (NABE), 953 De Haro St

提供免費晚餐、及看顧兒童服務  
西班牙語和粵語傳譯服務

欲知有關臨時搬遷計劃更詳盡資料和  
有任何疑問，請親臨重建波特雷羅  
辦公室（地址：1095 Connecticut  
Street）或聯絡：

- Thu Banh  
tbanh@bridgehousing.com  
415-321-3535
- Uzuri Pease Greene  
ugreene@bridgehousing.com  
415-368-4436
- Daniel Adams  
dadams@bridgehousing.com  
415-321-3566

## Reunión de Sumario sobre la Planificación de Mudanzas

**12 de abril, 2016  
6 - 8pm  
NABE, #953 calle De Haro**

*Se proporcionará cena.  
Se ofrecerá cuidado infantil.  
Interpretación en español y  
cantonés disponible.*

Para más información, visita las  
Oficinas de Rebuild Potrero en  
#1095 calle Connecticut, o  
comunicate con:

• Thu Banh  
tbanh@bridgehousing.com  
415-321-3535

• Uzuri Pease Greene  
ugreene@bridgehousing.co  
m415-368-4436

• Daniel Adams  
dadams@bridgehousing.com  
415-321-3566



## **Right to Return for Potrero HOPE SF**

Households living in public housing at Potrero Terrace and Potrero Annex Public Housing sites ("Potrero") will need to move from existing housing units in order for new housing to be constructed as part of the revitalization of these sites.

After the sites have been revitalized, as a Potrero public housing household, you will have the right to move into a revitalized unit if your household is in "**good standing**" with the San Francisco Housing Authority ("SFHA"). Good standing means your household has not been evicted or served with a summons and complaint for eviction by SFHA by the time the household receives a written Notice of Eligibility for relocation benefits, which is issued to the household at least 90 days before it is time for the household to move.

**To help ensure that your household remains in good standing as well as remain eligible for relocation benefits, it is very important** that each household is paying rent and complying with the SFHA lease until it is time for your household to move! Paying rent on time and paying any back rent owed under an agreement with SFHA will ensure your household remains eligible for a new housing unit, which is called your household's "**right to return**".

It is also very important that if there are members of your household whose names are not on the lease, that you immediately notify the property manager at your property, so that the SFHA can determine whether these individuals' names can be added to the lease. If they are added, then they will be considered part of your household that is offered a new housing unit. This is SFHA's "**add lease**" program.

Potrero households in good standing will be offered a new housing unit in the revitalized Potrero development. Potrero households in good standing will be offered a new housing unit in the revitalized Potrero development. Some households may have a choice to move into a new affordable housing unit in another San Francisco neighborhood, if there are any available. Under current law, once a household accepts the new housing, that unit is the permanent new home for that household.

Households cannot split up into more than one new unit.

This handout summarizes your right to return under the SFHA Policy adopted by the SFHA Board of Commissioners on February 26, 2009 and the San Francisco Right to

Revitalized Housing Ordinance adopted by the Board of Supervisors on October 15, 2012. Keep this information!

**To ask San Francisco Housing Authority about good standing and the add lease program, please contact your SFHA property manager.**

Renee Scott, Potrero Property Manager: [scottr@SFHA.ORG](mailto:scottr@SFHA.ORG) 415.715.2311

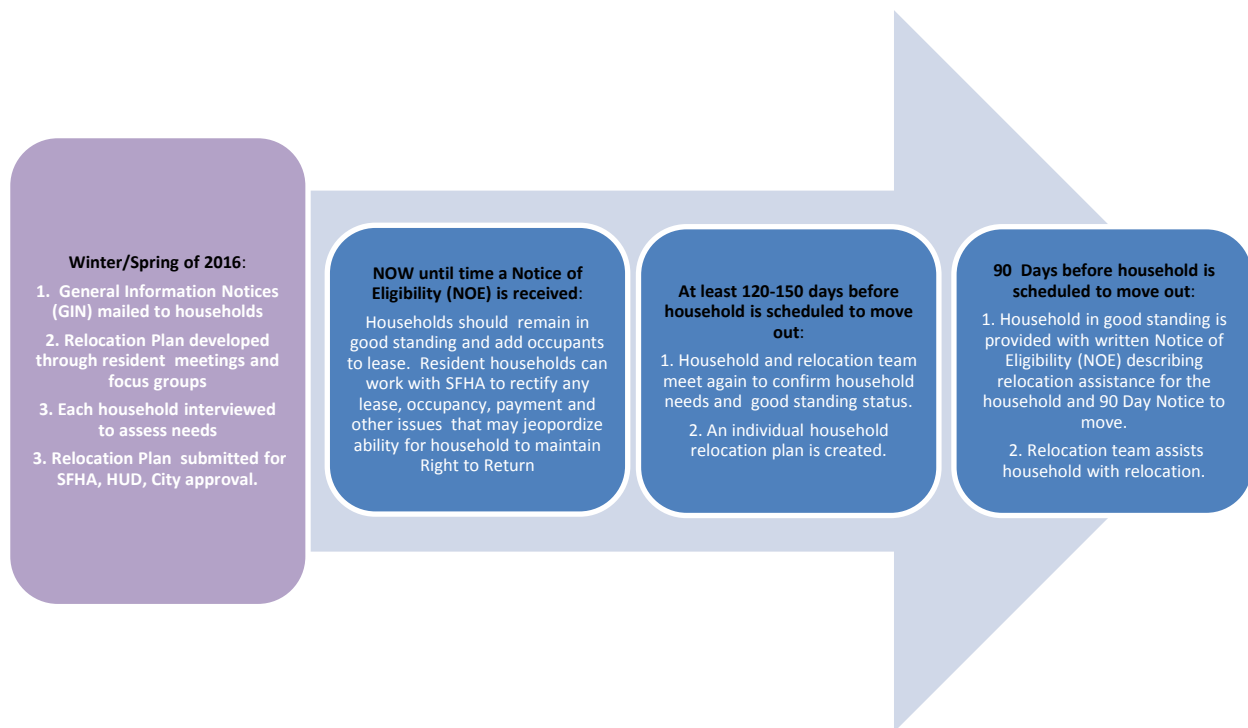
Kendra Crawford, Potrero Property Supervisor [crawfordk@SFHA.ORG](mailto:crawfordk@SFHA.ORG) 415.715.3811

Kim Reeder, Potrero Property Manager: [reederk@SFHA.ORG](mailto:reederk@SFHA.ORG) 415.715.2225

Miguel Paltao Jr., Potrero Property Supervisor [paltaom@SFHA.ORG](mailto:paltaom@SFHA.ORG) 415.715.2025

## Relocation Process Handout

### Relocation Time Line



## **Relocation Plan Availability Letter**

**NOTIFICATION OF RELOCATION PLAN AVAILABILITY FOR REVIEW AND  
COMMENT  
AND DIRECTIONS TO PROVIDE WRITTEN COMMENTS**

June 13, 2016

Delivered: First Class Mail

Dear Potrero Hill Resident:

As you may be aware, BRIDGE-Potrero Community Associates, a California limited liability company (an affiliate of BRIDGE Housing) and the San Francisco Housing Authority (SFHA) are proceeding with the relocation planning for the households for the Potrero Hill Public Housing Community. The relocation planning is for the future revitalization of Potrero Hill with new replacement housing for existing households, new affordable and market rate housing, new parks and streets, and neighborhood services.

Overland, Pacific & Cutler, Inc. (OPC) is writing the Master Relocation Plan for the overall relocation program to be implemented at Potrero Hill in accordance with the federal Uniform Relocation Act (URA) and the California Relocation Assistance Guidelines (Guidelines). The Master Relocation Plan will provide guidance to the relocation team and provides the residents of Potrero Hill with an overview of how they are protected and what they can expect from the relocation program. This plan does not provide specific timelines for when your household may move; those details will be provided to you at a later date by the relocation team, who will help you prepare for your relocation and ensure that you and your household are taken care of during the relocation process.

In accordance with Section 6038 of the Guidelines, this plan shall be made available to you for a period of 30 days to review and provide comment.

**A copy of this plan is available for your review at these locations starting on June 15, 2016:**

- BRIDGE Housing Offices - 1095 Connecticut St
- HGP/Annex Tenant Council - 5 Watchman Way
- Terrace Tenant Council - 1024 Connecticut St
- The Nabe - 953 De Haro St.

- Y Terrace office - 1805-25th St.
- EOC - 85 Turner Terrace
- CARE - 107 Dakota St.
- Y Annex office - 751 Missouri St.
- Potrero Hill Health Center - 1050 Wisconsin St.

**The plan may also be accessed online at [www.sfha.org](http://www.sfha.org) and [www.sfmohcd.org](http://www.sfmohcd.org).  
We solicit and welcome your comments to the Relocation Plan.**

Please direct written comments and/or questions to:

Chad Wakefield  
Overland, Pacific & Cutler, Inc.  
7901 Oakport Street, Suite 4800, Oakland, California 94621  
[cwakefield@opcservices.com](mailto:cwakefield@opcservices.com)  
Fax: (562) 304-2020

**You may send your comments by mail or by email to the address provided above.  
Your comments must be received at one of the mailing addresses provided above  
by July 15, 2016 to be considered in the final relocation plan.**

This plan will be heard for approval by the San Francisco Housing Authority Commission (Commission) in July or August of 2016. You will receive further written notice regarding the Commission hearing.

**Please be advised that this notice, the summary of the relocation plan, nor the plan are in any way intended to advise residents to begin the relocation process. Please do not take steps to relocate or move prior to receiving advanced notification.**

**If you have not been interviewed by OPC or Shanti, please contact Liz Benevidez at OPC at 1.800.400.7356 to schedule an interview.**

Thank you in advance for your participation in the review and comment process.

**Sincerely,**

A handwritten signature in cursive script that reads "Chad K. Wakefield".

---

**Chad K. Wakefield  
Senior Project Manager  
Overland, Pacific and Cutler**

## **NOTIFICACION DE DISPONIBILIDAD DE PLAN DE TRASLADO PARA LA REVISION Y COMENTARIO Y DIRECCIONS EN PROVEER COMENTARIOS POR ESCRITO**

13 de junio de 2016  
Clase

Entregado: Correo de Primera

Estimado Residente de Potrero Hill:

Como usted sabrá, BRIDGE-Potrero Community Associates, a California limited liability company (un afiliado de BRIDGE Housing) y el San Francisco Housing Authority (SFHA) están avanzando en la planificación de reubicación de los hogares para la Vivienda Pública Comunitaria de Potrero Hill. La planificación de reubicación es para la revitalización de Potrero Hill en el futuro con nuevas viviendas de reemplazo para hogares ya existentes, nuevas viviendas económicas y a precio de mercado, nuevos parques y calles, y los servicios de la vecindad.

Overland, Pacific & Cutler, Inc. (OPC) está escribiendo el Plan Maestro de Reubicación para el programa de reubicación general de Potrero Hill que será implementado en acuerdo con la ley de reubicación uniforme federal (URA) y las directrices de asistencia de reubicación de California (directrices). El Plan Maestro de Reubicación brindará dirección al equipo de reubicación y provee a los residentes de Potrero Hill con una descripción de cómo son protegidos y lo que pueden esperar del programa de reubicación. Este plan no ofrece plazos concretos para cuando su hogar puede mover; los detalles se les proveerá más tarde por el equipo de reubicación, quien le ayudará a prepararse para su reubicación y asegurar que usted y su hogar sean atendidos durante el proceso de reubicación.

En conforme con la sección 6038 de las Directrices, este plan se pondrá a su disposición durante un período de 30 días para revisar y ofrecer sus comentarios.

**Una copia de este plan está disponible para su revisión en los siguientes lugares empezando el 15 de junio de 2016:**

- BRIDGE Housing Office- 1095 Connecticut St
- HGP/Annex Tenant Council -5 Watchman Way
- Terrace Tenant Council - 1024 Connecticut St



- The Nabe - 953 De Haro St.
- Y Terrace Office - 1805-25th St.
- EOC - 85 Turner Terrace
- CARE - 107 Dakota St.
- Y Annex Office - 751 Missouri St.
- Potrero Hill Health Center - 1050 Wisconsin St.

**El plan también se puede acceder en línea en [www.sfha.org](http://www.sfha.org) y [www.sfmohcd.org](http://www.sfmohcd.org). Solicitamos y damos la bienvenida a sus comentarios al plan de reubicación.**

Por favor dirija sus comentarios por escrito y/o preguntas a:

Chad Wakefield  
Overland, Pacific & Cutler, Inc.  
7901 Oakport Street, Suite 4800, Oakland, California 94621  
[cwakefield@opcservices.com](mailto:cwakefield@opcservices.com)

**Puede enviar sus comentarios por correo o por correo electrónico al domicilio proveído encima. Sus comentarios deben ser recibidos en uno de los domicilios proveído encima antes del 15 de julio de 2016 para ser considerado en el plan final de reubicación.**

Este plan será escuchado para aprobación por la Comisión de San Francisco Housing Authority (Comisión) en julio o agosto de 2016. Recibirá otro aviso por escrito con respecto a la audiencia de la Comisión.

**Por favor tenga en cuenta que este aviso, el resumen del plan de reubicación, ni el plan son de ninguna manera un intento en aconsejar a los residentes a comenzar el proceso de reubicación. Por favor, no tome medidas para reubicar o mover antes de recibir notificación en avacé.**

**Si no ha sido entrevistado por OPC o Shanti, por favor comuníquese con Liz Benevidez de OPC al 1.800.400.7356 para hacer cita para una entrevista.**

Gracias de antemano por su participación en la revisión y proceso de comentarios.

**Atentamente,**



---

**Chad K. Wakefield**  
**Gerente de Proyecto Mayor**  
**Overland, Pacific and Cutler**

供审查和评论的搬迁计划通知  
以及提供书面意见的指导

2016 年 6 月 15 日

递送：普通邮件

尊敬的 Potrero Hill 居民：

正如您所知 BRIDGE-Potrero Community Associates（一家加州有限责任公司，系 BRIDGE Housing 附属公司）与旧金山住房管理局（SFHA）正在着手对 Potrero Hill 公共住房社区家庭的搬迁计划。搬迁计划准备通过代替现有住房的新替换住房、新经济适用房和可负担住房、新公园及街道和邻里服务，振兴 Potrero Hill 的未来。

Overland, Pacific & Cutler, Inc. (OPC) 正根据联邦《统一搬迁法案》(URA) 和《加州搬迁协助指导方针》（简称为“指导方针”），制定将要在 Potrero Hill 实施的整体搬迁方案的总体搬迁计划。总体搬迁计划将为搬迁团队提供指导，并让 Potrero Hill 的居民大体了解他们将获得怎样的保护以及可以怎样受益于搬迁方案。这份计划不会提供您的住房搬迁时间的具体时间表；这些细节将在以后由搬迁团队向您提供，该团队将帮助您准备搬迁，并确保您和您的家庭在搬迁过程中能得到照顾。

根据指导方针第 6038 款，为您提供的此计划有 30 天期限可供您审查和提供意见。

**自 2016 年 6 月 13 日起 将在以下地点向您提供一份本计划供您审查：**

- BRIDGE Housing 办事处 — 1095 Connecticut St
- HGP/Annex 租户委员会 — 5 Watchman Way
- Terrace 租户委员会 — 1024 Connecticut St
- The Nabe — 953 De Haro St.
- Y Terrace 办事处 — 1805-25th St.
- EOC — 85 Turner Terrace
- CARE — 107 Dakota St.
- Y Annex 办事处 — 751 Missouri St.
- Potrero Hill 卫生院 — 1050 Wisconsin St.

该计划也可以在[www.sfha.org](http://www.sfha.org) 和[www.sfmohcd.org](http://www.sfmohcd.org) 在线获取。  
我们诚挚并欢迎您对搬迁计划发表意见。

请将书面意见和/或问题提交至：

Chad Wakefield  
Overland, Pacific & Cutler, Inc.  
7901 Oakport Street, Suite 4800, Oakland, California 94621  
cwakefield@opcservices.com

您可以通过邮件或电子邮件将意见寄送至以上地址。您的意见必须在 2016 年 7 月 15 日之前送达以上提供的其中一个邮寄地址，才能在最终搬迁计划中予以考虑。

此计划将于 2016 年 7 月或 8 月由旧金山住房管理局委员会（简称“委员会”）举行听证会以进行审批。您将收到关于委员会听证会的进一步书面通知。

请注意，本通知、搬迁计划摘要及其完整计划并非以任何方式试图劝告居民开始搬迁流程。在收到提前通知前，请不要采取措施进行搬迁或搬家。

如果您还没有接受 OPC 或 Shanti 的面试，请拨打 1.800.400.7356 联络 OPC 的 Liz Benevidez，安排面试。

提前感谢您参与审查和评论流程。

谨致，



---

Chad K. Wakefield  
Overland, Pacific and Cutler  
高级项目经理

## **Relocation Plan Summary**

### **Potrero Hill HOPE SF Master Relocation Plan Summary**

**This document is a summary of the draft Master Relocation Plan for the Potrero HOPE SF. Please review this and give us your comments. You can contact us as described at the end of this document. Please be advised that this summary of the relocation plan, nor the plan are in any way intended to advise residents to begin the relocation process. Please do not take steps to relocate or move prior to receiving advanced notification.**

Introduction: The San Francisco Housing Authority (SFHA) selected the BRIDGE-Potrero Community Associates, a California limited liability company (“Developer”) to develop and carry out a revitalization plan for Potrero Hill (“Project”).

The Project is comprised of 5 phases of demolition and construction of Replacement Public Housing Units and other housing units. All Potrero Hill (“Potrero”) households will be relocated from their current units to other on- and off-site housing units (“Relocation Units”). The estimated schedule for the construction of the new housing units, streets, utilities and neighborhood serving facilities is from 2018-2028. The Project will develop between 1600 and 1700 housing units including the replacement of up to 606 public housing units (“Replacement Public Housing Units”). SFHA determined that the Developer will develop a Master Relocation Plan and implement the Plan.

Potrero Households have numerous protections including rights to Federal and State relocation assistance in accordance with Federal and State relocation assistance laws. In accordance with the City of San Francisco’s Right to Return to Revitalized Housing Ordinance, households who remain in Good Standing, meaning those households that have not been evicted or been served with a summons and complaint for eviction by SFHA have the Right to Return to a revitalized housing unit. Upon completion of the new units, each Potrero household will be moved to a newly constructed unit that meets their needs within the new Potrero development. Some Potrero households may have the opportunity to move voluntarily and permanently to affordable units in other neighborhoods. Current non-residential occupants will also be required to relocate and in some cases be able to take occupancy in a new space at Potrero.

SFHA will continue to own the land where all affordable units are located, including the Replacement Public Housing Units. SFHA will execute long term ground leases with individual limited partnerships in which affiliates of the Developer are general partners.

The new housing will be owned and managed by these entities established for those purposes.

**Purpose of the Relocation Plan:** This document is a summary of the Master Relocation Plan developed for the Project. The purpose of the Relocation Plan is to describe the relocation requirements under local, state and federal laws to assist SFHA and the Developer in implementing the relocation. The Plan is also a way to communicate relocation rights, benefits and eligibility criteria of the required relocation program to the Potrero households.

**Federal and State Relocation Laws for the Project:** The Project is being assisted by federal funding sources including HUD's Choice Neighborhood Initiative (CNI) and proposes to use other federal funds including HOME, CDBG and potentially Rental Assistance Demonstration. The federal funds require that the SFHA provide a relocation program including relocation planning and assistance in accordance with the Uniform Relocation Act (URA). The City of San Francisco funding to the Project requires the relocation program is also in accordance with the State of California Relocation Assistance Law (CRAL) and Guidelines (Guidelines).

**Relocation Program Requirements:** The primary relocation responsibilities of SFHA and the Developer under the URA and CRAL include the following;

1. Prepare a Relocation Plan (Plan), receive comments on the Plan during a 30 Day Comment Period, and present the Plan to the SFHA Board of Commissioners for approval.
2. Provide Counseling and Relocation Advisory Services to help residents to prepare for and execute their relocation.
3. Provide Written Relocation Notices to Potrero households, including a Notice of Eligibility (NOE) describing the household's relocation benefits and a 90 Day Notice to Vacate to be issued 90 days before the household is to move.
4. Provide temporary housing or help the household secure permanent replacement housing.
5. Provide Moving Assistance to temporary and/or permanent replacement housing.
6. Provide an opportunity to Appeal Relocation Decisions.

**Relocation Assistance Team:** Potrero households will work with the relocation team throughout the relocation process starting with resident meetings and focus groups, and individual household interviews. The relocation team will work with all households prior to and during each phase of the Project to create an individual relocation plan for the household and then execute their relocation.

**Relocation Notification Plan:** The relocation team will provide all required written notifications to the household including their Notice of Eligibility (for relocation benefits), the 90-day Notice to Vacate, and a 30-day Notice to Vacate. Depending upon the final funding plan for the Project, additional written notifications may be required. All notices will be translated into the household's primary language, personally served and explained where possible or delivered certified return receipt mail.

**Moving Assistance Plan:** The relocation team will meet with each household to explain the moving assistance services that will be made available to them. The Developer expects to hire a moving contractor (or multiple contractors if needed) to provide moving services. Services would include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the household's personal property to and from their relocation housing unit. Similar services will be provided to households being directly relocated to their new replacement unit.

Additional vendors may be needed for debris hauling services and other services that may be needed by senior and/or disabled households. These needs will be handled on a phase by phase, case by case basis. Such services are referred to as related services. All moving and related services will be directly paid for by the Developer.

**Residents' Right to Return to Revitalized Housing:** In addition to the URA and CRAL requirements that protect Potrero household, San Francisco's Right to Return to Revitalized Housing Ordinance provides that public housing households have a right to revitalized housing and relocation assistance after a relocation from their original unit, so long as the household is in good standing, meaning that it is not in the eviction process or has not been evicted by SFHA.

The Ordinance treats all lawful tenants residing within a unit as a household, and the household shall be eligible to return to a single revitalized unit and not separate replacement units.



All current households, whose tenancy at Potrero was not lawfully terminated prior to, or after, the Initiation Date (date of first notice for eligibility for relocation assistance), shall have a right to, and the highest priority for, a replacement unit at the new Potrero development.

**Replacement Housing Plan:** The existing Potrero housing units will be replaced by the Project. Most of the new replacement units will be constructed on the Site but it is anticipated that some new replacement units will be located outside of the Site, including in the immediate area or in other neighborhoods.

All households will be required to vacate their current or original units to accommodate the demolition and construction process. The construction of units is expected to last longer than 12-months per phase. The primary replacement housing resource will be the units to be built by the Developer; however, some households may need to be temporarily relocated off-site to housing arranged for by the Developer on their behalf during construction of new units at Potrero.

The Plan is to move as many households from their original units to vacant units at Potrero. In essence, the households that will be able to be relocated on-site during the construction will be transferred to another low income public housing unit.

Any increased housing cost related to temporary housing will be paid for by the Developer.

**Required Relocation Plan Review Period:** In accordance with the Guidelines, the draft Plan is required to be circulated for a 30-day public review and comment period.

The draft Plan will be made available to each Project household and non-residential occupant for a 30-day review period so that written and verbal comments on the draft Plan can be collected. Potrero households are receiving a written notice that the draft Plan is available to read and that the Plan is summarized in this document. Non-Potrero residents, including public agencies, advocacy groups and other interested parties, will also be invited to provide written comments to the draft Plan. The comment period will open from June 15, 2016 to July 15, 2016.

A copy of this Plan will be available for review at the following locations (all in San Francisco, CA 94107) beginning on June 15, 2016:

- BRIDGE Housing Offices - 1095 Connecticut St

- HGP/Annex Tenant Council -5 Watchman Way
- Terrace Tenant Council - 1024 Connecticut St
- The Nabe - 953 De Haro St.
- Y Terrace office - 1805-25th St.
- EOC - 85 Turner Terrace
- CARE - 107 Dakota St.
- Y Annex office - 751 Missouri St.
- Potrero Hill Health Center - 1050 Wisconsin St.

The draft Plan may also be accessed online at [www.sfha.org](http://www.sfha.org) and [www.sfmohcd.org](http://www.sfmohcd.org).

The draft Plan will be revised to incorporate all comments received related to the Plan.

The revised Plan will be presented for approval to the San Francisco Housing Authority Commission (Commission) this Summer, 2016. A written notice will be mailed to the Potrero households about the Commission hearing that can be attended and comments submitted in person.

Any written comments or questions received will be included in the Final Master Relocation Plan to be presented to the Commission for approval.

**All written comments should be mailed, faxed, or emailed by July 15, 2016 to:**

**Chad Wakefield**  
**Senior Project Manager**  
**Overland, Pacific and Cutler**  
**7901 Oakport Street, Suite 4800**  
**Oakland, CA 94621**  
**Email: [cwakefield@opcservices.com](mailto:cwakefield@opcservices.com)**  
**Fax: (562) 304-2020**

**Verbal comments may be discussed with Chad at 510.760.6071 by July 15, 2016.**

### **Resumen del Plan de Reubicación Maestro de Potrero Hill HOPE**

**Este documento es un resumen del Plan preliminares de Reubicación Maestro Para el Potrero HOPE SF. Por favor revise esto y denos sus comentarios. Se puede comunicarse con nosotros conforme es descrito al final del documento. Por favor tenga en cuenta que este resumen del plan de reubicación, ni el plan, son de ninguna manera un intento de aconsejar a los residentes a comenzar el proceso de reubicación. Por favor, no tome medidas para reubicar o mover antes de recibir notificación en avacé.**

Introducción: El San Francisco Housing Authority (SFHA) seleccionó a BRIDGE-Potrero Community Associates, a California limited liability company (“Desarrollador”) para desarrollar y llevar a cabo un plan de revitalización de Potrero Hill ("Proyecto").

El proyecto se compone de 5 fases de la demolición y construcción de unidades públicas de vivienda de reemplazo y otras unidades de vivienda. Todos los hogares de Potrero Hill ("Potrero") se trasladarán de sus unidades actuales a otras unidades de vivienda en y fuera del sitio (“Unidades de Reubicación”). El horario estimado para la construcción de nuevas viviendas, calles, utilidades e instalaciones de servicio para la vecindad es de 2018-2028. El proyecto desarrollará entre 1600 y 1700 viviendas incluyendo la sustitución de hasta 606 unidades de vivienda ("Unidades Públicas De Vivienda De Reemplazo"). SFHA determinó que el desarrollador va a desarrollar un Plan de Reubicación Maestro e Implementar el Plan.

Hogares de Potrero tienen numerosas protecciones incluyendo derechos Federales y Estatales de asistencia de reubicación en acuerdo con leyes de asistencia de reubicación Federales y Estatales. En acuerdo con la Ordenanza del Derecho Para Volver a Viviendas Revitalizadas de la Ciudad de San Francisco, hogares que siguen en buen pie, es decir, aquellos hogares que no han sido expulsados o han sido servidos con una citación y la denuncia de desalojo por SFHA, tienen Derecho a Volver a una unidad de vivienda revitalizada. Al finalizar las nuevas unidades, cada hogar de Potrero será movido a una unidad recién construida que satisfaga sus necesidades dentro del nuevo desarrollo de Potrero. Algunos hogares de Potrero podrán tener la oportunidad de moverse voluntariamente y permanentemente a unidades económicas en otras vecindades. También será necesario reubicar ocupantes actuales que no son

residentes y, en algunos casos, sea posible de tomar la ocupación en un nuevo espacio en Potrero.

SFHA seguirá como dueño del terreno donde se ubican todas las unidades económicas, incluyendo Unidades Públicas De Vivienda De Reemplazo. SFHA ejecutará arrendamientos de terreno a largo plazo con sociedades limitadas individuales en las que afiliados del desarrollador son socios generales. La nueva vivienda será propiedad de y manejada por estas entidades establecidas para esos propósitos.

**Propósito del Plan de Reubicación:** Este documento es u resumen del Plan de Reubicación Maestro desarrollado para el Proyecto. El propósito del Plan de Reubicación es para describir los requisitos de reubicación bajo leyes local, estatal y federal para asistir SFHA y el desarrollador en implementando la reubicación. El Plan también es una manera para comunicar los derechos de reubicación, beneficios y criterios de elegibilidad del programa de reubicación requerido de los hogares de Potrero.

**Leyes de Reubicación Federal y Estatal Para El Proyecto:** El Proyecto será asistido por fondos federales incluyendo HUD's Choice Neighborhood Initiative (CNI) y propone usar otros fondos federales incluyendo HOME, CDBG y posiblemente Rental Assistance Demonstration (Asistencia de Demonstración de Renta). Los fondos federales requieren que el SFHA provea un programa de reubicación incluyendo planeando para reubicación y asistencia en acuerdo con Uniform Relocation Act (URA). Los fondos para el proyecto de parte de la ciudad de San Francisco requieren que el programa de reubicación también este en acuerdo con State of California Relocation Assistance Law (CRAL) y las Directrices (Directrices).

**Requisitos del Programa de Reubicación:** Las responsabilidades principales de reubicación de SFHA y el Desarrollador bajo el URA y CRAL incluyen lo siguiente;

7. Preparar un Plan de Reubicación (Plan), recibir comentarios sobre el Plan durante un periodo de comentario de 30 días, y presentar el Plan a la Junta de Comisionados de SFHA para su aprobación.
8. Proveer consejería y Servicios Consultivos de Reubicación para ayudar los residentes en preparar y ejecutar su reubicación.

9. Proveer Noticia de Reubicación por Escrito a los hogares de Potrero, incluyendo un Aviso de Elegibilidad (NOE) describiendo los beneficios de reubicación para el hogar y un Aviso Para Desalojar de 90 Días que se dará 90 días antes que se moverá el hogar.
10. Proveer vivienda temporal o ayudar el hogar asegurar una vivienda de reemplazo.
11. Proveer Asistencia Móvil a vivienda de reemplazo temporal y/o permanente.
12. Proveer una oportunidad para Apelar Decisiones de Reubicación.

**Equipo de Asistencia de Reubicación:** Hogares de Potrero trabajarán con el equipo de reubicación en todo el proceso de reubicación a partir de reuniones residenciales y grupos de enfoque, y entrevistas de hogares individuales. El equipo de reubicación trabajará con todos los hogares antes y durante cada fase del proyecto para crear un plan individual de reubicación para el hogar y luego ejecutar su reubicación.

**Plan de Notificación de Reubicación:** El equipo de reubicación proveerá todas las notificaciones escritas necesarias al hogar incluyendo su Aviso de Elegibilidad (para beneficios del reubicación), el Aviso de 90 Días Para Desalojar y un Aviso de 30 Días Para Desalojar. Dependiendo el plan de fondos final del proyecto, notificaciones adicionales pueden ser necesarias. Todos los avisos serán traducidos al idioma principal de la casa, personalmente servido y explicado donde sea posible o entregado por correo certificado con recibo de regreso.

**Plan de Asistencia Móvil:** El equipo de reubicación se reunirá con cada hogar para explicar los servicios de asistencia móvil que estarán disponibles para ellos. El desarrollador espera contratar a un contratista de movimiento (o varios contratistas si es necesario) para proveer servicios móviles. Servicios incluyen embalaje completo, mudanza, carga, descarga, desembalaje y seguro necesario del valor completo de reemplazo para mover bienes de y al hogar de vivienda de reemplazo. Servicios similares se proveerán a los hogares que se trasladan directamente a su nueva unidad de reemplazo.

Vendedores adicionales pueden ser necesarios para servicios de acarreo de escombros y otros servicios que sean necesarios para hogares de mayores o discapacitados. Estas necesidades se atenderán en fase por fase, y caso por caso.

Estos servicios se refieren como servicios relacionados. Todos servicios móviles y relacionados se pagarán directamente por el desarrollador.

**Derecho de Retorno de Residentes de Viviendas Revitalizadas:** Además de los requisitos de URA y CRAL que protegen a los hogares de Potrero, la Ordenanza de San Francisco de Derechos de Retorno de vivienda revitalizada provee que hogares de vivienda pública tienen derecho a vivienda revitalizada y asistencia para la reubicación después de una reubicación de su unidad original, siempre y cuando el hogar está en buen estado, lo que significa que no está en el proceso de desalojo o no ha sido desalojado por SFHA.

La Ordenanza trata a todos los inquilinos legales que residen dentro de una unidad como un hogar, y el hogar será elegible para regresar a una sola unidad revitalizada y no unidades de reemplazo separadas.

Todos los hogares actuales, con tenencia en Potrero que no fue terminada legalmente antes o después, de la fecha de iniciación (fecha del primer aviso de elegibilidad para asistencia para la reubicación), tendrá derecho a, y la prioridad más alta para, una unidad de reemplazo en el nuevo desarrollo de Potrero.

**Plan de Reemplazo de Vivienda:** Las unidades de vivienda existentes de Potrero se sustituirán por el proyecto. La mayoría de las nuevas unidades de reemplazo se construirá en el sitio, pero se espera que algunas nuevas unidades de reemplazo estén ubicadas fuera del sitio, incluyendo en las inmediaciones o en otras vecindades.

Todos los hogares deberán desalojar sus unidades actuales u originales para acomodar el proceso de demolición y construcción. La construcción de unidades se espera que dure más de 12 meses por fase. El recurso principal de vivienda de reemplazo serán las unidades que serán construidas por el desarrollador; sin embargo, algunos hogares pueden necesitar ser reubicados temporalmente fuera del sitio a la vivienda dispuesta por el desarrollador en su nombre durante la construcción de nuevas unidades en Potrero.

El Plan es de mover cuantos tantos hogares sean posibles de sus unidades originales a unidades vacantes en Potrero. En esencia, los hogares que podrán ser reubicados en

el sitio durante la construcción serán transferidas a otra unidad de bajos recursos de vivienda pública.

Cualquier gasto de vivienda aumentado relacionado con vivienda temporal será pagado por el Desarrollador.

**Período de Revisión del Plan de Reubicación Requerido:** Conforme las directrices, es necesario que el Plan propuesto sea circulado para revisión pública de 30 días y período de comentarios.

El proyecto de Plan estará disponible para cada hogar del Proyecto y ocupantes que no son residentes por un periodo de revisión de 30 días para que los comentarios escritos y verbales sobre el Plan propuesto puedan ser coleccionados. Hogares de Potrero recibirán una notificación por escrito que el Plan propuesto está disponible para leer y que el Plan se resume en este documento. Residentes que no son de Potrero, incluyendo agencias públicas, grupos de defensa y otras partes interesadas, también serán invitados para proveer comentarios sobre el Plan propuesto. Se abrirá el período de comentarios del 15 de junio de 2016 a 15 de julio de 2016.

Una copia de este Plan estará disponible para revisión en los siguientes sitios (todos en San Francisco, CA 94107) a partir del 15 de junio de 2016:

- BRIDGE Housing Offices - 1095 Connecticut St
- HGP/Annex Tenant Council -5 Watchman Way
- Terrace Tenant Council - 1024 Connecticut St
- The Nabe - 953 De Haro St.
- Y Terrace office - 1805-25th St.
- EOC - 85 Turner Terrace
- CARE - 107 Dakota St.
- Y Annex office - 751 Missouri St.
- Potrero Hill Health Center - 1050 Wisconsin St.

El Plan propuesto también se puede acceder en línea en [www.sfha.org](http://www.sfha.org) y [www.sfmohcd.org](http://www.sfmohcd.org). El Plan propuesto será revisado para incorporar todos los comentarios recibidos relacionados al Plan.

El Plan revisado será presentado para aprobación por la Comisión de San Francisco Housing Authority (Comisión) este verano, 2016. Un aviso escrito será enviado por correo a los hogares de Potrero sobre la audiencia de la Comisión que puede ser atendida y comentarios ser sometidos en persona.

Cualquier comentario escrito o preguntas recibidas serán incluidos en el Plan Final de Reubicación Maestro para ser presentado a la Comisión para la aprobación.

**Todos los comentarios por escrito deben ser enviados por correo, faxed, o enviados por correo electrónico hasta el 15 de julio de 2016 a:**

**Chad Wakefield**  
**Gerente Mayor de Proyecto**  
**Overland, Pacific and Cutler**  
**7901 Oakport Street, Suite 4800**  
**Oakland, CA 94621**  
**Email: [cwakefield@opcservices.com](mailto:cwakefield@opcservices.com)**  
**Fax: (562) 304-2020**

**Comentarios verbales pueden ser discutidos con Chad al 510.760.6071 hasta el 15 de julio de 2016**



**Potrero Hill HOPE SF 总体搬迁计划摘要**

**本文件为** **Potrero** **HOPE** **SF**  
**总体搬迁计划草案摘要。请仔细阅读本文内容并向我们提出您的意见。您可以按照本文件结尾部分注明的联络方式与我们联络。请注意，本搬迁计划摘要及其完整计划并非以任何方式试图劝告居民开始搬迁流程。在收到提前通知之前，请不要采取行动进行搬迁或搬家。**

简介：旧金山住房管理局（SFHA）已选定由加州有限责任公司 BRIDGE-Potrero Community Associates（以下简称为“开发商”）负责开发并执行 Potrero Hill 修缮计划（以下简称为“项目”）。

此项目由5 个阶段组成，包括拆除替代性公共住房单位及其他住房单位的拆除和修建工作。所有 Potrero Hill（以下简称为“Potrero”）家庭将从现居住单位搬迁至其他的现址或非现址住房单位（以下简称为“搬迁单位”）。全新住房单位、街道、公用设施及邻里社区服务设施的预计施工时间为 2018-2028 年。此项目将开发 1600-1700 个住房单位，包括替代的 606 个公共住房单位（以下简称为“替代性公共住房单位”）。SFHA 决定由开发商负责开发和实施总体搬迁计划。

**Potrero**

家庭可以获得多项保护，包括按照联邦及州搬迁援助法案的规定取得联邦及州搬迁援助的权利。根据《旧金山市可搬回已修缮住房的权利条例》(City of San Francisco’s Right to Return to Revitalized Housing Ordinance) 的规定，声誉良好的家庭（即这些家庭既未被 SFHA 驱逐也未来自 SFHA 的驱逐传票和投函）有权搬回已修缮的住房单位。在全新单位竣工后，每个 Potrero 家庭都会搬入新 Potrero 开发区内的新建单位，该单位能够满足他们各种需求。部分 Potrero 家庭可能有机会自愿且永久地搬入其他邻里社区的经适用单位。现有的非住宅区居住者也将需要搬迁，在某些情况下，他们能够入住 Potrero 的新空间。

SFHA 将继续拥有所有经济适用房所占用的土地，包括替代性公共住房单位。SFHA 将对另外的有限合伙企业执行长期土地租赁协定，开发商的附属公司在此类有限合伙企业中为普通合伙企业。全新住房将归这些为此目的而设立的实体所有和管理。

**搬迁计划的目的：**本文件是专为本项目编定的总体搬迁计划摘要。搬迁计划旨在按照本地、州及联邦法案的规定描述搬迁要求，以协助 SFHA 和开发商实施搬迁。本计划也是向 Potrero 家庭表达规定的搬迁计划的搬迁权利、福利及资格条件的一种方式。

**适用于本项目的联邦及州搬迁法律：**本项目由联邦资金来源提供援助，包括住房和城市发展部（HUD）的选种邻里计划（CNI），而且，本项目拟定使用其他联邦基金，包括 HOME、CDBG 以及潜在的租赁援助计划（Rental Assistance Demonstration）。联邦基金要求 SFHA 按照《统一搬迁法案》（URA）

的规定提供搬迁计划，包括搬迁规则和援助。为本项目提供资金的旧金山市要求搬迁计划还必须符合《加州搬迁援助法案》（CRAL）及《指导方针》（以下简称为“指导方针”）的规定。

**搬迁计划要求:** 根据 URA 和 CRAL 的要求, SFHA 和开发商需要承担下列主要搬迁责任:

13. 制定搬迁计划 (以下简称为“计划”)、在 30 天内以期为采集对计划的意见以及向 SFHA 委员会申请计划审批。
14. 提供咨询和搬迁顾问服务, 以帮助居民准备和实施搬迁。
15. 向 Potrero 家庭提供中间搬迁通知, 包括描述家庭搬迁计划的资格通知 (NOE) 以及各个家庭即将迁移的 90 天前发布的 90 天迁出通知。
16. 提供临时住房或帮助家庭获得永久替代性住房。
17. 针对临时和/或永久替代性住房提供迁移援助。
18. 提供申诉搬迁决定的机会。

**搬迁援助团队:** 从居民会议到工作组再到个体家庭访谈 Potrero

家庭将在整个搬迁过程中与搬迁团队一起工作。搬迁团队将在本项目的各个阶段之前定期与所有家庭一起工作, 以针对每个家庭制定个体搬迁计划并实施搬迁工作。

**搬迁通知计划:** 搬迁团队将向各个家庭提供所有必需的中间通知, 包括他们的资格通知 (适用于搬迁计划)、90 天迁出通知以及 30 天迁出通知。根据本项目的最终资金计划, 搬迁团队可能还需要提供其他的中间通知。所有通知将被翻译成各个家庭所使用的主要语言、由专人送达并予以解释 (如有可能), 或者我们将会发送登报的回执邮件。

**迁移援助计划:** 搬迁团队将会与每个家庭会面, 以解释他们将会获得的迁移援助服务。

开发商希望雇用一名迁移承包商 (或多名承包商, 如有需要), 以提供各种迁移服务。

这些服务包括将各个家庭的私人财产从搬迁住房单位搬入和搬出所需的完全包装、移动、装载、卸载、拆箱以及全部替换价值保险。直接搬迁至全新的替代性单位的家庭将会获得类似的服务。

开发商可能需要其他供应商来处理废弃物搬运服务以及年长者和/或残障者家庭可能需要的其他服务。

这些需求将在各个阶段中逐一得到处理。此类服务被称为相关服务。所有迁移和相关服务均由开发商直接支付费用。

**居民可搬回已修缮住房的权利:** 除了为 Potrero 家庭是典型保留的 URA 和 CRAL 要求外, 《旧金山市可搬回已修缮住房的权利条例》还规定, 如果公共住房家庭的声誉良好 (即没有卷入驱逐程序, 也未被 SFHA 驱逐), 则他们在从原居住单位搬迁之后有权搬回已修缮住房并获得搬迁援助。

该条例将在一个单位中居住的所有合法承租者视为一个家庭, 并且, 该家庭应当符合搬回单个已修缮单位 (而非多个不同的已修缮单位) 的条件。

所有在开始日期 (首次发布搬迁援助资格通知的日期) 之前或之后未被合法终止在 Potrero 的租约的现有家庭均应享有搬回新 Potrero 开发区替代性单位的权利和最高优先权。

**替代性住房计划:** 现有 Potrero 住房单元将按照项目进行替换。大部分新替换单元将在原址修建, 但预计一些新替换单元将在原址外修建, 包括邻近区

域或其他邻里街区。

所有住房必须撤空当前或原始单元，以方便进行拆除和修建流程。预计每个单元的修建将超过 12 个月。主替换住房资源将由开发商修建的单元；但是一些家庭可能需要暂时搬迁到原址以外，居住在 Potrero 新单元修建期间开发商代其安排的住房中。

计划旨在让尽可能多的家庭从其原单元搬到 Potrero 的空闲单元。大体上，在修建过程中能搬迁到原址的家庭，将被转移到另一处低收入公共住宅单元。与临时居住相关的任何额外居住费用，将由开发商支付。

规定的搬迁计划审查阶段：根据指导方针，必须分发计划草案，在 30 天的期限内供公众审查和评论。

计划草案将向每个项目家庭和非居民住户发放，提供 30 天的审查期限，以便于收集对计划草案的书面和口头意见。如果计划草案可供阅读，且计划已在本文档中进行了总结，那么 Potrero 家庭将收到一份书面通知。非 Potrero 居民，包括公共机构、宣传团体和其他利益相关方，也将受邀提供对计划草案的书面意见。评论期限系从 2016 年 6 月 13 日到 2016 年 7 月 15 日期间开放。

自 2016 年 6 月 15 日起，将在以下地点（均位于 San Francisco, CA 94107）提供一份本计划供审查：

- BRIDGE Housing 办事处 — 1095 Connecticut St
- HGP/Annex 租户委员会 — 5 Watchman Way
- Terrace 租户委员会 — 1024 Connecticut St
- The Nabe — 953 De Haro St.
- Y Terrace 办事处 — 1805-25th St.
- EOC — 85 Turner Terrace
- CARE — 107 Dakota St.
- Y Annex 办事处 — 751 Missouri St.

- Potrero Hill 卫生院 — 1050 Wisconsin St.

该计划草案也可以在 [www.sfha.org](http://www.sfha.org) 和 [www.sfmohcd.org](http://www.sfmohcd.org) 在线获取。计划草案将进行修订，以加入关于计划的所有意见。

修订后的计划将在 2016 年夏天提交给旧金山住房管理局委员会（简称“委员会”）审批。将向 Potrero 家庭邮寄一份书面通知，通知可以出席且本人亲自提交意见的委员会听证会事宜。

所收到的任何书面意见或问题均将纳入到最终总体搬迁计划 提交至委员会审批。

**所有书面意见均应在2016年7月15日以前通过邮寄、传真或电子邮件方式发送至：**

**Chad Wakefield**  
**Senior Project Manager**  
**Overland, Pacific and Cutler**  
**7901 Oakport Street, Suite 4800**  
**Oakland, CA 94621**  
电子邮件: [cwakefield@opcservices.com](mailto:cwakefield@opcservices.com)  
传真: (562) 304-2020

在2016年7月12日以前 可以拨打510.760.6071 与Chad 讨论口头意见。

## **D. SAMPLE RELOCATION FORMS**

## **2008 GENERAL INFORMATION NOTICE**

**SAN FRANCISCO HOUSING AUTHORITY 440 Turk Street • San Francisco CA •  
94102 (415) 554-1200**

September 11, 2008

### **GENERAL INFORMATION NOTICE – Notice of Non-Displacement** **DO NOT MOVE NOTICE**

Insert name  
Insert address  
Dear insert name:

The San Francisco Housing Authority ("Authority") has selected a development team, [name of development team], which consists of (collectively, the "Developer"), to develop a revitalization plan for the [insert name of site where tenant lives]. On [date], the Authority entered into an Exclusive Negotiating Rights Agreement with the Developer to redevelop [name of site]. The revitalization plan is expected to result in the replacement of the existing housing on the site along with new redeveloped mixed-income housing. It is the Authority's intent that all residents in good standing will be relocated to the new housing upon completion. It is also the policy of the Authority that all residents of [insert site name] are treated fairly and that each case is handled in accordance with Federal and State relocation law.

This notice is to inform you of your rights under Federal and State law. If you are relocated for the project, you potentially may be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, or section 7260 et. seq. of the California Government Code. This is not a notice to vacate the premises nor is it a notice of eligibility for relocation assistance. Do not move at this time.

**We urge you not to move anywhere at this time. Please contact Dominica Henderson before you make plans to move at (415) 715-3210. Staff is available Monday through Friday, from 8:00 AM to 6:00 PM. If you elect to move away for reasons of your choice, you will not be provided relocation assistance.**

As part of the revitalization process, the Authority is obligated to meet certain requirements as described below. Before any relocation can begin, the Authority must: Obtain approval from HUD for the proposed disposition of the property to the Developer; and Develop a relocation plan in consultation with the residents; and Give you a minimum of a 90-day notice prior to this temporary or permanent move; and give you the option to perform a self-move or obtain the services of an approved professional moving company. You will be reimbursed for all reasonable moving costs, subject to prior approval. Additional alternatives are being developed to minimize hardships relating to the moves.

**You should continue to pay your monthly rent and, if applicable, your stipulated or repayment agreement promptly to the Authority because failure to pay rent and meet your obligations as a tenant, as outlined in your Lease Agreement, may be cause for eviction and loss of any relocation assistance you might be eligible for.**

You are urged not to move or sign any agreement to lease a unit elsewhere before receiving formal notice of eligibility for relocation assistance from the Authority. If you move or are evicted before receiving such notice, you may not receive any assistance.

Again, **this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance.** This letter is important and should be kept in a safe place. We look forward to assisting you during this transition. Authority staff is available to answer any questions you may have about the revitalization process. If you have any questions regarding the relocation process, please contact Dominica Henderson at (415) 715-3210.

Thank you for your continuing efforts in rebuilding your community!

Sincerely,  
Henry A. Alvarez III  
Executive Director

**SAMPLE RAD RELOCATION NOTICE**  
**(To be used if RAD funds are awarded)**

PHA Letterhead

[Date]

[Head of Household] and All Other Lawful Occupants  
[Address]

Dear *[Head of Household]*:

The property you currently occupy at the Potrero Public Housing property is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program.

**[SELECT THE APPLICABLE PARAGRAPH BELOW]**

On *[date]*, the *[Public Housing Authority]* (PHA) notified you of proposed plans to demolish the property you currently occupy at *[address]*. On *[date]*, HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

**OR**

*[Name of entity acquiring the property]* (Developer) intends to develop the property you currently occupy. This is a Notice of Intent to Acquire. In order for the Developer to complete the project, you will need to be relocated for *[anticipated duration of relocation]*. Upon completion of the project, you will be able to lease and occupy another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation assistance and payments. Because we expect your relocation to exceed one year, you have the choice to either:

- ☐ Receive temporary relocation assistance and move to a newly constructed unit in the RAD project once it is complete; or
- ☐ Receive permanent relocation assistance and payments consistent with the URA instead of returning to the completed RAD project.

You must inform us of your choice within 30 days.

However, **you do not need to move now**. If you choose temporary relocation assistance, you will not be required to move sooner than 30 days after you receive notice that a temporary unit is available for you. If you choose permanent relocation assistance, you will not be required to move sooner than 90 days after you receive



written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a).

If you choose temporary relocation, your relocation exceeds one year and you qualify as a "relocated person" under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may become eligible for further relocation assistance and payments under URA. However, you will also have the opportunity to continue residing in the temporary relocation housing unit made available to you for the duration of the period required to construct a new housing for you.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

If you choose to receive temporary relocation assistance, this assistance will include:

- ☐ Temporary Housing, which may be on or off-site that will be decent, safe and sanitary. Should there be increased cost for this unit; the Developer will pay those costs on your behalf. You will be notified of its location at least 30 days prior to your move date.
- ☐ Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move or have the moving cost paid on your behalf. Moving cost include the cost of material, labor, equipment and insurance necessary to move you to temporary housing and any utility transfer fees.
- ☐ Advisory services including but not limited to assistance coordinating your move, making requests for reasonable accommodations, preparing any necessary claim forms, and other services your household may require related your relocation.

If you elect to receive permanent relocation assistance, this assistance will include:

- ☐ Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- ☐ Payment for Moving Expenses. You will be able to elect to have a professional moving company move your household goods to your replacement housing unit. This service will be paid for on your behalf by the Developer. Or you may choose your own mover. The movers cost cannot exceed the lowest responsible bid received by the Developer. You will be required to enter into a self-move agreement should you elect to hire your own mover. Or you may elect a fixed move payment based on the current federal fixed move payment schedule provided below, which is based on the number of

moveable rooms. Your relocation specialist will calculate this payment for you and prepare the appropriate claim form.

Applicable Fixed Move Payment Schedule

# of Moveable Rooms	Typical Unit Size Equivalent	Payment Amount
3 Rooms	Typical 1 BR	\$1,165
4 Rooms	Typical 2 BR	\$1,375
5 Rooms	Typical 3 BR	\$1,665
6 Rooms	Typical 4 BR	\$1,925
7 Rooms	Typical 5 BR	\$2,215
Additional Rooms	i.e. outdoor storage	\$265

☐ Replacement Housing Payment – Section 8 Eligible. If a Section 8 Housing Choice Voucher is available and you are eligible for it, you will be notified under a separate notice. The HCV may satisfy all of your monthly housing cost. If you have increased out of pocket cost you may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

**OR**

☐ Replacement Housing Payment – Non Section 8 Eligible. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

☐ Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

Address Rent & Utility Costs Contact Info:

1. \_\_\_\_\_
2. \_\_\_\_\_

3.

**[Applies to Non-Section 8 Eligible Occupants]** We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately [\$ (42 x monthly amount)], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

You may choose to purchase (rather than rent) a decent, safe and sanitary replacement home. If you do, you would be eligible for a down-payment assistance payment which is equal to your maximum replacement housing payment, [\$amount.] Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

**[Applies to Section 8 Eligible Occupants]** We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount]. This rent and utility is within the current payment standard for the area. If Section 8 eligible rents increase, you may be entitled to additional relocation assistance. If this is the case, the information will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a replacement housing payment on the monthly rent differential amount between either 30% of your income or your current rent and utilities, and the contract rent for the replacement housing unit. If you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled. Please do not rent or purchase a replacement property prior to discussing your relocation assistance with us.

Enclosure/s

Mailed/receipt received on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SAMPLE 90 DAY NOTICE TO VACATE (NON-RAD PROJECT)**

[Date]

[Head of Household] and All Other Lawful Occupants  
[Address]

Dear [Head of Household]:

Your Relocation Specialist	
Name:	<< NAME>>
Phone:	<< PHONE>>
Case ID:	<<CASE ID>>

As you are aware BRIDGE-Potrero Community Associates LLC, a California limited liability company(Developer) has commenced some of the construction of the new Potrero HOPE SF development (Project). You have been previously advised in the General Information Notice [Insert GIN Date] and other communications that the Project would require you to relocate from your current unit to a relocation housing unit identified for your household. We estimate that you will need to relocate for approximately [Anticipated Duration of Relocation]. When construction of a new unit that meets your household's needs is complete, you will be able to move into that new unit.

We will soon be ready to proceed with the demolition of your current unit and implement the relocation plan. You will be required to vacate the Premises prior to demolition activity commencing.

**This is your 90 Day Notice to Vacate.**

**Notice is hereby given that the Developer elects to terminate your tenancy at the Premises on <<90DAY START>>. You are hereby to quit and deliver up possession of the property you occupy on or before <<90DAY END>>. If you do not vacate the Premises on that date, the Developer will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Such legal proceedings will jeopardize your rights to receive relocation assistance under the Uniform Relocation and/or California Relocation Assistance Law. In addition you will forfeit your Right to Return to Revitalized Housing**

Please be assured that you are eligible for assistance to help you relocate to relocation housing for the duration of the reconstruction required to provide you with a new unit at Potrero. This assistance includes the following:

☐ **Relocation Housing** – You will be provided with a decent, safe and sanitary (DS&S) relocation housing unit. This housing will provide adequate sleeping area for all persons lawfully in the household as documented on your current lease. This unit may be located at the property or at an off-site location. This unit will be available to you for the entire period required for the construction of a new unit that meets your permanent housing needs at Potrero. Additional details about the housing assigned to your household and its responsibilities at the housing will be provided to you in your 30 Day Notice to Vacate and other documents prior to your move to the housing.

☐ **Moving Assistance** – We have hired [*Name of Moving Company*] who will provide all moving services needed including material, labor and equipment necessary to pack and move you and your household to your relocation housing unit. Advanced packing materials will be made available to you upon request. The moving company will provide full value replacement insurance for the move. Relocation staff and a moving company representative will conduct a walk-through of the Premises prior to the move to ensure that they have the necessary labor, materials, and equipment available on move day. You are invited to accompany them and will receive advanced notice of this walk-through. Should you have any utility transfer fees, you shall be reimbursed the actual and reasonable costs as documented in an invoice or other proof of cost.

☐ **Storage** – Storage of personal property is not anticipated to be necessary during the move. If storage becomes necessary it will be provided for you.

☐ **Further Notifications** – You will be provided with a date certain 30-day Notice to Vacate. If the date in that notice changes for any reason, you will be notified of the revised date in a 7-day Notice to Vacate and/or other notifications.

☐ **Other Assistance Required** – If you have any special needs that the Relocation Specialist indicated above should be aware of, please contact them immediately to make any arrangements or seek any Reasonable Accommodations you require.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Phone Number and E-mail of contact person*].

This letter is important to you and should be retained.

**Name**

**Title**

**Signature**

**RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE**

\_\_\_\_\_ Delivered on/by:

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

*Received by*

X \_\_\_\_\_

Posted on/by:

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

*Recipient's Signature*

\_\_\_\_\_

Mailed/receipt received on:

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE 90 DAY NOTICE TO VACATE – IF RAD IS APPLICABLE**

[Date]

[Head of Household] and All Other Lawful Occupants  
[Address]

Dear [Head of Household]:

Your Relocation Specialist	
Name:	<< NAME>>
Phone:	<< PHONE>>
Case ID:	<<CASE ID>>

As you are aware BRIDGE-Potrero Community Associates LLC, a California limited liability company (Developer) has commenced some of the reconstruction of Potrero (Project).

You and your household were previously notified of the plans to demolish the property you now occupy located at [Insert Address] ("Premises") in the RAD Relocation Notice delivered to you on [Insert Date]. At that time, you were advised the Project would require you to relocate from your current unit to a relocation housing unit identified for your household. We estimate that you will need to relocate for approximately [Anticipated Duration of Relocation]. When construction of a new unit that meets your household's needs is complete, you will be able to move into that new unit.

We will soon be ready to proceed with the demolition of your current unit and implement the relocation plan. You will be required to vacate the Premises prior to demolition activity commencing.

**This is your 90 Day Notice to Vacate.**

**Notice is hereby given that the Developer elects to terminate your tenancy at the Premises on <<90DAY START>>. You are hereby to quit and deliver up possession of the property you occupy on or before <<90DAY END>>. If you do not vacate the Premises on that date, the Developer will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Such legal proceedings will jeopardize your rights to receive relocation assistance under the Uniform Relocation and/or California Relocation Assistance Law. In addition you will forfeit your Right to Return to Revitalized Housing**

Please be assured that you are eligible for assistance to help you relocate to relocation housing for the duration of the reconstruction required to provide you with a new unit at Potrero. This assistance includes the following:



☐ **Relocation Housing** – You will be provided with a decent, safe and sanitary (DS&S) relocation housing unit. This housing will provide adequate sleeping area for all persons lawfully in the household as documented on your current lease. This unit may be located at the property or at an off-site location. This unit will be available to you for the entire period required for the construction of a new unit that meets your permanent housing needs at Potrero. Additional details about the housing assigned to your household and its responsibilities at the housing will be provided to you in your 30 Day Notice to Vacate and other documents prior to your move to the housing.

☐ **Moving Assistance** – We have hired [*Name of Moving Company*] who will provide all moving services needed including material, labor and equipment necessary to pack and move you and your household to your relocation housing unit. Advanced packing materials will be made available to you upon request. The moving company will provide full value replacement insurance for the move. Relocation staff and a moving company representative will conduct a walk-through of the Premises prior to the move to ensure that they have the necessary labor, materials, and equipment available on move day. You are invited to accompany them and will receive advanced notice of this walk-through. Should you have any utility transfer fees, you shall be reimbursed the actual and reasonable costs as documented in an invoice or other proof of cost.

☐ **Storage** – Storage of personal property is not anticipated to be necessary during the move. If storage becomes necessary it will be provided for you.

☐ **Further Notifications** – You will be provided with a date certain 30-day Notice to Vacate. If the date in that notice changes for any reason, you will be notified of the revised date in a 7-day Notice to Vacate and/or other notifications.

☐ **Other Assistance Required** – If you have any special needs that the Relocation Specialist indicated above should be aware of, please contact them immediately to make any arrangements or seek any Reasonable Accommodations you require.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Phone Number and E-mail of contact person*].

This letter is important to you and should be retained.

**Name**

**Title**

**Signature**

**RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE**

\_\_\_\_\_ Delivered on/by:  
\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

*Received by*  
X \_\_\_\_\_ Posted on/by:  
\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

*Recipient's Signature*

\_\_\_\_\_ Mailed/receipt received on:  
\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**30 DAY NOTICE TO VACATE  
APPLICABLE FOR RAD AND NON-RAD PROJECTS**

[Date]

[Head of Household] and All Other Lawful Occupants  
[Address]

Dear [Head of Household]:

Your Relocation Specialist	
Name:	<< NAME>>
Phone:	<< PHONE>>
Case ID:	<<CASE ID>>

As you are aware BRIDGE-Potrero Community Associates LLC, a California limited liability company (Developer) has commenced some of the reconstruction of Potrero (Project).

You and your household were previously notified in the 90-day Notice to Vacate dated [Insert Date] of 1) The plans to demolish the property you now occupy located at [Insert Address] ("Premises"); 2) The requirement to vacate your unit approximately 90-days from that notice; 3) The relocation assistance you would be provided; and 4) Your household's responsibility to vacate in accordance with that notice.

As stated in that notice, we estimate that you will need to relocate for approximately [Anticipated Duration of Relocation]. When construction of a new unit that meets your household's needs is complete, you will be able to move into that new unit.

We will soon be ready to proceed with the demolition of your current unit and implement the relocation plan. You will be required to vacate the Premises prior to demolition activity commencing.

**This is your 30 Day Notice to Vacate.**

Notice is hereby given that the Developer elects to terminate your tenancy at the Premises on <<30DAY START>>. You are hereby to quit and deliver up possession of the property you occupy on or before <<30DAY END>>. If you do not vacate the Premises on that date, the Developer will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Such legal proceedings will jeopardize your rights to receive relocation assistance under the Uniform Relocation and/or California Relocation Assistance Law. In addition you will forfeit your Right to Return to Revitalized Housing

Please be assured that you are eligible for assistance to help you relocate to relocation housing for the duration of the reconstruction required to provide you with a new unit at Potrero. This assistance includes the following:

☐ **Relocation Housing Location** – You will be provided with a relocation housing unit located at [Insert Address]. You will be required to sign a new lease/use agreement for this relocation housing unit and you will be obligated to abide by all house rules for the property where it is located. This unit has been deemed to meet your household's needs and provide adequate sleeping space and accessibility features based on the documented needs of your household. If you disagree with this location you must notify your Relocation Specialist within 3 days of receipt of this notice.

☐ **Moving Assistance** – We have hired [*Name of Moving Company*] who will provide all moving services needed including material, labor and equipment necessary to pack and move you and your household to your relocation housing unit. Advanced packing materials will be made available to you upon request. The moving company will provide full value replacement insurance for the move. Relocation staff and a moving company representative will conduct a walk-through of the Premises prior to the move to ensure that they have the necessary labor, materials, and equipment available on move day. You are invited to accompany them and will receive advanced notice of this walk-through. Should you have any utility transfer fees, you shall be reimbursed the actual and reasonable costs as documented in an invoice or other proof of cost.

☐ **Storage** – Storage of personal property is not anticipated to be necessary during the move. If storage becomes necessary it will be provided for you.

☐ **Further Notifications** – If the date within this notice changes for any reason, you will be notified of the revised date in a 7-day Notice to Vacate and/or other notifications.

☐ **Other Assistance Required** – If you have any special needs that the Relocation Specialist indicated above should be aware of, please contact them immediately to make any arrangements or seek any Reasonable Accommodations you require.

If you disagree with any determinations in this notice, you may file a written appeal to the [Developer] in accordance with the appeals procedures approved in the Master Relocation Plan. The Developer will provide you with complete appeals instructions upon request.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Phone Number and E-mail of contact person*].

This letter is important to you and should be retained.

**Name**

**Title**

**Signature**

**RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE**

\_\_\_\_\_ Delivered on/by:  
\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

*Received by*  
X \_\_\_\_\_ Posted on/by:  
\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

*Recipient's Signature*

\_\_\_\_\_ Mailed/receipt received on:  
\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SAMPLE 7 DAY NOTICE TO VACATE APPLICABLE TO RAD AND NON-RAD PROJECTS

[Date]

[Head of Household] and All Other Lawful Occupants  
[Address]

Dear [Head of Household]:

Your Relocation Specialist	
Name:	<< NAME>>
Phone:	<< PHONE>>
Case ID:	<<CASE ID>>

As you are aware BRIDGE-Potrero Community Associates LLC, a California limited liability company (Developer) has commenced some of the reconstruction of Potrero (Project).

You and your household were previously notified in the 30-day Notice to Vacate dated [Insert Date] of 1) The plans to demolish the property you now occupy located at [Insert Address] ("Premises"); 2) The requirement to vacate your unit approximately 90-days from that notice; 3) The relocation assistance you would be provided and the location of your relocation housing; and 4) Your household's responsibility to vacate in accordance with that notice.

As stated in that notice, we estimate that you will need to relocate for approximately [Anticipated Duration of Relocation]. When construction of a new unit that meets your household's needs is complete, you will be able to move into that new unit.

We will soon be ready to proceed with the demolition of your current unit and implement the relocation plan. You will be required to vacate the Premises prior to demolition activity commencing.

### **This is your 7 Day Notice to Vacate.**

**Notice is hereby given that the Developer elects to terminate your tenancy at the Premises on << 7DAY START>>. You are hereby to quit and deliver up possession of the property you occupy on or before <<7DAY END>>. If you do not vacate the Premises on that date, the Developer will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Such legal proceedings will jeopardize your rights to receive relocation assistance under the Uniform Relocation and/or California Relocation Assistance Law. In addition you will forfeit your Right to Return to Revitalized Housing**

Please be assured that you are eligible for assistance to help you relocate to relocation housing for the duration of the reconstruction required to provide you with a new unit at Potrero. This assistance includes the following:

☐ **Relocation Housing Location** – You will be provided with a relocation housing unit located at [Insert Address]. You will be required to sign a new lease/use agreement for this relocation housing unit and you will be obligated to abide by all house rules for the property where it is located. This unit has been deemed to meet your household's needs and provide adequate sleeping space and accessibility features based on the documented needs of your household.

☐ **Moving Assistance** – We have hired [*Name of Moving Company*] who will provide all moving services needed including material, labor and equipment necessary to pack and move you and your household to your relocation housing unit. Advanced packing materials will be made available to you upon request. The moving company will provide full value replacement insurance for the move. Should you have any utility transfer fees, you shall be reimbursed the actual and reasonable costs as documented in an invoice or other proof of cost.

☐ **Storage** – Storage of personal property is not anticipated to be necessary during the move. If storage becomes necessary it will be provided for you.

☐ **Further Notifications** – If the date within this notice changes for any reason, you will be notified of the revised date in a 7-day Notice to Vacate and/or other notifications.

☐ **Other Assistance Required** – If you have any special needs that the Relocation Specialist indicated above should be aware of, please contact them immediately to make any arrangements or seek any Reasonable Accommodations you require.

If you disagree with any determinations in this notice, you may file a written appeal to the [Developer] in accordance with the appeals procedures approved in the Master Relocation Plan. The Developer will provide you with complete appeals instructions upon request.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Phone Number and E-mail of contact person*].

This letter is important to you and should be retained.

**Name**

**Title**

**Signature**

**RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE**

\_\_\_\_\_ Delivered on/by:

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

*Received by*

X \_\_\_\_\_

Posted on/by:

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

*Recipient's Signature*

\_\_\_\_\_ Mailed/receipt received on:

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SAMPLE**  
**RELOCATION EXPENSE PAYMENT/REIMBURSEMENT**  
**CLAIM FORM**

---

**Relocation Information**

**Project Name:**

**Claimant Name:**

**Project Address:**

**Temporary/Permanent Replacement Address:**

**Purpose/Type of Payment:**

**Backup Documentation Used in Calculation of Payment:**

**Total Payment Amount:**

**Issue Check Payable To:**

***Certification by Claimant:*** I certify that I have not submitted any other claim for the relocation payment listed and I have not been paid by any other source. Furthermore, I certify that by accepting the "Total Payment Amount" described above represents the entire claim for the relocation expense described above.

**Claimant**

**Signature/Date:** \_\_\_\_\_

**Claim Approval**

<b>Payment Action (Initial Payment)</b>	<b>Initial Payment Amount</b>	<b>Signature</b>	<b>Date</b>
Recommended			
Approved			

## **E. RELOCATION APPEAL/GRIEVANCE PROCEDURES**

## **Purpose**

The purpose of this procedure is to set forth the guidelines of the San Francisco Housing Authority ("Authority") for processing appeals to determinations as to relocation eligibility, the amount of a relocation payment, or the failure to provide comparable replacement housing referrals.

## **Right of Review**

(a) Any appellant, that is any person who believes him/herself aggrieved by a determination by the Authority as to eligibility, the amount of a relocation payment or failure to provide comparable replacement housing referrals, may, at his or her election, have his/her claim reviewed and reconsidered by the Authority in accordance with the procedures set forth herein, as supplemented by the procedures the Authority may establish for the conduct of hearings.

(b) A person or organization directly affected by the relocation project may petition the California Department of Housing and Community Development ("HCD") to review the Authority's final relocation plan to determine if the plan is in compliance with state laws and guidelines, or to review the implementation of the relocation plan to determine if the Authority is acting in compliance with its relocation plan.

## **Notification to Appellant**

If the Authority denies or refuses to consider a claim, the Authority's notification to the appellant of its determination shall inform the appellant of its reasons, and the applicable procedures for obtaining review of the decision. If necessary, such notification shall be printed in a language other than English.

## **Stages of Review by the Authority**

(a) **Request for Further Written Information.** An appellant may request the Authority to provide him or her with a full written explanation of its determination and the basis therefore, if he/she feels that the explanation of the Authority's determination accompanying the payment of the claim or notice was incorrect or

inadequate. The Authority shall provide such an explanation to the appellant within three (3) weeks of its receipt of his or her request.

(b) **Informal Oral Presentation.** An appellant may request an informal oral presentation before seeking formal review and reconsideration. A request for an informal oral presentation shall be filed with the Authority within the period described in subsection (d) of this section. The Authority shall afford the appellant the opportunity to make such presentation before a management-level Housing Authority staff person designated by the Executive Director and who has not previously participated in the relocation decision. The appellant may be represented by an attorney or other person of his/her choosing at his/her expense.

This oral presentation shall enable the appellant to discuss the claim with the designated Housing Authority staff person. The designated Housing Authority staff person shall make a summary of the matters discussed in the oral presentation to be included as part of the Authority's file on the appellants relocation. The right to formal review and reconsideration shall not be conditioned upon requesting an oral presentation.

(c) **Written Request for Review and Reconsideration.** At any time within the period described in subsection (d) below, an appellant may file a written request with the Authority for formal review and reconsideration. The appellant may include in the request for review any statement of fact within the appellant's knowledge or belief or other material that may have a bearing on the appeal. If the appellant requests more time to gather and prepare additional material for consideration or review and demonstrates a reasonable basis therefore, the Authority may grant the appellants request by granting the appellant a definite period of time to gather and prepare materials.

(d) **Time Limit for Requesting Review.** An appellant desiring either an informal oral presentation or seeking formal review and reconsideration, shall make a request to the Authority within eighteen (18) months following the date he/she moves from the property.

## Formal Review and Reconsideration by SFHA

(a) **General.** The Authority shall consider the request for formal review and shall decide whether a modification of its initial determination is necessary. This formal review shall be conducted by an independent arbitrator (the "Arbitrator"). The Arbitrator shall consider the appeal regardless of form, and the Authority staff shall, if necessary, provide assistance to the claimant in preparing the written claim. When a claimant seeks review, Authority staff shall inform him/her that he/she has the right to be represented by an attorney at the claimant's expense, to present his/her case by oral or documentary evidence, to submit rebuttal evidence, to conduct such cross-examination as may be required for a full and true disclosure of facts, and to seek judicial review once he/she has exhausted the administrative appeal.

(b) **Scope of Review.** The Arbitrator shall review and reconsider the initial determination of the claimant's case in light of: (1) all material upon which the Authority based its original determination, including all applicable rules and regulations, except that no evidence shall be relied upon where a claimant has been improperly denied an opportunity to controvert the evidence or cross-examine the witness(es); (2) the reasons given by the claimant for requesting review and reconsideration of the claim; (3) any additional written or relevant documentary material submitted by the claimant; (4) any further information which the Arbitrator, in its discretion, obtains by request, investigation, or research, to ensure fair and full review of the claim.

(c) **Determination on Review.** The determination on review by the Arbitrator shall include, but is not limited to: (1) the Arbitrator's decision on reconsideration of the claim; (2) the factual and legal basis upon which the decision rests, including any pertinent explanation or rationale; and (3) a statement to the claimant that administrative remedies have been exhausted and judicial review may be sought. The determination shall be in writing with a copy provided to the claimant. The Arbitrator's decision shall be binding on the Authority.

(d) **Time Limits.** The Authority shall issue its determination on review as soon as possible but no later than six weeks from the date of the hearing. In the case of appeals dismissed for un-timeliness or for any other reason not based on the merits of the claim, the Authority shall furnish a written statement to the claimant

stating the reason for the dismissal of the claim as soon as possible but not later than two weeks from receipt of the last material submitted by the claimant, or the date of the hearing, whichever is later.

### **Refusals to Waive Time Limitation**

Whenever the Authority rejects a request by a claimant for a waiver of the time limits, the claimant may file a written request for reconsideration of this decision, except that such written request for reconsideration shall be filed within ninety (90) calendar days of the claimant's receipt of the Authority's determination.

### **Extension of Time Limits**

The time limits specified may be extended for good cause by the Authority.

### **Recommendations by Third Party**

Upon agreement between the claimant and the Authority, a mutually acceptable third party or parties may review the claim and make advisory recommendations thereon to the Authority for its final determination. In reviewing the claim and making recommendations to the Authority, the third party or parties shall be guided by the provisions of this Appeals/Grievance Procedure.

### **Review of Files by Claimant**

Except to the extent the confidentiality of material is protected by law or its disclosure is prohibited by law, the Authority shall permit the claimant to inspect all files and records bearing upon his or her claim or the prosecution of the appellant's grievance.

If an appellant is improperly denied access to any relevant material bearing on his or her claim, such material may not be relied upon in reviewing the initial determination.

### **Effect of Determination on Other Persons**

The principles established in all determinations by the Authority shall be considered as precedent for all eligible persons in similar situations regardless of whether or not a person has filed a written request for review. All written determinations shall be kept on file and available for public review.

### **Right to Counsel**

Any aggrieved party has a right to representation by legal or other counsel at his or her expense at any and all stages of the proceedings set forth in this procedure.

### **Stay of Displacement Pending Review**

If an appellant seeks to prevent displacement, the Authority shall not require the appellant to move until at least twenty (20) calendar days after the Authority has made a determination and the appellant has had an opportunity to seek judicial review. In all cases the Authority shall notify the appellant in writing, twenty (20) calendar days prior to the proposed new date of displacement.

### **Joint Appellants**

Where more than one person believes themselves aggrieved by the failure of the Authority to refer them to comparable permanent replacement housing, the appellants may join in filing a single written request for review. A determination shall be made by the Authority for each of the appellants.

### **Judicial Review**

Nothing in this Appeals/Grievance Procedure shall in any way preclude, or limit a claimant or the Authority from seeking judicial review of a claim upon exhaustion of such administrative remedies as are available herein.

**RELOCATION ASSISTANCE APPEAL FORM**

**INSTRUCTIONS:** This is an appeal of a determination made by the Displacing Agency under the California Relocation Assistance Law (Government Code, Section 7260 et seq.) or Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC §§4601 et. seq.). Complete this document, explaining the nature of your complaint and reasons for this appeal below. Attach extra pages if needed. You will be notified of the date when your complaint will be considered.

<b>Claimant:</b>		<b>Agency:</b>	
<b>Site Address:</b>		<b>Project:</b>	
<b>Mailing Address:</b>		<b>Consultant:</b>	
<b>Phone number:</b>		<b>Case ID:</b>	

<b>Claimant Type:</b> Residential Tenant	<b>This appeal is based on:</b> <input type="checkbox"/> Eligibility only <input type="checkbox"/> Amount of Payment only <input type="checkbox"/> Eligibility amount
<b>Appeal Type:</b> <input type="checkbox"/> Request for Further Written Information <input type="checkbox"/> Informal Oral Presentation <input type="checkbox"/> Formal Review and reconsideration	
<b>Will you be present at the hearing?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Will you be represented by counsel?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

... continued next page.



**Claimant's Statement:**

*I certify that the information provided on this form is accurate and complete.*

---

**Claimant Signature**

---

**Date**

**F. COMMENTS/RESPONSES TO PLAN & COMMENT PERIOD DOCUMENT**

Hello Potrero residents:

As you are aware OPC has been working on a draft relocation plan for the transformation of Potrero Hill. We are interested in receiving any comments or questions you have regarding the relocation process.

Please take a few moments of your time to provide those questions or comments below. If you would like for us to contact you to discuss your question or comment please provide use your preferred contact below.

Feel free to contact me at 510.760.6071 or at [cwakefield@opcservices.com](mailto:cwakefield@opcservices.com) with any additional questions.

Sincerely,



Chad Wakefield

OPC

Comments/ Questions

Why so long? Is their going to be more Programs for the kids? Are their going to help with moving cost? Are their going to Be 4 bedrooms and 5 bedrooms

Optional name:

N/A

N/A

Optional contact information:

How many units are their now and How many are going to be build after is all the residents going to be able to come back?

Page #	Section	Commentor	Method of Receipt	Topic	Comment #	Summarized Comment	Accept/Reject/Revise In Response to Comment	Response
N/A	Overall	Anonymous Resident	Provided on comment card distributed at meeting at kick-off for comment period	Length of Project	1	Why so long? NOTE: Assume relates to the length of the Project	Accept	Rebuild Potrero is a process. There is a necessity for significant planning of the construction to deliver 606 replacement units. The execution also takes significant amounts of time. The length of the Project also relates to the desire of the Developer and the requirement to bring all residents back to the community.
N/A	Overall	Anonymous Resident	Provided on comment card distributed at meeting at kick-off for comment period	Length of Project	2	is there going to be programs for kids?	Accept	Yes. Part of the services programming includes programs for kids. Specific program information will be made available in the future.

N/A	Overall	Anonymous Resident	Provided on comment card distributed at meeting at kick-off for comment period	Length of Project	3	Will there be assistance with moving costs.	Accept	Yes. As stated in the Relocation Plan, the Developer will make professional moving services available to the households at no cost to them, or they will choose to do a self-move and receive compensation.
N/A	Overall	Anonymous Resident	Provided on comment card distributed at meeting at kick-off for comment period	Length of Project	4	Will there be 4 and 5 bedroom units?	Accept	The unit mix will match the needs of the households and regulatory requirements.
N/A	Overall	Anonymous Resident	Provided on comment card distributed at meeting at kick-off for comment period	Length of Project	5	How many units are there now and how many after construction	Accept	There are 606 units now and there will be over 1,600 units developed by the Project.
N/A	Overall	Anonymous Resident	Provided on comment card distributed at meeting at kick-off for comment period	Length of Project	6	Are residents going to be able to come back?	Accept	Those in Good Standing have a Right to Return and they will be allowed to come back to Potrero when a new unit is ready for them that meets their needs.

Roughly 40	M	SFHA Commissioner Arnold	Provided during July 14, 2016 SFHA Commission Meeting	Presentation of Phasing Plan	7	More detail requested on phasing plan figure including start and end dates	Revise	Figure 4 will be revised in Plan.
Roughly 40	M	SFHA Commissioner Arnold	Provided during July 14, 2016 SFHA Commission Meeting	Presentation of Phasing Plan	8	Phase 4 looks like 1/2 of buildings are being demolished.	Revise	Figure 4 will be revised in Plan.
Roughly 40	M	SFHA Commissioner Arnold	Provided during July 14, 2016 SFHA Commission Meeting	Phasing Plan 3 and 5	9	Number of relocations looks to be high in each of these phases.	Accept	As these are the largest phases in terms of number of units impacted, there will more relocations in these phases than others. In these phases, like others, careful planning and thoughtful execution will be carried out to serve the needs of the residents and minimize the impacts on their lives as possible.
N/A	No Specific Section	SFHA Commissioner Lindo	Provided during July 14, 2016 SFHA Commission Meeting	Good Standing	10	What is plan b for households not in good standing.	Accept	The Developer's case management team will work with all households to assist them get in Good Standing. Households not in Good Standing will not be provided

								relocation assistance and will not have a Right to Return to a unit a Potrero or other replacement housing.
N/A	No Specific Section	SFHA Commissioner Titus	Provided during July 14, 2016 SFHA Commission Meeting	Good Standing	11	Create a plan to assist residents get in good standing	Accept	The Developer's case management team will work with all households to assist them get in Good Standing.
N/A	No Specific Section	SFHA Commissioner Torres	Provided during July 14, 2016 SFHA Commission Meeting	Engagement and Assistance by Other Organizations	12	Stated that SFHA and other organizations have a shared responsibility with assisting the residents.	Accept	No response required.
N/A	No Specific Section	SFHA Commissioner Torres	Provided during July 14, 2016 SFHA Commission Meeting	Good Standing	13	Make sure good standing is clear Now!	Accept	Efforts have been made to discuss what Good Standing means at all meetings verbally and through provision of hand out materials. These efforts will continue. The Developer will work with its case management team to ensure the information is continued to be provided and assistance is provided to get in

								Good Standing.
N/A	No Specific Section	SFHA Commissioner Torres	Provided during July 14, 2016 SFHA Commission Meeting	Resident Engagement Process	14	Was there a "push out of communications" after meetings? Time should be spent to create opportunities to give information.	Accept	Increased efforts will be made.
N/A	No Specific Section	PHTA	Provided during July 14, 2016 SFHA Commission Meeting	Resident Engagement Process	15	PHTA is not being reached out to.	Accept	PHTA has been reached out and the Developer will continue to do so.
N/A	No Specific Section	PHTA	Provided during July 14, 2016 SFHA Commission Meeting	Resident Engagement Process	16	Don't believe the number of people showing up at meetings stated verbally (not in plan).	Accept	Sign in sheets are available from the Developer for review upon request.
N/A	No Specific Section	PHTA	Provided during July 14, 2016 SFHA Commission Meeting	Location of LIPH Replacement Units	17	All LIPH units are located at low end of site and all market rate are up on the hill.	Accept	Efforts are being made to provide a mix of affordable and market rate units through the site.
N/A	No Specific Section	PHTA	Provided during July 14, 2016 SFHA Commission Meeting	Resident Engagement Process	18	What has been produced from the outreach process.	Accept	Valuable information has been obtained for the Developer from the outreach efforts. The Developer has



								more and better information regarding the concerns and needs of the residents that is being used presently and will be used in future planning and delivery of the Project.
N/A	No Specific Section	Ace	Provided during July 14, 2016 SFHA Commission Meeting	Resident Engagement Process	19	Plenty of resources available for outreach.	Accept	The Developer is open to suggestions and willing to engage more resources and opportunities to engage the residents and make this a great Project.

**[END OF DOCUMENT]**