ATTACHMENT #4

Relocation Plans for Willow Gardens
and
Greenridge Developments



Greenridge Apartments
1565 El Camino Real
South San Francisco, CA 94080

RELOCATION PLAN

Prepared for

MidPen Housing
303 Vintage Park Drive Suite 250
Foster City, CA 94404

by

Autotemp
373 4th Street Suite 2A
Oakland, CA 94607

August 2021

INTRODUCTION

Since its inception in 1970, MidPen Housing Corporation (MidPen or Developer) has earned a reputation as one of northern California's leading, non-profit sponsors and developers of assisted rental housing for low-, and moderate-income families, seniors, single adults and, persons with special needs. The Corporation includes two other affiliated corporations; MidPen Property Management Corporation (MPPMC) and MidPen Resident Services Corporation (MPRSC).

The housing management corporation is the affiliate which manages over 90 properties in 29 cities and towns in the San Francisco/Monterey Bay regions. MPPMC has provided professional property management services for over twenty years. The service corporation (MPRSC) provides on-site service coordination; computer education programs for students, seniors and, persons with special needs; summer youth programs; arranges for on-site child care; and, provides a broad range of services and supports for MPPMC residents.

MidPen – through a limited partnership- MP Willow Greenridge Associates, L.P. (LP or Developer) proposes to acquire, and undertake an extensive rehabilitation of the Greenridge Apartments (Greenridge) along with Willow Gardens, as a scattered site project.

The Project

The proposed project, Greenridge, consist of 34 units townhome style units within eight buildings; 17 two-bedroom, 13 three-bedroom and four four-bedroom apartments, of which one three-bedroom unit is reserved for the property manager. The apartments are designated for families and subsidized with Low Income Housing Tax Credits (LIHTC), City of South San Francisco and former Redevelopment Agency loans, HOME funding, County of San Mateo Affordable Housing funds and CDBG. The units are affordable to households earning between 30% and 60% Area Media Income (AMI). Located at 1565 El Camino Real in South San Francisco, the apartments generally have a zero percent vacancy rate. The property currently offers laundry facilities, computer center, children's play area and a community room.

The Developer proposes the rehabilitation of the existing residential structures. The interior work, based on physical needs assessment will include energy efficient

lighting, water heaters and HVAC. Exterior work will include window replacement and site accessibility work. Four of the units will be converted to mobility accessible units including two with hearing and visually impaired improvements.

The dwelling units which are the subject of this Relocation Program are located in the City of South San Francisco and County of San Mateo. The subject property is located on El Camino Real just south of Hickey Boulevard, generally east of Interstate 280. The area is generally comprised of multi- and single family residential, commercial and institutional uses. For the regional and site-specific locations, the subject property is shown at 'Project Site Maps' (**Attachment 1)**.

The project will comply with all General Plan guidelines, housing element and zoning requirements of the City and is compatible with adjacent land uses. There is no foreseen negative impact on the surrounding neighborhood.

Prospective funding sources are conventional financing, 9% LIHTC, San Mateo County AHF and CDBG funds, and recast of the City of South San Francisco funding.

As a result of the Project, four of the households will be temporarily displaced, to allow the conversion to ADA accessible units to occur in an orderly and safe manner. Prior to construction, any vacancies will be held vacant, to minimize disruption through the completion of the Project.

Autotemp, an experienced acquisition and relocation firm, has been selected to prepare this Relocation Plan ('Plan'), and will provide all subsequently required relocation assistance. In compliance with statutory requirements, the Plan has been prepared to evaluate the present circumstances and replacement housing requirements of the current Project occupants. The Developer will provide all subsequently required relocation assistance to the households which will be temporarily displaced.

This Plan sets forth policies and procedures which would be necessary to conform to statutes and regulations established by the Federal, Uniform Relocation Act (46 U.S.C. § 4600 et seq.), its implementing regulations (49 C.F.R.) Part 24); and, the California Relocation Assistance Law, California Government Code Section 7260 et seq (the "CRAL") and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section

6000 et seq. (the "Guidelines") for residential displacements and the funding agencies' own rules and regulations, including HUD 1378.

In should be noted that, with certain narrow exceptions, Federal funds cannot be used for any "displaced person" who is an alien not lawfully present in the United States.

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

RELOCATION PLAN

This Relocation Plan has been prepared in accordance with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (the 'Uniform Act');); and, the California Relocation Assistance Law, California Government Code Section 7260 et seq (the "CRAL") and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et seq. (the "Guidelines") for residential displacements, along with the funding agencies' own rules and regulations.

No displacement activities will take place prior to the required reviews and approval of this Plan. In order to attain its overall development goals for the Project, it is the Developer's intention to provide a fair and equitable relocation program for all eligible Project displacees.

A. General Demographic and Housing Characteristics

To obtain information necessary for the implementation of the Plan, interviews will be conducted with the current tenants on the Project site. Inquiries made of the occupants will include primary language in the home, disabilities and health problems, and preferences related to temporary replacement housing and location.

All information of a statistical nature supplied by property management was purely anecdotal in nature and not validated by documentary evidence such as will otherwise be required to comply with relocation qualifying criteria.

The standard housing density utilized provides for two (2) persons per bedroom and one person in a common living area for tenant occupied units although, this can be adjusted to include two persons in the common living area. There is currently no overcrowding.

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

Relocation Assistance information and assistance will be provided in the primary language of the displaced occupants, in order to assure that all displaced occupants obtain a complete understanding of the relocation plan and eligible benefits. Both English and Spanish were identified as the primary languages.

B. RELOCATION HOUSING RESOURCES AND NEEDS

The interview process will be used to determine housing preferences or reported need to be close to public transportation, employment, schools, public/social services and agencies, recreational services, parks, community centers, or shopping. In addition, health needs, which will require special consideration for accessibility, and perhaps proximity to medical facilities, will be identified. The interviews will be performed by relocation staff and confidentiality will be maintained.

The ADA conversion is scheduled to be completed in multiple phases, two units at a time. Each unit will require the household to be out of their unit for approximately one month. No household will be moved off-site for a period greater than one year. The construction sequencing and number of units at a time is solely based on the availability of off-site units.

All other interior work will be performed with the households remaining in place, while the window, lighting, water heater and HVAC work is performed. Except for the ADA units, households may be required to spend several hours a day, for a maximum of five days (not necessarily in the same week), in the hospitality suite. Access to telephones and other amenities will minimize the household's inconvenience. The contractor, who specializes in in-place rehabilitations, has developed their schedule to minimize disruption to the households.

When entering a resident unit to perform the prearranged scope of work for that day, professional movers will move the resident's belongings located in the work area (kitchen, bathroom, etc.) to another area in the unit. Additional care, such as covering or boxing the belongings, will be taken to ensure the items are not damaged. Upon completion of that day's scope of work, the movers will move the belongings back into place.

The residential hospitality suite in community space, will accommodate the residents during the construction activities being performed in their units. This hospitality suites will be equipped with furniture, television, and other amenities for the residents' comfort during their time out of their unit. Drinks and snacks will be provided. If the Covid-19 pandemic is still a factor, a safety plan will be developed, either providing for alternative temporary housing or multiple hospitality suites, maintaining social distancing.

C. REPLACEMENT HOUSING RESOURCES

A resource survey will be conducted prior to any mandatory displacement to identify available comparable, decent, safe and sanitary units, which are adequate in size, and contain the required number of bedrooms for each household, in the South San Francisco area. Referrals will be made to "open-market" housing. For the purposes of this Plan, a survey of the nearby area found availability of sufficient housing to accommodate prospectively temporarily displaced households. These potential replacement housing resources include corporate housing, offering fully furnished apartments.

D. CONCURRENT RESIDENTIAL DISPLACEMENT

Based on the needs of the Project, there is no concurrent displacement, either by the Developers or others, which may impact upon the ability to relocate the Project occupants, based upon the findings of the housing resource study.

E. TEMPORARY HOUSING

There is no anticipated need for temporary housing beyond what is outlined in this Plan. Should such a need arise, the Developer will respond appropriately, and in conformance with all applicable laws and requirements.

F. PROGRAM ASSURANCES AND STANDARDS

There shall be adequate funds budgeted to relocate all temporarily displaced households. All displacement and re-housing services will be provided to ensure that displacement 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 VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any otherwise arbitrary, or unlawful discrimination.

All households will receive a Notice of Non-Displacement/General Information Notice (see Attachment 2) and will receive a minimum of a 90 day notice prior to their need to move, followed by a 30 day notice and a seven day notice, for those households being temporally displaced. Upon completion of the rehabilitated housing, no household will be economically displaced, with housing costs limited to 30% of the household's income or 105% of their current rent, whichever is greater. All households qualify for the future funding programs.

G. RELOCATION ASSISTANCE PROGRAM

Autotemp staff is available to assist the temporarily displaced tenants with questions regarding relocation and/or assistance in relocating. Relocation staff can be contacted **Toll-free** at **888.202.9195** from 8:30 a.m. to 6:00 p.m., Monday through Friday and also available on-site by appointment. The Relocation Office is located at **373 4th Street, Suite 2A, Oakland, CA 94607**.

A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to the households being displaced. Close contact will be maintained with each household. Specific activities will:

1. Fully inform eligible project occupants of the nature of, and procedures for, obtaining relocation assistance.

2. Determine the needs of each residential displacee eligible for assistance;

3. Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, sexual orientation, marital status or other arbitrary circumstances;

4. Assist each eligible person to complete applications for benefits.

5. Make relocation benefit payments in accordance with the Guidelines, where applicable;

6. Inform all persons subject to displacement of the Developer's policies with regard to eviction and property management; and,

7. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the Developer's decisions with respect to relocation assistance.

H. CITIZEN PARTICIPATION

The Developer will ensure the following:

1. Resident meetings will be help to promote education and understanding of the relocation program;

2. Full and timely access to documents relevant to the relocation program;

3. Provision of technical assistance necessary to interpret elements of the relocation program and other pertinent materials;

4. The Plan will be reviewed to ensure that it is feasible; and complies with locally-adopted rules and regulations governing relocation.

I. RELOCATION BENEFIT CATEGORIES

Benefits will be provided in accordance with URA, the CRAL, the Guidelines, and all other applicable regulations and requirements. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved

procedures. The Developer will provide appropriate benefits for any eligible household as required by the above laws and requirements.

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

Residential Moving Expense Payments

Any and all temporarily displaced households will be eligible to receive a payment for moving expenses. The payment will be made based upon an invoice for actual reasonable moving expenses from a licensed professional mover.

Moving expenses will be based on **Actual Reasonable Moving Expense Payments** – The displaced tenants will receive the services of a licensed, professional mover to perform the move; the Developer will pay for the actual cost of the move as follows. The payment will be made directly to the mover and may include:

(a) Transportation of the displaced person and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the Developer determines that relocation beyond 50 miles is justified.

(b) Packing, crating, unpacking, and uncrating of the personal property.

(c) Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property.

(d) Storage of the personal property for a period not to exceed 12 months, unless the Developer determines that a longer period is necessary.

(e) Insurance for the replacement value of the property in connection with the move and necessary storage.

(f) The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.

(g) Other moving-related expenses that are *not* listed as ineligible under § 24.301(h), as the Developer determines to be reasonable and necessary.

Temporary Relocation

Those households which need to be moved temporarily *off-site* for rehabilitation activities will be offered residential moving payments as outlined above. During their temporary move, housing costs, for eligible households, will be limited to their current rent plus utilities.

The Developer will pay any *increased* costs for housing, for eligible households, directly to the pre-arranged, temporary landlord. If a household does not return to Greenridge upon notification of an available unit, any rental or relocation assistance will be terminated.

These potential replacement housing resources offer full amenities including kitchens and utilities, thus avoiding the need to provide a meal allowance per-diem. If the replacement housing does not include cooking facilities, a meal allowance will be provided.

Eligible households, subject to the Developer's approval, wishing to move temporarily from the project for the duration of their displacement, to housing *not* identified by the Developer (such as with family and/or friends) will be reimbursed, pursuant to a pre-determined schedule, for rental assistance to accommodate their household's reasonable preferences.

Due to the temporary nature of such a move, accommodations will also be made for storage of personal property, as *necessary*.

It is the Developer's responsibility to ensure that each unit is "Decent Safe and Sanitary" as defined in Section 24.2 (a) (8) of the Uniform Act at the end of each

day. If not, the household will be offered the opportunity to stay at a local motel and provided a per-diem allowance while off-site.

J. PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with the Developer within eighteen (18) months *from*:

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

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

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance.

2. Assistance amounts will be determined in accordance with the provisions of Relocation Law and guidelines, as may be applicable.

3. Required claim forms will be prepared by relocation personnel in conjunction with claimant(s). Signed claims and supporting documentation will be submitted by relocation personnel to the Developer.

4. The Developer will review, and approve claims for payment, or request additional information.

5. The Developer will issue benefit checks which will be delivered to the household, unless circumstances dictate otherwise.

6. Final payments will be issued after confirmation that the Project area premises have been completely vacated, and actual residency at the replacement unit is verified.

7. Receipts of payment will be obtained and maintained in the relocation case file.

No household will be displaced until "comparable" housing is located as defined above. Relocation staff will inspect any replacement units to which referrals are made to verify that they meet all the standards of decent, safe, and sanitary as defined in Section 24.2 (a) (8) of the Uniform Act.

No household will be entitled to a rental assistance or replacement housing payment if it chooses to move to a replacement unit which does not meet the standards of decent, safe, and sanitary housing.

K. RELOCATION TAX CONSEQUENCES

In *general*, relocation payments are *not* considered income for the purpose of the Internal Revenue Code of 1986, or the Personal Income Tax Law, Part 10, of the Revenue and Taxation Code. The above statement on tax consequences *is not* intended to be provision of tax advice by the Developer, MidPen, their Agents, Consultants or, Assigns. Displacees are encouraged to consult with their own, independent tax advisors concerning the tax consequences of relocation payments.

L. APPEALS POLICY

The appeals policy will follow the standards described in Section 6150 et seq. of the Guidelines. Briefly stated, the displaced tenants will have the right to ask for review when there is a complaint regarding any of their rights to relocation and relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral.

M. EVICTION POLICY

Eviction by the Developer is permissible only as a last alternative. With the exception of persons considered to be in unlawful occupancy, a displaced person's eviction does not affect eligibility for relocation assistance and benefits. Relocation records must be documented to reflect the specific circumstances surrounding the eviction.

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

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

2. Performance of a dangerous, and/or illegal act in the unit by tenant, tenant's guest(s) and/or invitee(s) or any combination thereof;

3. A material breach of the rental agreement and failure to correct breach within 30 days of notice;

4. Maintenance of a nuisance, and failure to abate within a reasonable time following notice;

5. Refusal to accept one of a reasonable number of offers of replacement dwellings;

5. A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the public entity.

N. PROJECTED DATES OF DISPLACEMENT

Displaced households will receive a minimum of a Ninety (90)-day Notice-to-Vacate. Rehabilitation is anticipated to begin in November of 2021. This notice is expected to be issued on or about August 01, 2021 for those households being temporarily displaced in the first phase, and will be issued in advance for subsequent phases.

Prior to moving, all temporarily displaced households will enter into a Memorandum of Understanding with the Developer, discussing each party's responsibilities during the move.

O. ESTIMATED RELOCATION COSTS

MidPen Housing and the Developer pledges to appropriate the necessary funds, on a timely basis, to ensure the successful completion of the project using LIHTC's and new funding. Any and all required financial assistance will be provided. The

anticipated budget for relocation benefits including implementation services and oversight is as follows:

In-Place

Community Room Furnishings	$13,500.00
Moving	$39,400.00
Per Diem	$40,000.00
Reasonable Accommodations	$40,000.00
Relocation Services	$32,000.00
Contingency	$10,000.00
Total	$176,900.00

ADA Conversions

Temporary Housing	$35,000.00
Moving Assistance -two moves	$20,000.00
Reasonable Accommodations	$10,000.00
Relocation Services	$11,500.00
Contingency	$10,000.00
Total	$86,500.00

GRAND TOTAL	$263,400.00

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TABLE OF ATTACHMENTS

Attachment 1: Project Site Maps

Attachment 2: Notice of Non-Displacement/General Information Notice

ATTACHMENT 1:
PROJECT SITE MAPS

Figure 1. Regional Site Location

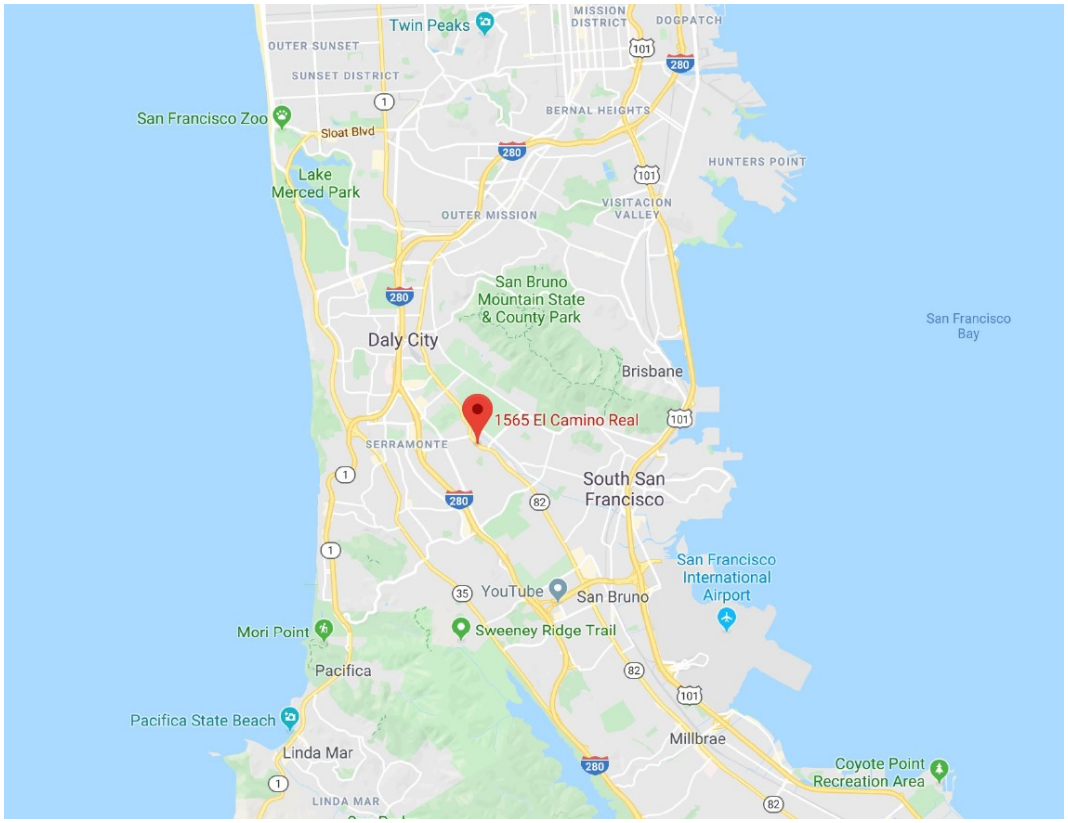
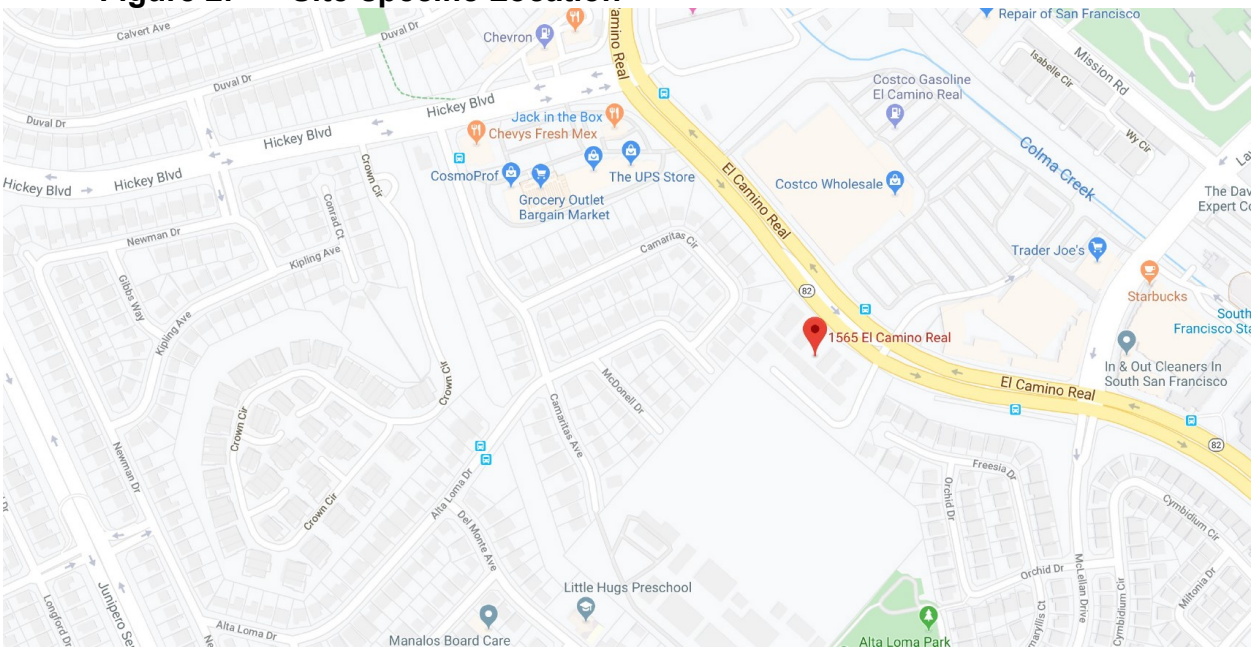
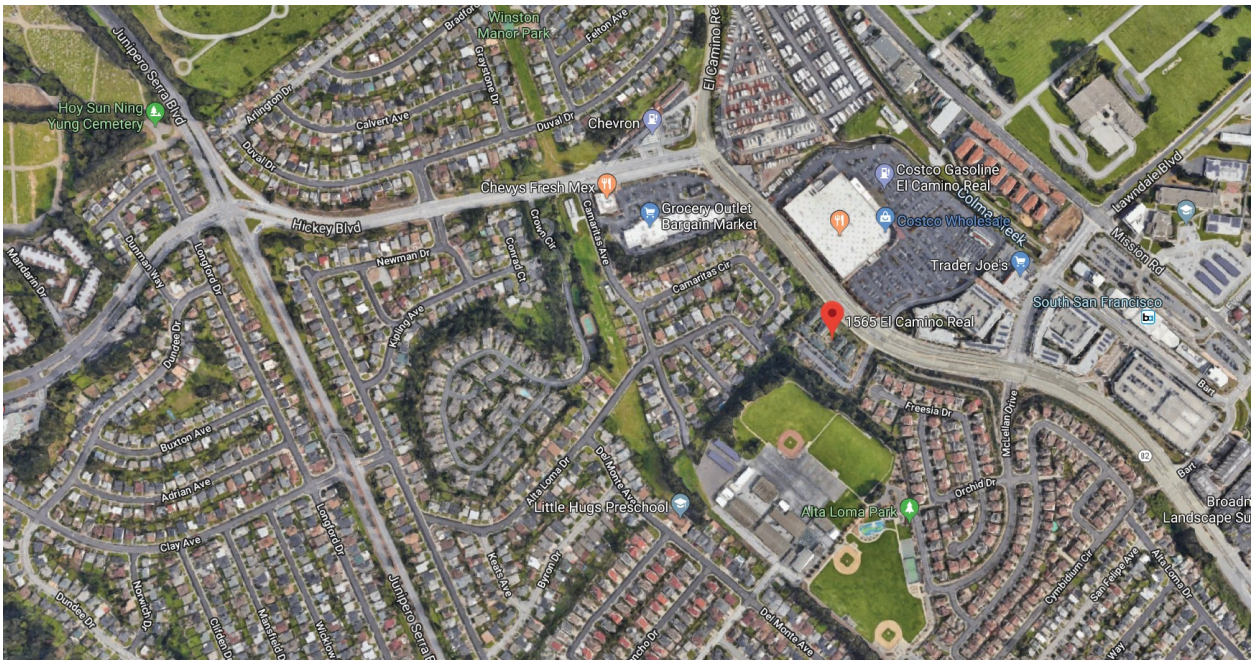


Figure 2. Site-specific Location




Winston Manor Park
Hoy Sun Ning Yung Cemetery
Junipero Serra Blvd
Arlington Dr
Calvert Ave
Duval Dr
Chevron
Chevys Fresh Mex
Grocery Outlet Bargain Market
Costco Gasoline El Camino Real
Costco Wholesale
Trader Joe's
Colma Creek
Lawndale Blvd
Mission Rd
South San Francisco
1565 El Camino Real
Hickey Blvd
Newman Dr
Camarillo Ave
Camarillo Cir
Crown Cir
Conrad Ct
Koenig Ave
Longford Dr
Dunman Way
Mandarin Dr
Dundee Dr
Buxton Ave
Adrian Ave
Clay Ave
Norwich Dr
Junipero Serra Blvd
Alta Loma Dr
Del Monte Ave
Little Hugs Preschool
Alta Loma Park
Freesia Dr
McLellan Drive
Orchid Dr
Cymbidium Dr
San Felipe Ave
Keats Ave
Byron Dr
Bart

ATTACHMENT 2
Notice of Non-Displacement

MidPen HOUSING
Building Communities. Changing Lives.

Notice of Non-Displacement Residential Occupant -Impacted

May 25, 2021

_____ and All Other Occupants
_____Apt _____
South San Francisco, CA 94080

Dear Greenridge Resident:

MidPen Housing, Inc. (MidPen) is a non-profit organization whose mission is to develop and operate affordable housing in throughout California. MidPen manages the property that you currently occupy at the Greenridge Apartments in South San Francisco, CA.

As a landlord, MidPen works hard to provide a comfortable living environment for all of its residents. To that end, we are in the preliminary stages of evaluating feasibility, scope, and funding options for a renovation of Greenridge Apartments.

MidPen has retained the professional firm of Autotemp to assist in the planning and logistics of any temporary relocation that may be required if/when rehabilitation is undertaken. When additional information is available, Autotemp staff will schedule a meeting with you to discuss the proposed rehabilitation and temporary moving assistance.

The purpose of this notice is to inform you that you will not be permanently displaced in connection with the proposed project. However, if MidPen is able to proceed with the rehabilitation plans, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you, including moving costs and any increase in housing costs and you will be reimbursed for all reasonable out of pocket expenses.

Again, this is not a notice to vacate the premises or a notice of relocation eligibility. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to temporarily vacate or to move before receiving formal written notice from MidPen. If you move or if you are evicted before receiving such notice, you may not be eligible to receive any assistance.

In the meantime, should you have any questions about this or any other relocation issues please contact Art Perez by phone at 888.202.9195 ext or Art@autotempservices.com.

MidPen Housing Corporation
MidPen Property Management Corporation
MidPen Resident Services Corporation
303 Vintage Park Drive, Suite 250
Foster City, CA 94404
t. 650.356.2900
f. 650.357.9766
e. info@midpen-housing.org
www.midpen-housing.org

MidPen HOUSING
Building Communities. Changing Lives.

Notice of Non-Displacement Residential Occupant – Non-Impacted

May 25, 2021

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However, if MidPen is able to proceed with the rehabilitation plans, it is anticipated that any work necessary within your unit, if any, can be accomplished without you moving temporarily.

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MidPen Housing Corporation
MidPen Property Management Corporation
MidPen Resident Services Corporation

303 Vintage Park Drive, Suite 250
Foster City, CA 94404

t. 650.356.2900
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e. info@midpen-housing.org
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The Project

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The Developer proposes the rehabilitation of the existing residential structures. The interior work, based on a physical needs assessment, includes cabinets and countertops, flooring, energy efficient lighting, HVAC, bathtubs and bath fixtures.

Exterior work will include window replacement, siding and stucco along with site accessibility work. Four of the units will be converted to mobility accessible units, including two with hearing and visually impaired (HVI) improvements.

The dwelling units which are the subject of this Relocation Program are located in the City of South San Francisco and County of San Mateo. The subject property is located west of Chestnut Avenue at Willow Avenue, generally east of State Highway 82. The area is generally comprised of multi- and single family residential, commercial and institutional uses. For the regional and site-specific locations, the subject property is shown at 'Project Site Maps' (**Attachment 1)**.

The project will comply with all General Plan guidelines, housing element and zoning requirements of the City and is compatible with adjacent land uses. There is no foreseen negative impact on the surrounding neighborhood.

Prospective funding sources are conventional financing; 9% LIHTC's, San Mateo County AHF and CDBG funding and recast of the City of South San Francisco funding.

As a result of the Project, all of the current households will be temporarily displaced, to allow rehabilitation and conversion to ADA accessible units to occur in an orderly and safe manner. Prior to construction, any vacancies will be held vacant, to minimize disruption through the completion of the Project.

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To obtain information necessary for the implementation of the Plan, interviews will be conducted with the current tenants on the Project site. Inquiries made of the occupants will include primary language in the home, disabilities and health problems, and preferences related to temporary replacement housing and location.

All information of a statistical nature supplied by property management was purely anecdotal in nature and not validated by documentary evidence such as will otherwise be required to comply with relocation qualifying criteria.

The standard housing density utilized provides for two (2) persons per bedroom and one person in a common living area for tenant occupied units although, this can be adjusted to include two persons in the common living area. There is currently no overcrowding.

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

Relocation Assistance information and assistance will be provided in the primary language of the displaced occupants, in order to assure that all displaced occupants obtain a complete understanding of the relocation plan and eligible benefits. Both English and Spanish were identified as the primary languages.

B. RELOCATION HOUSING RESOURCES AND NEEDS

The interview process will be used to determine housing preferences or reported need to be close to public transportation, employment, schools, public/social services and agencies, recreational services, parks, community centers, or shopping. In addition, health needs, which will require special consideration for accessibility, and perhaps proximity to medical facilities, will be identified. The interviews will be performed by relocation staff and confidentiality will be maintained.

The rehabilitation is scheduled to be completed in multiple phases, approximately 12 units at a time. Each unit will require the household to be out of their unit for approximately four and one-half months. No household will be moved off-site for a period greater than one year. The construction sequencing and number of units at a time is solely based on the availability of off-site units.

C. REPLACEMENT HOUSING RESOURCES

A resource survey will be conducted prior to any mandatory displacement to identify available comparable, decent, safe and sanitary units, which are adequate in size, and contain the required number of bedrooms for each household, in the South San Francisco area. Referrals will be made to “open-market” housing. For the purposes of this Plan, a survey of the nearby area found availability of sufficient housing to accommodate prospectively temporarily displaced households. These potential

replacement housing resources include corporate housing, offering fully furnished apartments.

D. CONCURRENT RESIDENTIAL DISPLACEMENT

Based on the needs of the Project, there is no concurrent displacement, either by the Developers or others, which may impact upon the ability to relocate the Project occupants, based upon the findings of the housing resource study. Willow Gardens will be using the same temporary housing resources as Greenridge sequentially.

E. TEMPORARY HOUSING

There is no anticipated need for temporary housing beyond what is outlined in this Plan. Should such a need arise, the Developer will respond appropriately, and in conformance with all applicable laws and requirements.

F. PROGRAM ASSURANCES AND STANDARDS

There shall be adequate funds budgeted to relocate all temporarily displaced households. All displacement and re-housing services will be provided to ensure that displacement 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 VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any otherwise arbitrary, or unlawful discrimination.

All households have received a Notice of Non-Displacement/General Information Notice (see Attachment 2) on or about May 25, 2021 and will receive a minimum of a 90 day notice prior to their need to move, followed by a 30 day notice and a seven day notice, for those households being temporally displaced. Upon completion of the rehabilitated housing, no household will be economically displaced, with housing costs limited to 30% of the household's income or 105% of their current rent, whichever is greater. All households qualify for the new funding programs.

G. RELOCATION ASSISTANCE PROGRAM

Autotemp staff is available to assist the temporarily displaced tenants with questions regarding relocation and/or assistance in relocating. Relocation staff can be contacted **Toll-free** at **888.202.9195** from 8:30 a.m. to 6:00 p.m., Monday through Friday and also available on-site by appointment. The Relocation Office is located at **373 4th Street, Suite 2A, Oakland, CA 94607**.

A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to the households being displaced. Close contact will be maintained with each household. Specific activities will:

1. Fully inform eligible project occupants of the nature of, and procedures for, obtaining relocation assistance.

2. Determine the needs of each residential displacee eligible for assistance;

3. Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, sexual orientation, marital status or other arbitrary circumstances;

4. Assist each eligible person to complete applications for benefits.

5. Make relocation benefit payments in accordance with the Guidelines, where applicable;

6. Inform all persons subject to displacement of the Developer's policies with regard to eviction and property management; and,

7. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the Developer's decisions with respect to relocation assistance.

H. CITIZEN PARTICIPATION

The Developer will ensure the following:

1. Resident meetings will be help to promote education and understanding of the relocation program;

2. Full and timely access to documents relevant to the relocation program;

3. Provision of technical assistance necessary to interpret elements of the relocation program and other pertinent materials;

4. The Plan will be reviewed to ensure that it is feasible; and complies with locally-adopted rules and regulations governing relocation.

I. RELOCATION BENEFIT CATEGORIES

Benefits will be provided in accordance with URA, the CRAL, the Guidelines, and all other applicable regulations and requirements. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved procedures. The Developer will provide appropriate benefits for any eligible household as required by the above laws and requirements.

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

Residential Moving Expense Payments

Any and all temporarily displaced households will be eligible to receive a payment for moving expenses. The payment will be made based upon an invoice for actual reasonable moving expenses from a licensed professional mover.

Moving expenses will be based on **Actual Reasonable Moving Expense Payments** – The displaced tenants will receive the services of a licensed, professional mover to perform the move; the Developer will pay for the actual cost of the move as follows. The payment will be made directly to the mover and may include:

(a) Transportation of the displaced person and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the Developer determines that relocation beyond 50 miles is justified.

(b) Packing, crating, unpacking, and uncrating of the personal property.

(c) Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property.

(d) Storage of the personal property for a period not to exceed 12 months, unless the Developer determines that a longer period is necessary.

(e) Insurance for the replacement value of the property in connection with the move and necessary storage.

(f) The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.

(g) Other moving-related expenses that are *not* listed as ineligible under § 24.301(h), as the Developer determines to be reasonable and necessary.

Temporary Relocation

Those households which need to be moved temporarily *off-site* for rehabilitation activities will be offered residential moving payments as outlined above. During their temporary move, housing costs, for eligible households, will be limited to their current rent plus utilities.

The Developer will pay any *increased* costs for housing, for eligible households, directly to the pre-arranged, temporary landlord. If a household does not return to Willow upon notification of an available unit, any rental or relocation assistance will be terminated.

These potential replacement housing resources offer full amenities including kitchens and utilities, thus avoiding the need to provide a meal allowance per-diem. If the replacement housing does not include cooking facilities, a meal allowance will be provided.

Eligible households, subject to the Developer's approval, wishing to move temporarily from the project for the duration of their displacement, to housing *not* identified by the Developer (such as with family and/or friends) will be reimbursed, pursuant to a pre-determined schedule, for rental assistance to accommodate their household's reasonable preferences.

Due to the temporary nature of such a move, accommodations will also be made for storage of personal property, as *necessary*.

J. PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with the Developer within eighteen (18) months *from*:

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

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

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance.

2. Assistance amounts will be determined in accordance with the provisions of Relocation Law and guidelines, as may be applicable.

3. Required claim forms will be prepared by relocation personnel in conjunction with claimant(s). Signed claims and supporting documentation will be submitted by relocation personnel to the Developer.

4. The Developer will review, and approve claims for payment, or request additional information.

5. The Developer will issue benefit checks which will be delivered to the household, unless circumstances dictate otherwise.

6. Final payments will be issued after confirmation that the Project area premises have been completely vacated, and actual residency at the replacement unit is verified.

7. Receipts of payment will be obtained and maintained in the relocation case file.

No household will be displaced until "comparable" housing is located as defined above. Relocation staff will inspect any replacement units to which referrals are made to verify that they meet all the standards of decent, safe, and sanitary as defined in Section 24.2 (a) (8) of the Uniform Act.

No household will be entitled to a rental assistance or replacement housing payment if it chooses to move to a replacement unit which does not meet the standards of decent, safe, and sanitary housing.

K. RELOCATION TAX CONSEQUENCES

In *general*, relocation payments are *not* considered income for the purpose of the Internal Revenue Code of 1986, or the Personal Income Tax Law, Part 10, of the Revenue and Taxation Code. The above statement on tax consequences *is not* intended to be provision of tax advice by the Developer, MidPen, their Agents, Consultants or, Assigns. Displacees are encouraged to consult with their own, independent tax advisors concerning the tax consequences of relocation payments.

L. APPEALS POLICY

The appeals policy will follow the standards described in Section 6150 et seq. of the Guidelines. Briefly stated, the displaced tenants will have the right to ask for review when there is a complaint regarding any of their rights to relocation and relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral.

M. EVICTION POLICY

Eviction by the Developer is permissible only as a last alternative. With the exception of persons considered to be in unlawful occupancy, a displaced person's eviction does not affect eligibility for relocation assistance and benefits. Relocation records must be documented to reflect the specific circumstances surrounding the eviction.

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

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

2. Performance of a dangerous, and/or illegal act in the unit by tenant, tenant's guest(s) and/or invitee(s) or any combination thereof;

3. A material breach of the rental agreement and failure to correct breach within 30 days of notice;

4. Maintenance of a nuisance, and failure to abate within a reasonable time following notice;

5. Refusal to accept one of a reasonable number of offers of replacement dwellings;

6. A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the public entity.

N. PROJECTED DATES OF DISPLACEMENT

Displaced households will receive a minimum of a Ninety (90)-day Notice-to-Vacate. Rehabilitation is anticipated to begin in November of 2021. This notice is expected to be issued on or about August 01, 2021 for those households being temporarily displaced in the first phase, and will be issued in advance for subsequent phases.

Prior to moving, all temporarily displaced households will enter into a Memorandum of Understanding with the Developer, discussing each party's responsibilities during the move.

O. ESTIMATED RELOCATION COSTS

MidPen Housing and the Developer pledges to appropriate the necessary funds, on a timely basis, to ensure the successful completion of the project using LIHTC's, tax-exempt bonds and new funding. Any and all required financial assistance will be provided. The anticipated budget for relocation benefits including implementation services and oversight is as follows:

Temporary Relocation-34 Households

Temporary Housing	$1,470,000.00
Moving Assistance -two moves	$ 160,000.00
Reasonable Accommodations	$ 5,000.00
Relocation Services	$ 70,250.00
Contingency	$ 97,000.00
Total	$1,802,250.00

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TABLE OF ATTACHMENTS

Attachment 1: Project Site Maps

Attachment 2: Notice of Non-Displacement/General Information Notice

ATTACHMENT 1:
PROJECT SITE MAPS

Figure 1. Regional Site Location

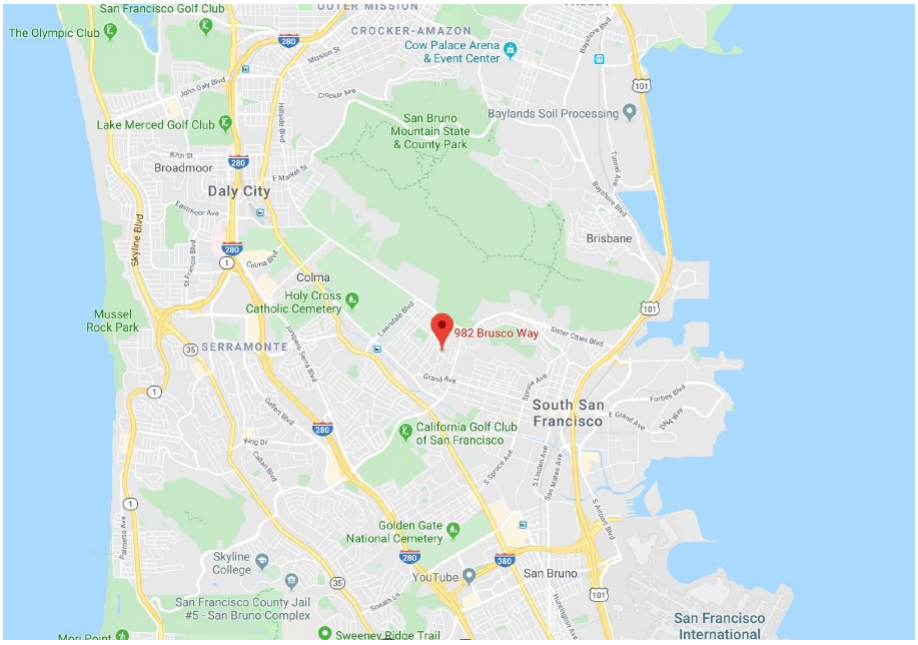
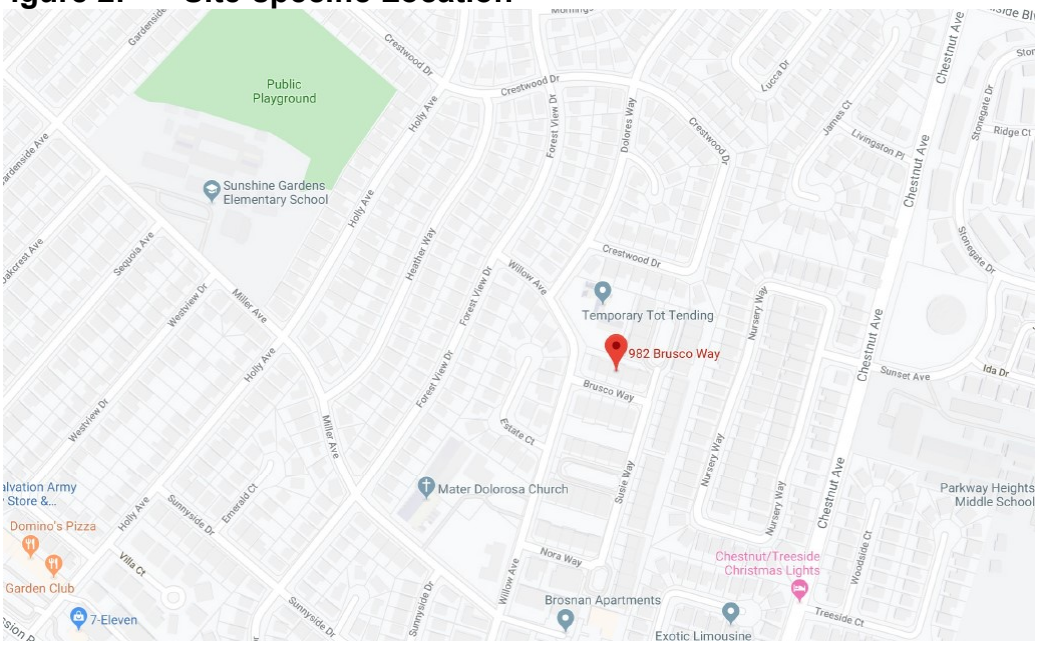
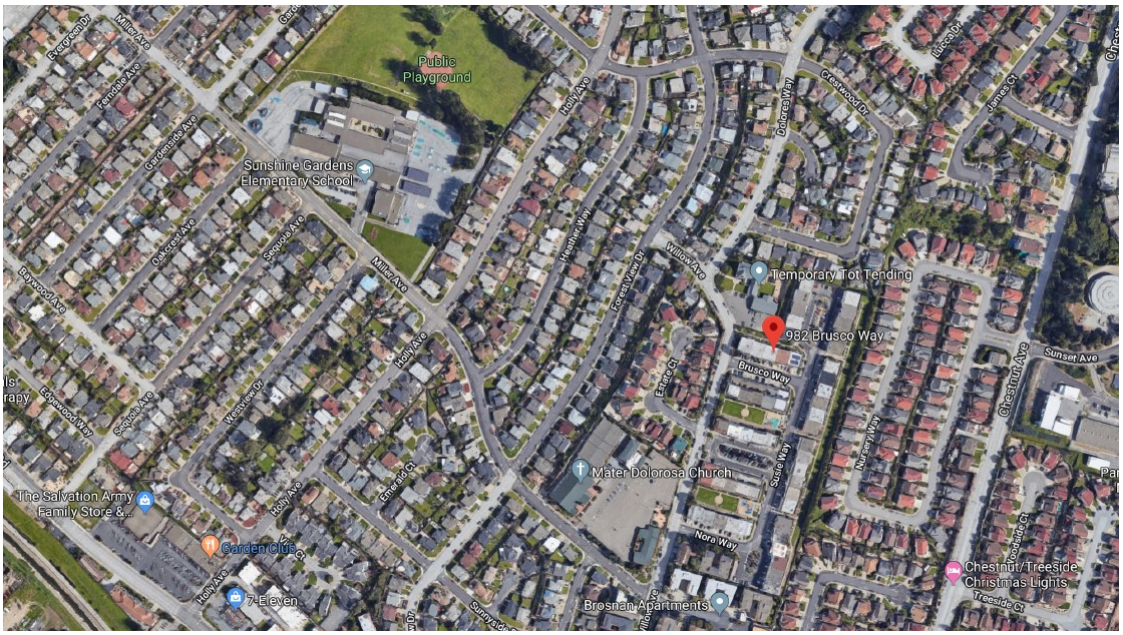


Figure 2. Site-specific Location




Public Playground
Sunshine Gardens Elementary School
Temporary Tot Tending
982 Brusco Way
Mater Dolorosa Church
The Salvation Army Family Store &...
Garden Club
7-Eleven
Brosnan Apartments
Chestnut/Treeside Christmas Lights
Miller Ave
Holly Ave
Willow Ave
Brusco Way
Nora Way
Sunset Ave

ATTACHMENT 2
Notice of Non-Displacement

MidPen HOUSING
Building Communities. Changing Lives.

Notice of Non-Displacement Residential Occupant

May 25, 2021

_____ and All Other Occupants
1565 El Camino Real Apt _____
South San Francisco, CA 94080

Dear Willow Gardens Resident:

MidPen Housing, Inc. (MidPen) is a non-profit organization whose mission is to develop and operate affordable housing in throughout California. MidPen manages the property that you currently occupy at the Willow Gardens in South San Francisco, CA.

As a landlord, MidPen works hard to provide a comfortable living environment for all of its residents. To that end, we are in the preliminary stages of evaluating feasibility, scope, and funding options for a renovation of Willow Gardens. When additional information is available, we will schedule a community meeting to discuss the proposed rehabilitation and temporary moving assistance.

The purpose of this notice is to inform you that you will not be permanently displaced in connection with the proposed project. However, if MidPen is able to proceed with the rehabilitation plans, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you, including moving costs and any increase in housing costs and you will be reimbursed for all reasonable out of pocket expenses. MidPen has retained the professional firm of Autotemp to assist in the planning and logistics of any temporary relocation that may be required if/when rehabilitation is undertaken.

Again, this is not a notice to vacate the premises or a notice of relocation eligibility. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to temporarily vacate or to move before receiving formal written notice from MidPen. If you move or if you are evicted before receiving such notice, you may not be eligible to receive any assistance.

If MidPen decides to proceed with the rehabilitation and temporary relocation becomes necessary, Autotemp will contact you directly with more information about the proposed project. In the meantime, should you have any questions about this or any other relocation issues please contact Art Perez by phone at 888.202.9195 ext or Art@autotempservices.com.

MidPen Housing Corporation
MidPen Property Management Corporation
MidPen Resident Services Corporation
303 Vintage Park Drive, Suite 250
Foster City, CA 94404
t. 650.356.2900
f. 650.357.9766
e. info@midpen-housing.org
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