

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

542



**SUBMITTAL DATE:**  
November 8, 2012

**FROM:** Economic Development Agency/Facilities Management and  
Transportation Department

**SUBJECT:** Resolution No. 2012-196, Adoption of the Relocation Plan for the Airport Boulevard Grade Separation Project

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt Resolution No. 2012-196, Adoption of the Relocation Plan for the Airport Boulevard Grade Separation Project;
2. Authorize the Assistant County Executive Officer/EDA, or his designee, to execute any other documents and administer all actions necessary to complete the relocation of the displacedes located within the Airport Boulevard Grade Separation Project;

(Continued)

  
\_\_\_\_\_  
Juan C. Perez, Director  
Transportation and Land Management

  
\_\_\_\_\_  
Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 620,500	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/13


**COMPANION ITEM ON BOARD AGENDA:** No

<b>SOURCE OF FUNDS:</b> Coachella Valley Association of Governments (CVAG) – 100%	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

**County Executive Office Signature**

BY:   
Jennifer Sargent

Policy

Policy

Consent

Consent

Dep't Recomm.:

Per Exec. Ofc.:

Prev. Agn. Ref.: 3.5 of 02/01/11; 4.1 of 02/01/11

District: 4/4

Agenda Number:

3.16

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED

PAUL ANGULO, CPA, AUDITOR-CONTROLLER

BY:  11/7/12

SAMUEL WONG

FORM APPROVED COUNTY COUNSEL

BY:  PATRICIA MUNROE

DATE

10/4/12

2012 NOV 13 11:59 AM

RCED NOV 7 12 AM 9:59

RECEIVED RIVERSIDE COUNTY  
CLERK / REGISTRAR SUPERVISORS  
2012 NOV 13 PM 4:20

RIVERSIDE COUNTY  
AUDITOR-CONTROLLER  
12 NOV -6 PM 3:55

2010

**RECOMMENDED MOTION:** (Continued)

3. Authorize and allocate the sum of \$450,000 for relocation benefits for the two single family residential occupants (Ayala and Rodriguez) and five commercial businesses (Ayala's Auto Service, Ayala's Towing Service, Arte Garden Care, Adrian's Cabinet Shop, and Coachella Tire Shop), all located within Assessor's Parcel Number 757-044-006 and \$84,500 to pay all related transaction costs; and
4. Allocate the sum of \$86,000 which includes reserves for any unforeseen and reasonable increases during the relocation assistance process of the displacees.

**BACKGROUND:**

The Riverside County Transportation Department (RCTD) proposes to construct a grade separation project located at the at-grade crossing of Airport Boulevard and the Union Pacific Railroad (UPRR) tracks by raising the roadway over the railroad and constructing an overcrossing structure that will span the tracks and Grapefruit Boulevard (State Highway 111) at Airport Boulevard (Project). The Project is needed in order to improve public safety by eliminating the conflicting train/vehicle/pedestrian movement. The Project will also serve to significantly reduce traffic delays at Airport Boulevard caused by the at-grade crossing and improve the efficient movement of goods through Riverside County.

The Project will maintain access to Airport Boulevard from Grapefruit Boulevard and the adjacent properties. Palm Street would be extended to the north from the intersection of Airport Boulevard to Grapefruit Boulevard. Grapefruit Boulevard will be widened at this intersection to accommodate a left turn onto Palm Street and a southbound deceleration lane to a right turn into Palm Street. The south side of Airport Boulevard will be accessed by a new frontage road adjacent to the new raised Airport Boulevard.

The Notice of Exemption was filed and posted on July 28, 2011. RCTD staff conducted a review of the Project and it is exempt for the provisions of the California Environmental Quality Act (CEQA).

The County will provide relocation benefits and assistance to all qualified displacees as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (as amended) and Title 49 Code of Federal Regulations Part 24 (49 CFR 24 as amended on January 4, 2005). Located within the project, there are two occupied residential dwellings (owner-occupants) who will require relocation into decent, safe, and sanitary replacement dwellings and five commercial businesses (tenants), who will require relocation assistance.

The Economic Development Agency/Facilities Management (EDA/FM) has contracted with Overland Pacific & Cutler (OPC), relocation consultants, to prepare a Relocation Plan (Plan) in compliance with California Code of Regulations, Title 25 Chapter 6. OPC has conducted interviews with the two residential occupants (Ayala and Rodriguez) and five tenants operating commercial businesses (Ayala's Auto Service, Ayala's Towing Service, Arte Garden Care, Adrian's Cabinet Shop, and Coachella Tire Shop), all on Assessor's Parcel Number 757-044-006 to identify and address the needs of the displacees. The Plan has been available to the public for the required 30-day period with no comments.

(Continued)



**BACKGROUND: (Continued)**

Based on the initial interviews conducted by OPC, it was determined that the relocation benefits entitled to the displacees are as follows:

Two Owner-Occupied Residential Dwellings:	
Ayala	\$ 70,000
Rodriguez	<u>\$ 30,000</u>
Subtotal	\$100,000
Five Commercial Businesses (Tenants)	
Ayala Auto Repair	\$150,000
Ayala's Towing Service	\$ 20,000
Artte Garden Care	\$ 35,000
Coachella Tire Shop	\$ 85,000
Adrian's Cabinet Shop	<u>\$ 60,000</u>
Subtotal	\$350,000
Total Relocation Benefits	\$450,000

There are costs of \$84,500 associated with these relocations. Staff recommends an additional \$86,000 in reserves for any unforeseen and reasonable increases during the relocation of the displacees.

EDA/FM and Transportation Department will bring forth the Right of Way Acquisition Agreement for the full acquisition of Assessor's Parcel Number 757-044-006 and separate Settlement Agreements (for fixtures and equipment and loss of goodwill, if any) for the five tenants operating commercial businesses under a separate submittal.

This Form 11 has been reviewed and approved by County Counsel as to legal form.

**FINANCIAL DATA:**

The following summarizes the funding necessary for the relocation of the owner-occupants and tenants located on Assessor's Parcel Number 757-044-006:

Relocation Benefits	\$450,000
Estimated Title and Escrow Charges	\$ 7,500
Reserves for Relocation Benefits	\$ 86,000
Relocation Consultant	\$ 77,000
Total Estimated Relocation Costs	\$620,500

(Continued)



**FINANCIAL DATA:** (Continued)

EDA/FM has already covered the costs for due diligence. Overland, Pacific & Cutler has been or will be reimbursed by the Transportation Department. The remaining costs will be paid directly by the Transportation Department. All costs associated with this property acquisition are fully funded in the Transportation Department's budget for FY 2012/13. Thus, no additional net county cost will be incurred as a result of this transaction.

Attachment:  
Relocation Plan





1 Board of Supervisors

County of Riverside

2

3

Resolution No. 2012-196

4

Adoption of Relocation Plan

5

for the Airport Boulevard Grade Separation Project

6

7

WHEREAS, the proposed project is one to construct a grade separation project located at the at-grade crossing of Airport Boulevard and Union Pacific Railroad (UPRR) tracks by raising the roadway over the railroad and constructing an overhead structure that will span the tracks and Grapefruit Boulevard (State Highway 111) at Airport Boulevard (Project). The Project will maintain access to Airport Boulevard from Grapefruit Boulevard and the adjacent properties. Palm Street would be extended to the north from the intersection of Airport Boulevard to Grapefruit Boulevard. Grapefruit Boulevard will be widened at this intersection to accommodate a left turn lane onto Palm Street and a southbound deceleration lane to a right turn into Palm Street. The south side of Airport Boulevard will be accessed by a new frontage road adjacent to a new raised Airport Boulevard; and

18

WHEREAS, the County has identified two occupied residential dwellings who will require relocation into decent, safe, and sanitary replacement dwellings and five commercial businesses (Tenants), all located within Assessor's Parcel Number 757-044-006, who will be provided relocation benefits and assistance, pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (as amended) and Title 49 Code of Federal Regulations Part 24 (49 CFR 24 as amended on January 4, 2005); and

23

24

WHEREAS, in compliance with California Code of Regulations, Title 25, Chapter 6, a Relocation Plan (Plan) was prepared to more specifically address potential displacements as a result of the Project, including advisory and financial assistance,

FORM APPROVED COUNTY COUNSEL  
 07  
 PATRICIA MINORDE  
 DATE 10/14/12



1 rights and benefits, and has been made available for the required 30-days for public  
2 comment;

3 Now, therefore, BE IT RESOLVED, DETERMINED AND ORDERED by the  
4 Board of Supervisors of the County of Riverside, in regular session assembled on or  
5 after November 20, 2012, at 9:00a.m., in the meeting room of the Board of Supervisors  
6 located at the 1st floor of the County Administrative Center, 4080 Lemon Street,  
7 Riverside, California:

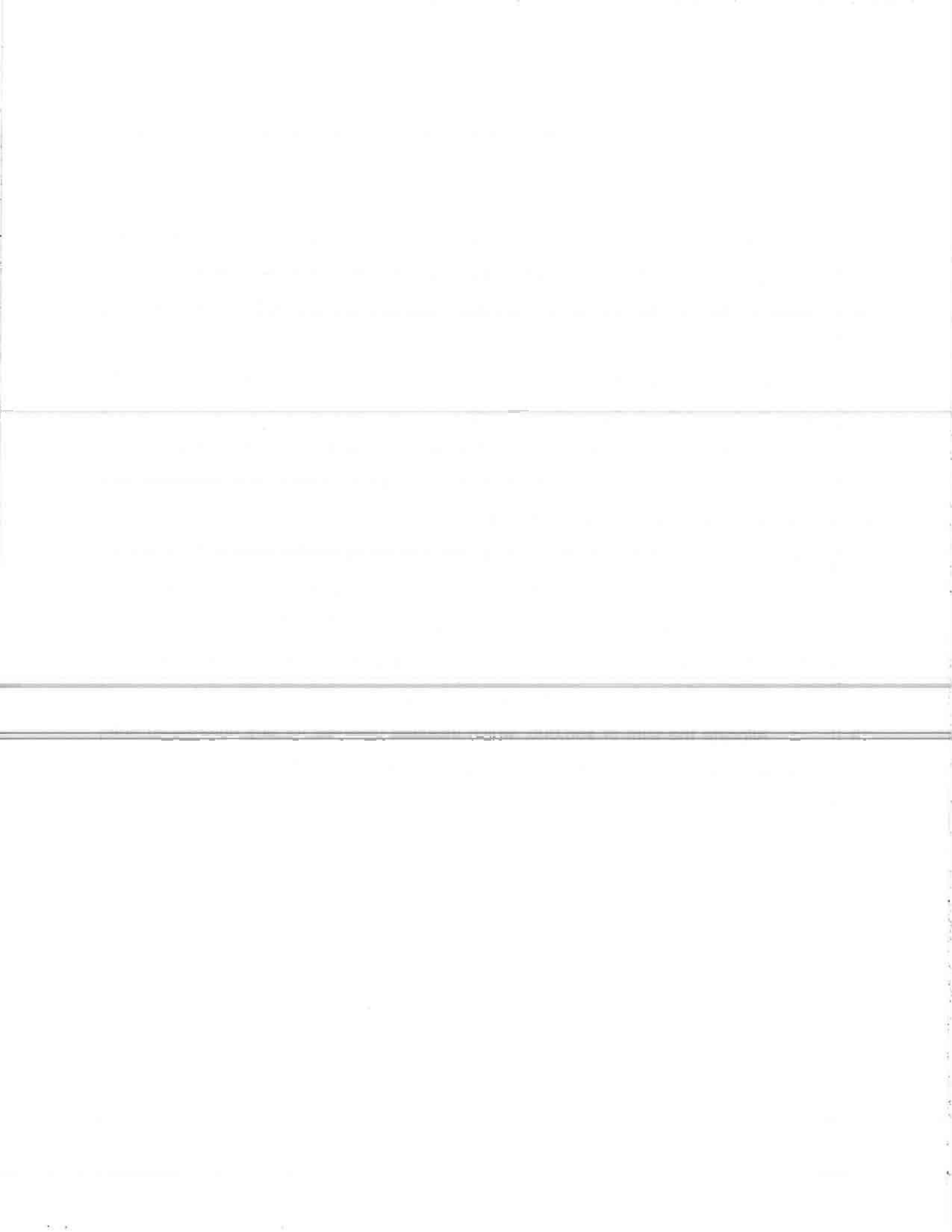
8 1. That the Board of Supervisors adopts the attached Relocation Plan for the  
9 Airport Boulevard Grade Separation Project;

10 2. Authorize the Assistant County Executive Officer/EDA, or his designee, to  
11 execute any other documents and administer all actions necessary to complete the  
12 relocation of the displacees in the Project;

13 3. Authorize and allocate the sum of \$450,000 for relocation benefits for the two  
14 single-family residential occupants (Ayala and Rodriguez) and five commercial  
15 businesses (Ayala's Auto Service, Ayala's Towing Service, Arte Garden Care, Adrian's  
16 Cabinet Shop and Coachella Tire Shop), all located within Assessor's Parcel Number  
17 757-044-006 and the sum of \$84,500 to pay all related transaction costs; and

18 4. Allocate the sum of \$86,000, which includes reserves for any unforeseen and  
19 reasonable increases during the relocation assistance process of the displacees.

20  
21  
22  
23  
24  
25  
26  
27  
28 YK:ra/100912/15.291 S:\Real Property\TYPING\Docs-15.000 to 15.499\15.291.doc



**RELOCATION PLAN  
FOR  
AIRPORT BOULEVARD RAILROAD GRADE  
SEPARATION PROJECT**

Prepared for:

**County of Riverside  
Economic Development Agency  
Facilities Management and Transportation Department**

Prepared by:

**Overland, Pacific & Cutler, Inc.**

December 2011

## TABLE OF CONTENTS

INTRODUCTION .....	1
I – PROJECT AREA DESCRIPTION .....	3
A. The Regional Location .....	3
B. Project Site Location .....	3
C. General Demographic & Housing Characteristics .....	4
II – ASSESMENT OF RELOCATION NEEDS .....	6
A. Survey Method .....	6
B. Field Survey Data - Residential Occupants .....	6
1. <i>Housing Mix</i> .....	6
2. <i>Project Rents</i> .....	7
3. <i>Occupancy/Overcrowding</i> .....	7
4. <i>Replacement Housing Needs</i> .....	7
5. <i>Income</i> .....	8
6. <i>Ethnicity/Language</i> .....	8
7. <i>Senior/Handicapped Households</i> .....	8
8. <i>Preferred Relocation Areas</i> .....	8
C. Field Survey Data – Non-Residential Uses .....	8
III – RELOCATION RESOURCES .....	10
A. Methodology .....	10
B. Replacement Housing Availability .....	10
1. <i>For-Sale Housing</i> .....	10
2. <i>Commercial Space Availability</i> .....	11
C. Related Issues .....	11
1. <i>Concurrent Residential Displacement</i> .....	11
2. <i>Temporary Housing</i> .....	12
3. <i>Loss of Business Goodwill</i> .....	12
IV – THE RELOCATION PROGRAM .....	13
A. Advisory Assistance .....	13
B. Relocation Benefits – Residential Occupants .....	15
1. <i>Residential Moving Expense Payments</i> .....	15
2. <i>Rental Assistance to Tenants/Owner-Occupants Who Choose to Rent</i> .....	17
3. <i>Replacement Housing Payment to 180 Day Residential Owner-Occupants</i> .....	19
4. <i>Last Resort Housing</i> .....	20
C. Relocation Benefits - Commercial Uses .....	20
1. <i>Payment for Actual Reasonable and Necessary Moving and Related Expenses</i> ..	21
2. <i>A Fixed Payment In Lieu of a Payment for Actual Reasonable Moving and Related Expenses</i> .....	23
D. General Information on Payment of Relocation Benefits .....	24
V – ADMINISTRATIVE PROVISIONS .....	26
A. Relocation Tax Consequences .....	26
B. Grievance Procedures .....	26

*Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County*

C.	Eviction Policy .....	26
D.	Citizen Participation.....	27
E.	Projected Dates of Displacement .....	28
F.	Estimated Relocation Costs .....	28

**LIST OF TABLES**

TABLE 1: Demographic and Housing Characteristics.....	5
TABLE 2: Replacement Housing Needs (2 Respondents).....	7
TABLE 3: Description of Non-Residential Uses.....	9
TABLE 4: Availability and Cost of Detached Single Family Homes .....	10
TABLE 5: Availability and Cost of Commercial Lease Properties.....	11
TABLE 6: Schedule of Fixed Moving Payments .....	16
TABLE 7: Computation of Rental Assistance Payments .....	18

**LIST OF EXHIBITS**

EXHIBIT A: HUD Income Limits – County of Riverside.....	29
EXHIBIT B: Business Interview Form.....	31
EXHIBIT C: Residential Interview Form.....	35
EXHIBIT D: Residential Informational Brochure.....	39
EXHIBIT E: Business Informational Brochure.....	47
EXHIBIT F: Public Comments and Response.....	55

## INTRODUCTION

The Riverside County Transportation Department (County) is planning the widening of the existing urban arterial highway, Airport Boulevard (Avenue 56), between Polk Street and State Route 86S in the Community of Thermal, in Riverside County, California (Project). In addition, the project consists of a grade separation at-grade crossing of Airport Boulevard and the Union Pacific Railroad (UPRR) tracks by raising the roadway over the railroad and constructing an overcrossing structure that will span the railroad tracks and Grapefruit Boulevard (State Highway 111), located parallel and to the west of the railroad right-of-way (ROW). To maintain access to Airport Boulevard from Grapefruit Boulevard and the adjacent properties, Palm Street will be extended to the north from the intersection of Airport Boulevard to Grapefruit Boulevard. Grapefruit Boulevard will be widened at this intersection to accommodate a left turn onto Palm Street and a southbound deceleration lane to a right turn into Palm Street. The residential properties along the south side of Airport Boulevard will be accessed by a new frontage road adjacent to the new raised Airport Boulevard.

In the 10-year span dating from January 1998 to December 2007, Airport Boulevard had one recorded injury accident involving a train. The proposed project would: improve safety by eliminating the conflicting train/vehicle movement; address the traffic delays of Airport Boulevard caused by the at-grade crossing; and improve the efficient movement of goods through Riverside County by eliminating the at-grade crossing. Drivers would experience reduced traffic congestion and improved level of service (LOS) within the project area, and emergency vehicles would have unimpeded access across the railroad tracks.

The County General Plan designates Airport Boulevard through the project limits as an Urban Arterial Highway. The standard typical section for an Urban Arterial Highway is defined in County Standard No. 91, which includes a 98-foot (ft)-wide ROW with a 6-lane section.

There are two occupied residential dwellings and five non-residential uses located within the planned Project site boundaries, which are subject to displacement should the Project proceed as planned. Prior to undertaking any displacement activity, the County is required by law (California Government Code Section 7260 et seq.) and regulation (California Code of Regulations, Title 25 Chapter 6) to prepare a relocation plan subject to public review and approval by the Riverside County Board of Supervisors.



*Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County*

The general purposes of a relocation plan are to describe the circumstances of potential displacees, the availability of replacement housing and commercial properties, and the County's program to provide required advisory and financial assistance. It is important to be aware that the preparation and approval of a relocation plan fulfills an administrative requirement but does not, by itself, constitute a commitment to proceed with the planned Project.

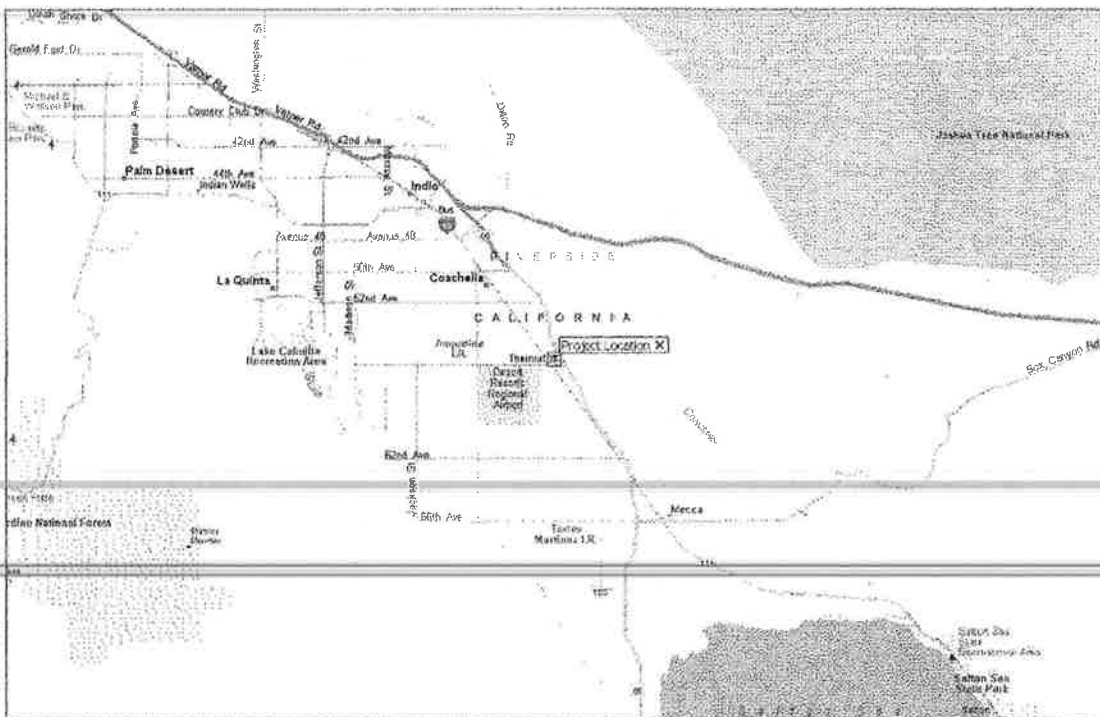
This Relocation Plan (Plan) was prepared by Overland, Pacific & Cutler, Inc. (OPC) a professional consulting firm specializing in public agency acquisition and relocation projects. The Plan is presented in five sections:

1. A description of the planned Project's regional location and specific site settings (**SECTION I**);
2. A description of survey methodology and an assessment of the aggregate relocation needs of residents and non-residential uses to be displaced as a result of the planned Project, with an explanation of how these needs are to be met (**SECTION II**);
3. An assessment of the availability of comparable replacement housing and commercial sites in proximity to the planned Project (**SECTION III**);
4. A description of the County's relocation assistance program (**SECTION IV**); and
5. Necessary administrative provisions, plus a relocation cost estimate (**SECTION V**).

## I – PROJECT AREA DESCRIPTION

### A. The Regional Location

The Airport Boulevard Railroad Grade Separation Project is located to the east of the Desert Resorts Regional Airport in the community of Thermal, County of Riverside. The Project site is in the eastern portion of the County, approximately three miles southeast of the City of Coachella and six miles northwest of the community of Mecca. (See **Figure 1**: Regional Project Location)



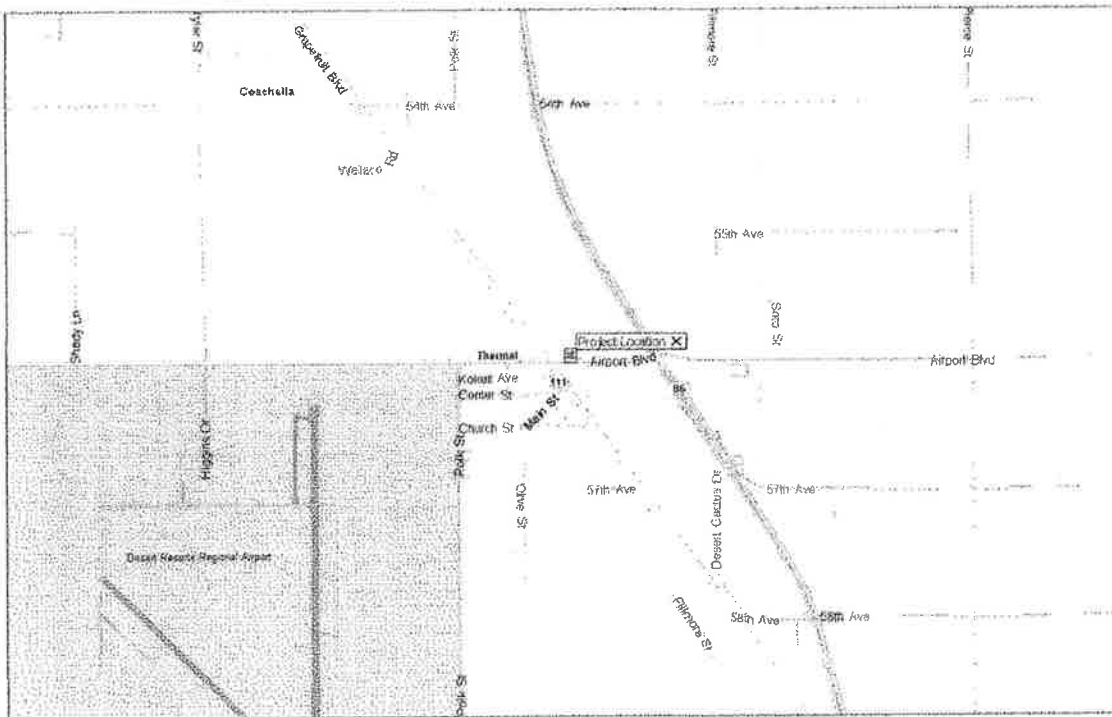
**Figure 1: Regional Project Location**

### B. Project Site Location

The proposed Project site is located in the community of Thermal. The County of Riverside proposes to construct a grade separation of the Union Pacific Railroad (UPRR) and Grapefruit Boulevard (US Highway 111) at Airport Boulevard. This includes the construction of a six-lane capacity bridge (although the structure would

***Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County***

be striped for four lanes) and widening of Airport Boulevard between approximately Polk Street and Orange Street, which also requires shifting the existing Airport Boulevard alignment to the north between these two streets. The proposed Project also entails extending Palm Street northeast to Grapefruit Boulevard. (See **Figure 2** for specific Project boundaries)



**Figure 2: Specific Project Location**

**C. General Demographic & Housing Characteristics**

**Table 1** represents general demographic and housing characteristics within one mile, three miles and five miles from the planned Project.

**Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County**

**TABLE 1: Demographic and Housing Characteristics**

<b>Population</b>	<b>One Mile Radius</b>	<b>Three Mile Radius</b>	<b>Five Mile Radius</b>
2000 Census	1,935	14,622	32,118
2010 Estimate	2,779	19,220	45,811
2015 Projection	3,079	20,928	51,275
Growth 2010-2015	10.80%	8.90%	11.90%
Growth 2000-2010	43.60%	31.40%	42.60%
<b>2010 Population by Race (% of Total Population)</b>			
White	922 (33.18%)	6,949 (36.16%)	17,003 (37.12%)
Black or African American	8 (0.29%)	101 (0.53%)	172 (0.38%)
American Indian and Alaska Native	14 (0.50%)	104 (0.54%)	299 (0.65%)
Asian	16 (0.58%)	83 (0.43%)	272 (0.59%)
Native Hawaiian and Pacific Islander	0 (0.00%)	1 (0.01%)	10 (0.02%)
Other Race	1,716 (61.75%)	11,360 (59.11%)	26,666 (58.21%)
Two or More Races	102 (3.67%)	621 (3.23%)	1,385 (3.02%)
Hispanic or Latino (of Any Race)	2,688 (96.69%)	18,713 (97.36%)	44,221 (96.53%)
<b>2010 Population by Education</b>			
Less than 9 <sup>th</sup> Grade	567 (42.57%)	3,675 (38.86%)	8,656 (37.45%)
Some High School to Associate	652 (48.94%)	4,944 (52.29%)	12,572 (54.40%)
Bachelor's Degree and Higher	113 (8.49%)	837 (8.85%)	1,882 (8.15%)
<b>2010 Income Figures</b>			
Average Income per Household	\$39,272	\$42,731	\$44,471
Median Income per Household	\$29,821	\$33,061	\$35,013
Per Capita Income	\$9,333	\$9,380	\$9,964
<b>2010 Housing</b>			
Owner/Renter Occupied (%)	37.46%/62.54%	50.25%/49.75%	54.14%/45.86%
Average Household Size	4.51	4.72	4.67
Median Year Built	1983	1989	1991
Median Housing Value (owner-occp)	\$86,667	\$114,645	\$120,478



## **II – ASSESSMENT OF RELOCATION NEEDS**

### **A. Survey Method**

Information necessary for the preparation of this Plan was obtained through personal interviews with Project residents and non-residential use owners during the months of October and November 2011. Interviewers were successful in obtaining survey responses from both occupied residential households and all five non-residential use owners. Interviews were conducted on-site in homes and places of business, in English or Spanish, as appropriate.

Inquiries made of residential occupants concerned household size and composition, income, monthly rent obligation, length and type of occupancy, ethnicity, home language, disabilities/health problems, schools attended and replacement housing preferences.

Survey questions of non-residential use owners concerned the nature of the business, leasehold circumstances, annual revenues, description and size of current operations, special facility requirements, and area/facility preferences with respect to possible replacement locations.

The descriptive data in this Plan concerning existing residential and non-residential uses are based solely on anecdotal responses resulting from interviews. Such information will be verified as the relocation plan is implemented. Samples of a residential and business interview form are shown in the Plan as **Exhibits B, page 31** and **C, page 35**.

### **B. Field Survey Data - Residential Occupants**

The affected households include two owner-occupied respondent dwelling units.

#### ***1. Housing Mix***

The Project housing mix includes two single-family dwellings, sharing the lot with commercial and storage facilities. One owner-occupied unit is a two-

bedroom, one bath single family dwelling and the other is a four-bedroom, one bath unit.

**2. Project Rents**

Both affected units are owner-occupied and no rents are collected.

**3. Occupancy/Overcrowding**

The current Project site population consists of eight individuals among two respondent households, seven of which are adults and one is a school-age child. The average household size is four persons per unit.

**4. Replacement Housing Needs**

Replacement housing needs, as expressed in this Plan, are defined by the total number of required replacement units and the distribution of those units by bedroom size. The projected number of required units by bedroom size is calculated by comparing survey data relative to household size with the County’s replacement housing occupancy standards. These standards, generally, allow for up to three persons in a one-bedroom unit, five persons in a two-bedroom unit, and seven persons in a three-bedroom unit.

The planned Project’s replacement housing requirements are to provide comparable units to replace the homeowners’ displaced dwelling, adequate in size and number of bedroom as compared to their current accommodations. Comparable housing referrals will be provided and every reasonable attempt will be made to take into consideration individual preferences.

**TABLE 2: Replacement Housing Needs (2 Respondents)**

<b>Bedroom Size</b>	<b>Two</b>	<b>Four</b>
<b># Needed – Owners SFR Units</b>	1	1



*5. Income*

Income information was provided by both interviewed households. According to income standards for the County of Riverside (**Exhibit A, page 29**) adjusted for family size as published by the California Department of Housing and Community Development (HCD), in July 2011, both Project households qualify as low income (51%-80% of area median).

*6. Ethnicity/Language*

Both households reported their ethnicity as Hispanic with one reporting Spanish and one English as their primary household language.

*7. Senior/Handicapped Households*

There are no senior households among respondent occupants (head of household or spouse 62 years or older) and no households reported physical and/or psychological disabilities that could negatively impact the relocation process.

*8. Preferred Relocation Areas*

Both Project households expressed a preference to remain in or around the local community in order to maintain current school enrollment, access to employment, recreational resources or public transportation. Alternative locations mentioned by one of the households are Indio and Coachella.

**C. Field Survey Data – Non-Residential Uses**

The Project includes five operating businesses (collectively called ‘non-residential uses’) all of which participated in the survey process. One of the homeowners on Project site has exclusive use of the commercial facilities on the lot shared with the residence; the other homeowner uses a portion of his lot for the business and rents two facilities on site to other business owners. **Table 3**, following, provides a breakdown of the commercial uses by type, estimated square footage, notable features, longevity and number of employees.

*Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County*

**TABLE 3: Description of Non-Residential Uses**

Name	Type of Operation	Est. Sq. Ft.	Particular Features	Site Move-in	# of Employees
ARTTE Garden Care	Lawn care, landscaping	1,000	Lot only for parking of vehicles and storage	1998	1
Adrian's Cabinet Shop	Cabinetry	1,292	Shelving, compressor, air lines, sink, 2 parking spaces	2009	1
Ayala's Auto Repair	Auto repair shop	4,702	3 bays, 2 hoists, 2 compressors, full office, large covered lot area	2009	2
Ayala's Towing & Steel Supply	Tow truck	200	Parking for 1 tow truck	2009	1
Coachella Tire Shop	Auto Tire Shop	1,386	2 compressors, shelving	2006	2

All non-residential uses within the planned Project site appear to be serving local clientele and describe their operations as leased with options to extend, rented on a month-to-month basis or owned. All businesses are sole proprietorships. All non-residential use owners prefer replacement sites with similar square footage or larger, and as close to the current location as possible.

The County will provide professional consulting services, ongoing replacement sites availability and financial assistance to individual non-residential use owners during the relocation implementation phase of the Project.





### III – RELOCATION RESOURCES

#### A. Methodology

An extensive resource survey was conducted in December 2011 to determine the availability of replacement housing units and commercial sites utilizing the following sources:

- For-sale residential listings
- Commercial rental listings
- Internet sources (local multiple listing services)

#### B. Replacement Housing Availability

##### 1. For-Sale Housing

The relocation survey identified 26 available, detached single-family homes in the vicinity of proposed Project area. Survey details are summarized below in **Table 4**. Overall figures of for-sale units suggest a market with adequate numbers of replacement housing opportunities within a reasonable distance from Project site.

<b>Bedroom Size</b>	<b>Two/Three</b>	<b>Four</b>
# Found (# Needed)	14 (1)	12 (1)
Price Range	\$35,900-\$69,900	\$52,000-\$99,900
Median Price	\$58,450	\$65,750

There may not be sufficient amount of two-bedroom single family units currently on the market to replace the owner-occupied unit with two bedrooms; however, there are several small three bedroom houses available and the County will consider three bedroom units as replacements as long as they are adequate in size and satisfy decent, safe and sanitary requirements.

## 2. Commercial Space Availability

A survey of available commercial sites was performed to evaluate the resources for non-residential uses in the Project. As with residential replacement housing, a reasonable distance from the Project was used for commercial sites as well.

**Table 5** exhibits available properties for lease near the Project site.

<b>TABLE 5: Availability and Cost of Commercial Lease Properties</b>			
<b>Use</b>	<b># Properties Found</b>	<b>Sq. ft. Range</b>	<b>Cost/Sq. ft. (Median Cost)</b>
Retail	65	800-8,000	\$0.55-\$2.75 (\$1.50)
Industrial/warehouse	26	1,200-26,672	\$0.20-\$0.80 (\$0.56)

In addition to the commercial space for lease presented above, the survey identified several commercial/land opportunities for sale. Asking prices range from \$20,000 to several millions depending on the size and type of the property.

Non-residential uses owners will have to take an active role to search for appropriate replacement sites should the Project proceed as planned. The information in this Plan is a snapshot in time; the commercial real estate market in Southern California is volatile and may be able to absorb the relocations of all non-residential uses as long as there is available assistance and active participation of non-residential use owners.

The County will provide professional consulting assistance to all displaced during the relocation implementation phase to minimize any down time and loss of income for non-residential use owners.

## C. Related Issues

### 1. Concurrent Residential Displacement

There is currently another County project in the works in Thermal that may compete for available housing. The type of housing needed in this Project is different however from the mobile home units being displaced in the concurrent Thermal project.

The County will not require any residents to move without an available decent, safe and sanitary unit in which to relocate.

## *2. Temporary Housing*

No need for temporary housing is anticipated. However, the County will provide temporary housing should the need arise.

## *3. Loss of Business Goodwill*

Business goodwill consists of the benefits that accrue to a business as a result of its location, reputation for dependability, skill or quality, and any other circumstances resulting in probable retention of old, or acquisition of new patronage. Where claims for loss of business goodwill are anticipated, State law (California Code of Civil Procedure Section 1263.510) requires business owners to prove all of the following:

- The loss is caused by the taking of the property;
- The loss cannot reasonably be prevented by relocation of the business, or by taking steps and adopting procedures that a reasonably prudent person would take to preserve the goodwill; and
- The compensation for the loss has not been included as a relocation payment, or duplicated in compensation otherwise awarded to the owner.

Claims for loss of business goodwill are considered under the acquisition provisions of Government Code Section 7260 et seq. and are not compensable as a function of the relocation assistance program.

## **IV – THE RELOCATION PROGRAM**

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

### **A. Advisory Assistance**

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

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

- Distribute written information concerning the County's relocation program in both English and Spanish to each residential and non-residential displacee (See **Exhibits D, page 39 and E, page 47**);
- Individually inform all displacees of the nature of and procedures for obtaining ~~available relocation assistance and benefits~~;
- Determine the eligibility, needs and relocation preferences of each residential and non-residential displacee;
- Provide residential displacees with at least three referrals to comparable, decent, safe and sanitary replacement housing within a reasonable time prior to displacement;
- Maintain a database of available housing resources and commercial space and distribute replacement site referrals for the duration of the Project;
- Provide transportation to displacees, if requested, to inspect replacement sites within the local area. Offer special assistance to help elderly and handicapped

*Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County*

residents find housing near friends, relatives, medical facilities and services and convenient transportation;

- Make referrals to governmental and non-governmental service providers such as:
  - (a) Social Security Administration
  - (b) The Fair Housing Agency
  - (c) Housing Rights Center
  - (d) Utility Companies in appropriate areas
  
- Assist each eligible displacee with the preparation and submission of relocation assistance claims;
  
- Assist residential displacees with arrangements necessary to rent or purchase comparable decent, safe and sanitary replacement housing and non-residential displacees to rent or purchase suitable replacement site;
  
- Make benefit determinations and payments in accordance with applicable law and County policy;
  
- Assure that no displacee is required to move without a minimum of 90 days written notice to vacate;
  
- Inform all persons subject to displacement of the County's policies with regard to County purchase and subsequent management of property;
  
- Establish and maintain a formal grievance procedure for use by the displaced persons seeking administrative review of the County's decisions with respect to relocation assistance; and
  
- Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, marital status or other arbitrary circumstances.

The County will retain services of professional relocation representatives to assist all persons to be displaced as a consequence of the planned Project. Personal contact will be maintained with all individuals until the relocation process has been completed. Since more than one relocation firm may be involved, the displacees will be given

prompt instructions whom to contact as their personal relocation advisor. The County staff is also available to assist individuals or direct them to the appropriate relocation representative.

Given the number of residential displacements within the proposed school site, it will not be necessary to setup a fully staffed site office. Should such a need present itself during the implementation phases of the Project, the County will make provisions for a site office and all residents will be informed of the location and operating hours of that relocation office.

## **B. Relocation Benefits – Residential Occupants**

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

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

County staff will promptly evaluate advance payment requests meant to alleviate ~~hardships for tenants who do not have access to sufficient funds to pay move-in costs~~ such as first month's rent and/or security deposits. Approved requests for advance payments will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

### ***1. Residential Moving Expense Payments***

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

- Actual Cost (Professional Move)

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

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

- Fixed Payment (Room Count Schedule Method)

As an alternative to a professional move, a residential displacee may elect to receive a fixed payment for moving expenses based on the number of furnished or unfurnished rooms in the displacement dwelling (bathrooms are not considered as part of the eligible room count). Residential displacees who elect to receive a fixed payment assume full responsibility for the move including the expense of utility re-connections described in (a), above. The current schedule for Fixed Moving Payments is set forth in **Table 6**:

<b>TABLE 6: Schedule of Fixed Moving Payments</b>									
<b>Unfurnished Dwelling (Tenant Owned Furniture)</b>									
Room Count	1	2	3	4	5	6	7	8	Each Additional
Amount	\$625	\$800	\$1,000	\$1,175	\$1,425	\$1,650	\$1,900	\$2,150	\$225
<b>Furnished Dwelling (Landlord Owned Furniture)</b>									
Room Count	1	Each Additional							
Amount	\$400	\$65							

Source: The Federal Highway Administration (effective 8/22/08)



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

A tenant or owner-occupant displaced from a dwelling may be entitled to a Replacement Housing Payment in the form of rental or downpayment assistance not-to-exceed \$5,250 for tenants and \$22,500 for owner-occupants (prior to consideration of eligibility for Last Resort Housing benefits - see Last Resort Housing this Section, Paragraph 7), if the displacee:

- Generally, has actually and lawfully (i.e. have a lease and have been paying rent) occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and
- Has rented, or purchased (as a result of the relocation process), and occupied a decent, safe, and sanitary replacement dwelling within one year (unless the County extends this period for good cause) after:
  - (i) For a tenant, the date he or she moves from the displacement dwelling;  
or
  - (ii) For an owner-occupant, the later of:
    - The date final payment is received for the displacement dwelling, or in the case of condemnation, the date the full amount of estimated just compensation is deposited with the court; or
    - The date the displacee moves from the displacement dwelling.

Rental/Downpayment Assistance payment amounts are equal to 42 times the difference between the base monthly rental and the lesser of:

- (i) The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
- (ii) The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person; or



Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County

- (iii) The total of the amount designated for shelter and utilities if receiving government subsidized assistance from a program that designated the amounts for shelter and utilities.

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

- (i) The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by the County. For owner-occupants or households which paid little or no rent, fair market rent will be used as a substitute for actual rent; or,
- (ii) Thirty percent (30%) of the displacee's monthly gross household income. If a displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rental shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling.

**Table 7**, following, provides an example of a typical rental assistance eligibility computation:

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

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



not exceed the amount of income received by the person who would not otherwise be able to seek employment in the absence of such care.

### *3. Replacement Housing Payment to 180 Day Residential Owner-Occupants*

Residential owner-occupants who have established residency for at least 180 days prior to the County's offer to purchase may be eligible for a replacement housing payment determined by the aggregate value of three separate compensation elements: a) Purchase Price Differential; b) Mortgage Interest Differential; and, c) Incidental Expenses.

- Purchase Price Differential

The Purchase Price Differential is based on three factors:

Acquisition Price - The final price paid by the County for the Project dwelling;

Actual Replacement Housing Purchase Price - The actual price paid for a replacement dwelling; and,

Comparable Replacement Cost - The cost of a decent, safe and sanitary dwelling comparable to the dwelling acquired by the County.

The purchase price differential amount is determined by comparing the final ~~acquisition price of the Project residence to the lesser of the actual price paid~~ for a replacement home or the price of a comparable available decent, safe and sanitary dwelling. If the purchase price of a replacement home is less than the cost of a comparable replacement home, the payment will be limited to the actual difference. If the purchase price exceeds the cost of a comparable replacement home, the payment will be based on the cost of the comparable replacement home.

Replacement housing referrals to owner-occupants will match, as closely as possible, current housing circumstances. The calculation of purchase price differential payments to owner-occupants of multifamily properties will be determined by comparing the pro-rated value of the portion of the property in which they live as compared to the comparable element of a replacement property.

- Mortgage Interest Differential

The Mortgage Interest Differential Payment is intended to compensate homeowners for any increase in interest costs between the acquired dwelling and the comparable replacement dwelling. Computation of the payment is based upon three factors: 1) the remaining term and amount(s) of the current mortgage or mortgages 2) the current type of mortgage product (i.e. fixed vs. variable) 3) a comparison of the mortgage interest rate for the acquired dwelling relative to the lesser of the current market rate or the actual new rate for a similar mortgage product. To be eligible for this payment, the mortgage on the dwelling being acquired must have been in place, as a valid lien, for at least 180 days prior to the County's initial written offer to purchase.

- Incidental Expenses - Closing Costs

One-time, non-recurring closing costs associated with the purchase of a comparable, replacement dwelling are compensable. Examples of such compensable expenses include costs for: a property survey; preparation of a legal description and deed; recording fees; title insurance; revenue stamps and customary transfer taxes; loan application fees; loan origination fees; appraisal fees; a credit report; certification for structural soundness; and, termite inspection, when required. Prepaid recurring expenses for mortgage interest, property taxes and insurance are not compensable.

#### ***4. Last Resort Housing***

Depending on current market conditions, the County anticipates that it might be necessary to make replacement housing payments to owner-occupants in excess of the statutory cap of \$22,500, (CCR Title 25, Chapter 6, Section 6102) to assure the availability of comparable replacement for-sale housing. Replacement housing payment amounts in excess of the statutory caps are considered (CCR Title 25, Chapter 6, Section 6139) to be Last Resort Housing (LRH) payments.

#### **C. Relocation Benefits - Commercial Uses**

Eligible businesses and non-profit organizations are entitled to select: 1) compensation for actual reasonable and necessary moving and related expenses, or 2) a payment in-lieu of such expenses not to exceed \$20,000.

*1. Payment for Actual Reasonable and Necessary Moving and Related Expenses*

This payment may include the following costs:

- Transportation of personal property from the present location to the replacement location (costs are limited to a distance of 50 miles);
- Packing, crating, uncrating, and unpacking personal property;
- Disconnecting, dismantling, removing, reassembling, and installing relocated and substitute machinery, equipment and other personal property. 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;
- Storage of personal property for up to 12 months, at the County's discretion, as determined to be necessary in connection with relocation;
- Insurance of personal property while in storage or transit and the replacement value of property lost, stolen, or damaged (not through the fault or negligence of the displaced person) in the process of moving, where insurance is not readily available;
- The cost of any special license, permit, or certification required by the displaced business or organization to operate at the replacement location. Service charges or non-refundable fees required by law, licenses or permits needed to operate at the new location are eligible costs. Ineligible expenses related to the replacement site (except under Reestablishment) are those costs such as general occupancy licenses, occupancy permits, building permits, modifications to comply with ADA (Americans with Disabilities Act), or one-time assessments that any non-residential use would have to pay for occupancy of a property
- Professional service fees pre-authorized by the County, involving architects, attorneys, engineers and other consultants whose services the County has been determined to be 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;

- The purchase and installation of substitute personal property limited to the lesser of: (1) an amount equal to the reasonable expenses that would have been required to relocate the property, as determined by the County, subject to certain limitations; or, (2) the replacement cost, less any proceeds from its sale or trade in;
- The modification of machinery, equipment or other personal property necessary to adapt it to the replacement location or to utilities available at the replacement location or modifying the power supply;
- Actual direct losses of tangible personal property resulting from moving or discontinuing a business or non-profit organization, not-to-exceed the lesser of: (1) the fair market value of the property for continued use at its location prior to displacement less any proceeds from the property; or, (2) an amount equal to the reasonable expenses that would have been required to relocate the property, as determined by the County, subject to certain limitations;
- Actual and reasonable expenses incurred in searching for a replacement business or non-profit organization location, not-to-exceed \$1,000, and including compensation for transportation expenses; time spent searching for a reasonable location; meals; lodging; and, real estate broker or agent fees;
- A reestablishment allowance of up to \$10,000, available to nonprofit organizations and small businesses with no more than 500 employees. Reestablishment allowance payments are made in addition to compensation provided for actual, reasonable and necessary moving expenses. Reestablishment allowance expense categories include but are not limited to:
  - 1) Repairs or improvements to the replacement property as required by Federal, State or local law, code or ordinance;

- 2) Modifications to the replacement property to accommodate the business operation or make replacement structures suitable for conducting business;
- 3) Construction and installation costs for exterior signing to advertise the business;
- 4) Provision of utilities from right-of-way to improvements on the replacement site;
- 5) Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling or carpeting;
- 6) Licenses, fees and permits when not paid as part of moving expenses;
- 7) Feasibility surveys, soil testing and marketing studies;
- 8) Professional services in connection with the purchase or lease of a replacement site;
- 9) Estimated increased costs of operation during the first 2 years at the replacement site for such items as:
  - a. Lease or rental charges
  - b. Personal or real property taxes
  - c. Insurance premiums, and
  - d. Utility charges, excluding impact fees
- 10) Impact fees or one-time assessments for anticipated heavy usage;
- 11) Other items essential to the reestablishment of the business.

***2. A Fixed Payment In Lieu of a Payment for Actual Reasonable Moving and Related Expenses***

The option to claim a fixed payment enables both for-profit and non-profit businesses to receive compensation for moving expenses without supplying

documentation of moving bids and expenses. The payment amount available to any individual business is based on an average of annual net earnings over a two year period. For businesses which have not been in operation for two years, certified income figures for periods of less than two years can be annualized. The method for establishing income is through tax returns and/or certified financial statements. The payment to an eligible business or non-profit organization may not be less than \$1,000, nor more than \$20,000.

To qualify for this payment a displaced business:

- Owns or rents personal property, which must be moved in connection with such displacement and for which an expense would be incurred in such move;
- Is not operated at the displacement site solely for the purpose of renting the site to others;
- Cannot be a part of a commercial enterprise having at least three other establishments which are not being acquired by the County, and which is under the same ownership and engaged in the same or similar business activities;
- Must not be able to relocate without substantial loss of patronage; and
- Must have contributed at least 33 ⅓ percent of the owner's total gross income during each of the two taxable years prior to displacement or meet specific earnings criteria.

#### **D. General Information on Payment of Relocation Benefits**

Claims and supporting documentation for relocation benefits must be filed with the County within 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.

*Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County*

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

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



## **V – ADMINISTRATIVE PROVISIONS**

### **A. Relocation Tax Consequences**

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1968, or the Personal Income Tax Law, Part 10 of the Revenue and Taxation Code. The above statement on tax consequences is not intended to be a provision of tax advice by the County. The County cannot give specific advice related to tax law and, displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

### **B. Grievance Procedures**

The County's Relocation Appeals Process is consistent with the Provisions of Article 5 of the State relocation guidelines (Appendix A). The right to appeal shall be described in all relocation explanatory material distributed to displacees.

As required under the State relocation guidelines, displacees will have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, payment amounts, the failure to provide comparable replacement housing referrals or the County's property management practices.

Requests for administrative review and informal hearings will be directed to senior relocation staff of the County. All requests for review will receive written responses from the County within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

More detail concerning the appeals process will be provided upon request. Appellants will retain their appeal rights for up to 18 months following the date of displacement from the Project premises or receipt of final payment for relocation benefits, whichever is later.

### **C. Eviction Policy**

Under the State relocation guidelines, eviction is permissible only as a last resort and may not be used as a means to avoid relocation payment obligations. 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.

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

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

#### **D. Citizen Participation**

The County has conducted several public meetings concerning the planned Project, in addition to having made numerous neighborhood association and community organization outreach efforts. In March 2011 they published a report outlining outreach efforts.

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

- Provide affected tenants with full and timely access to documents relevant to the relocation program;



**EXHIBIT F: Public Comments and Response**

If you are a tenant, you must file your claim within 18 months after the date you move. If you own the property, you must file within 18 months after the date you move, or the date you receive the final acquisition payment, whichever is later. However, it is to your advantage to file as soon as possible after you move. The sooner you submit your claim, the sooner it can be processed and paid. If you are unable to file your claim within 18 months, the Agency may extend this period.

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

### **Appeals**

If you disagree with the Agency's decision as to your right to a relocation payment or the amount of payment, you may appeal the decision to the Agency. The Agency will inform you of its appeal procedures. At a minimum, you will have 18 months to file your appeal with the Agency. Your appeal must be in writing. However, if you need help, the Agency will assist you in preparing your appeal. If you are not satisfied with the final appeal decision, you may seek review of the matter by the courts.

### **Tax Status of Relocation Benefits**

Relocation benefit payments are not considered as income for the purpose of the Internal Revenue Code of 1986 or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part 11(commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

### **Lawful Presence Requirement**

Pursuant to the Public Law 105-117 of 11-21-97, in order to be eligible to receive non-residential relocation benefits in federally-funded relocation projects, the owner of a sole proprietorship and all owners of a partnership must provide information regarding their lawful presence in the United States, and a for-profit or a non-profit corporation must certify that it is authorized to conduct business in the United States. Sole proprietorships or partnerships with owners who are not lawfully present in the United States, or who decline to provide this information, may be denied relocation benefits. Relocation benefits will be prorated to reflect the number of owners with certified lawful presence in the US.

### **Additional Information**

If you have further questions after reading this brochure, contact Overland, Pacific & Cutler, Inc. and discuss your concerns with your relocation representative. You may wish to read the California Relocation Assistance Act regulations which describe the relocation process in more detail.

- E. Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling or carpeting.
- F. Licenses, fees, and permits where not paid as part of moving expenses.
- G. Feasibility surveys, soil testing and marketing studies.
- H. Advertising of replacement location.
- I. Professional services in connection with the purchase or lease of a replacement site.
- J. Estimated increased costs of operation during the first 2 years at the replacement site, for such items as:
  - 1. Lease or rental charges
  - 2. Personal or real property taxes
  - 3. Insurance premiums, and
  - 4. Utility charges (excluding Impact fees)
- K. Impact fees or one-time assessments for anticipated heavy utility usage.
- L. Other items that the Agency considers essential to the reestablishment of the business.

**What Expenses Are Not Eligible for Reestablishment Payment?**

The following is a non-exclusive listing of reestablishment expenditures not considered to be reasonable, necessary or otherwise eligible:

- A. Purchase of capital assets, such as, office furniture, filing cabinets, machinery or trade fixtures.
- B. Purchase of manufacturing materials, production supplies, product inventory, or other items used in the normal course of the business operation.
- C. Interior or exterior refurbishment at the replacement site, except as otherwise provided for under the business reestablishment payment.
- D. Interest costs associated with any relocation expense or the purchase of replacement property.
- E. Payment to a part-time business in the home which does not contribute materially to the household income.

**What is Fixed Payment In Lieu Of A Payment For Actual Reasonable Moving And Related Expenses?**

A Fixed Payment In Lieu Of A Payment For Actual Reasonable Moving And Related Expenses to a business or farm operation is based on the average annual net earnings of the business or farm operation. The payment to an eligible business or farm operation may not be less than \$1,000.00, nor more than \$20,000.00. The nonprofit organization may be eligible for a payment from \$1,000.00 to \$20,000.00 subject to the following:

A displaced nonprofit organization may choose a fixed payment as stated above if the Agency determines that it cannot be relocated without a substantial loss of existing patronage (membership or clientele.) A nonprofit organization is assumed to meet this test, unless the Agency demonstrates otherwise. Any payment in excess of \$1,000.00 must be supported with financial statements for the two 12 month periods prior to displacement. The amount to be used for the payment is the average of the last two (2) years annual net earnings. Documentation required may be income tax returns, certified financial statements and accounting records or other similar evidence acceptable to the Agency. To qualify for an In-Lieu payment:

services depends on the needs of the business being displaced. You should ask the Agency representative to tell you about the specific services that will be available to you.

### **I Have A Replacement Location And Want To Move. What Should I Do?**

Before you make any arrangements to move, notify the Agency, in writing, of your intention to move. This should be done at least 30 days before the date you begin your move. The Agency will discuss the move with you and advise you of the relocation payment(s) for which you may be eligible, the requirements to be met, and how to obtain a payment.

### **I Plan To Discontinue My Business Rather Than Move. What Should I Do?**

If you have decided to discontinue your business rather than reestablish, you may still be eligible to receive a payment. Contact the Agency and discuss your decision to discontinue your business. You will be informed of the payment, if any, for which you may be eligible, the requirements to be met, and how to obtain your payment.

### **What Kinds of Payments For Moving Expenses Will I Receive?**

Every business is entitled to a relocation payment to cover the reasonable cost of moving. You may choose either:

- A. A Payment For Actual Reasonable Moving and Related Expenses, or
- B. A Fixed Payment In Lieu of Moving and Related Expenses (if you meet the eligibility requirements).

### **What is Payment For Actual Reasonable Moving And Related Expenses?**

If you choose a Payment For Actual Reasonable Moving And Related Expenses, you may claim the cost of:

- A. Transportation of personal property from your present location to the replacement location. (Generally, transportation costs are limited to a distance of 50 miles. If you plan to move beyond 50 miles, discuss your planned move with the Agency.)
- 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. This includes alterations to the replacement structure required to reinstall machinery, equipment or other personal property
- D. Storage of personal property for a reasonable period of time, if required, at the Agency's discretion.
- E. Insurance of personal property in connection with the move and required storage and the replacement value of property lost, stolen, or damaged in the process of moving where insurance is not readily available.
- F. Any license, permit or certification required by the displaced business, to the extent that the cost is (1) necessary to its reestablishment at the replacement location and (2) does not exceed the cost for the remaining useful life of the existing license, permit, or certification.
- G. Reasonable and preauthorized professional services, including architect's, attorney's, and engineer's fees, and consultant's 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. Relettering signs, printing replacement stationery made obsolete by the move and customer notifications.
- I. The reasonable cost incurred in attempting to sell an item that is not relocated.

## INFORMATIONAL STATEMENT FOR BUSINESSES, NONPROFIT ORGANIZATIONS AND FARMS

### Introduction

The property on which you now conduct your business is in an area to be improved with the assistance of the **County of Riverside Economic Development Agency** ("Displacing Agency"). The Agency's plans require the acquisition of several land parcels and the relocation of existing commercial uses. You will be notified in a timely manner as to the date by which you must move.

Please read this information as it will be helpful to you in determining your eligibility and the amount of your relocation benefits under the federal and/or state law. We suggest you save this informational statement for reference.

This is not a notice to move. It is important that you do not move before you learn what you must do to receive relocation payments and other assistance to which you may be entitled. The Agency has retained the services of Overland, Pacific & Cutler, Inc. (OPC), a qualified professional relocation firm, to assist you. The firm is available to explain the program and benefits. Their address and telephone number is:



**Overland, Pacific & Cutler, Inc.**  
**41555 Cook Street, Suite 250**  
**Palm Desert, California 92260**  
**Telephone: (760) 776-1238**

Spanish speaking representatives are available. **Si necesita esta información en Español, por favor llame a su representante.**

### Summary of Relocation Assistance

As an eligible displaced person, you will be offered appropriate financial and advisory assistance to help you relocate, including:

- A. Payment for your moving expenses. You will receive either:
  - A Payment for Actual Reasonable Moving and Related Expenses, or
  - A Fixed Payment In Lieu of a Payment for Actual Moving and Related Expenses
- B. Referrals to suitable replacement locations.
- C. Other help to reestablish your business and minimize the impact of the move including help in preparing claim forms to request relocation payments.

If you disagree with the Agency's decision as to your right to a relocation payment, or the amount of the payment, you may appeal that decision.



**EXHIBIT E: Business Informational Brochure**



## **7. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS**

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

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

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

## **8. LAST RESORT HOUSING ASSISTANCE**

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

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

## **9. RENTAL AGREEMENT**

As a result of the Displacing Agency's action to purchase the property where you live, you may become a tenant of the Displacing Agency. If this occurs, you will be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

## **10. EVICTIONS**

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

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

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

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

**A. Fixed Moving Payment**

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by the Displacing Agency, and ranges, for example, from \$400.00 for one furnished room to \$2,150.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation representative will inform you of the amount you are eligible to receive, if you choose this type of payment.

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

<b>Fixed Moving Schedule CALIFORNIA (Effective 2008)</b>	
<b>Occupant Owns Furniture:</b>	
1 room	\$625
2 rooms	\$800
3 rooms	\$1,000
4 rooms	\$1,175
5 rooms	\$1,425
6 rooms	\$1,650
7 rooms	\$1,900
8 rooms	\$2,150
Each additional room	\$225
<b>Occupant does NOT Own Furniture:</b>	
1 room	\$400
Each additional room	\$65

**B. Actual Moving Expense (Professional Move)**

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

**4. REPLACEMENT HOUSING PAYMENT - TENANTS AND CERTAIN OTHERS**

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

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

# Relocation Assistance Informational Statement for Families and Individuals

(CA State)

Displacing Agency:  
**County of Riverside Economic Development Agency**

Project Name:  
**Airport Boulevard Railroad Grade Separation Project**

Displacing Agency Representative:



**Overland, Pacific & Cutler, Inc.**  
**41-555 Cook Street, Suite 250**  
**Palm Desert, CA 92260**  
**Phone: 760-776-1238**

## Informational Statement Content:

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

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

**EXHIBIT D: Residential Informational Brochure**



DWELLING			HOUSEHOLD		
Mailing Address:			<input type="checkbox"/> Primary residence of all occupants? (If not, explain in notes)		
City, St, ZIP:			<input type="checkbox"/> Can someone read/understand English? If not, language:		
Carbon Copy Address:			Race/Ethnicity: <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian		
City, St, ZIP:			<input type="checkbox"/> Black/African-American <input type="checkbox"/> Hawaiian/Pacific Islander		
Dwelling Type (list 4):			<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Mixed		
Bedrooms:	Attic/Utility/Storage:	Approx Sq Ft:	Subscribe to: <input type="checkbox"/> Land phone <input type="checkbox"/> TV service <input type="checkbox"/> Internet		
Kitchen:	Basement:	Bathrooms:	<input type="checkbox"/> Home-based business? (describe in notes)		
Living/family rooms:	Garage:	Garage Spaces:	<input type="checkbox"/> Rent rooms in dwelling? (describe in notes)		
Dining room:	Other/Extra:	Carport Spaces:	<input type="checkbox"/> On fixed income or public assistance? (describe in Occupants)		
Den/Office:	<b>Total physical and content rooms to move:</b>	Parking Spaces:	<input type="checkbox"/> Disabled occupants? (describe modifications/needs in Occupants)		
<b>Total Rooms:</b>		Number of cars:	<b>Replacement site special needs (mark and describe in Notes)</b>		
Air Cond: <input type="checkbox"/> Central <input type="checkbox"/> Wall/Window <input type="checkbox"/> Heat Pump <input type="checkbox"/> Evap./Swamp <input type="checkbox"/> None			<input type="checkbox"/> Employment access <input type="checkbox"/> Shopping		
Heating: <input type="checkbox"/> FAU <input type="checkbox"/> Radiant <input type="checkbox"/> Hot Water <input type="checkbox"/> Space Htr <input type="checkbox"/> Solar <input type="checkbox"/> Heat Pump			<input type="checkbox"/> Public transport <input type="checkbox"/> Religious		
Dwelling Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			<input type="checkbox"/> Medical facilities/services <input type="checkbox"/> Social/Public services		
Neighborhood Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			<input type="checkbox"/> School needs <input type="checkbox"/> Relatives/Ethnic		
Amenities:			<input type="checkbox"/> Childcare <input type="checkbox"/> Other special needs		
			<input type="checkbox"/> All occupants to move to the same dwelling? (if not, explain in notes)		
TENANT			Replacement dwelling preference: <input type="checkbox"/> Rent <input type="checkbox"/> Buy		
Rent terms: <input type="checkbox"/> Month-Month <input type="checkbox"/> Lease, months left:			Can relocate from: <input type="checkbox"/> Neighborhood <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State		
<input type="checkbox"/> Rent reduced in exchange for service		<input type="checkbox"/> Unit furnished by tenant	Preferred relocation areas:		
Monthly contract rent: \$		Security deposit: \$	HOMEOWNER		
Landlord/manager name/ph:			Lot Size (sq ft):	Date purchased:	Age (yrs):
<input type="checkbox"/> Written rental agreement available?		<input type="checkbox"/> Rent receipts available?	<input type="checkbox"/> Own clear with no mortgages/loans		# of stories:
<input type="checkbox"/> Receiving Section 8 or other housing assistance?			1st Loan Information		2nd Loan Information
Caseworker name/ph:			Lender:		Lender:
Monthly tenant portion of rent: \$			Loan Type (list 5):		Loan Type (list 5):
Annual family/child care expenses to allow work: \$			Current % Rate:		Current % Rate:
Annual non-reimbursed medical expenses: \$			Principal Balance: \$		Principal Balance: \$
Annual non-reimb. handicapped assistance expenses: \$			Original Date:		Original Date:
Utilities paid by tenant:		Pets:	Remaining months:		Remaining months:
<input type="checkbox"/> Gas: \$		<b>Energy source:</b> Gas Electr Oil Other Cooking Stove: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ Water Heater: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ Space Heat: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ Air Conditioning: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	Monthly P&I payment:		Monthly P&I payment:
<input type="checkbox"/> Electric: \$			MOBILE HOME		
<input type="checkbox"/> Water: \$			Pad space: <input type="checkbox"/> Rent <input type="checkbox"/> Own		Coach: <input type="checkbox"/> Rent <input type="checkbox"/> Own
<input type="checkbox"/> Sewer: \$			Pad rent: \$		Make/Model:
<input type="checkbox"/> Trash: \$			Coach length (ft):		Year:
<input type="checkbox"/> NONE		Coach width (ft):		Decal #:	

# Residential Relocation Interview

Client/Project:		Case ID:	
Site Address:		Total occupants:	Interview Date: <input type="checkbox"/> Unoccupied
City, St, ZIP:		Interviewer:	<input type="checkbox"/> No Contact

## INDIVIDUAL OCCUPANTS (use additional pages as needed)

1. Name:		Gender: F M	Employer/School:		
Relationship (list 1): HEAD OF HOUSEHOLD	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					

2. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					

3. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					

4. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					

5. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					

6. Name:		Gender: F M	Employer/School:		
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srce (list 2):	Income/empl. description:	Hire/start date:	Mo Income:
Lawful presence (list 3):	Date of birth:				
Phone/fax/email:	Move-in date:				
Notes/special needs:					



**EXHIBIT C: Residential Interview Form**

**Preferred replacement site attributes**

Relocation area:	Property access (RR, dual):
Zoning/type of use:	Truck access:
Lease / purchase:	Freeways/arterials proximity:
Building size/layout:	Public transport access:
Single/multistory building:	Pedestrian access:
Clearance/height:	Parking spaces:
Lot/yard size:	Shipping/receiving type:
Special utility needs:	Demographic needs:
Internet service needs:	Traffic count needs:
Franchise/ordinance restrictions:	Visibility needs:

**Specific concerns and anticipated move challenges**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List of any identified replacement sites**

	Address	Bldg size	Lot size	Lease amount	Status	Broker info
1						
2						
3						

**ADDITIONAL INTERVIEW NOTES (explain all special circumstances, including those noted above)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 1. URA business type: Business, Farm, Non-Profit
- 2. OPC business type: Agricultural, Industrial, Office, Retail Sales, Retail Service, Special Purpose (detail online)
- 3. Professional Specialty: Attorney, Accountant, Broker, Move Planner, Contractor
- 4. Internet service: DSL, cable, T1, fiber, satellite, other

*I certify that all information in this survey is true and complete to the best of my knowledge.  
The information contained herein shall be treated confidential to the extent permitted by law.*

Claimant Name:

Date:

Signature:

Property Site Features		
Site layout available (provide):	Zoning designation:	<b>Occupancy status</b>
Total building sq.ft.:	Parking spaces:	<input type="checkbox"/> Month-to-month rental
Total land sq.ft.:	Loading spaces:	<input type="checkbox"/> Lease: expires: options:
<b>Area Breakdown</b>	Dock spaces:	<input type="checkbox"/> Mortgage: balance:
Office/retail sq.ft.:	Clearance/height:	<input type="checkbox"/> Own clear
Warehouse/shop sq.ft.:	Railroad access:	Monthly payment:
Yard sq.ft.:		Lease copy available?:

Business Equipment/Improvements		
Inventory list available?:	<b>Phone system</b>	<b>Computer system</b>
Electrical (Amps):	Type/brand:	Number of PCs:
3 phases (Y/N):		Server room (# of racks, A/C, power, etc.):
Describe plumbing:	Age:	Other equipment (printers, security, WAP, registers, inventory control, etc):
	Voice lines:	
Other special utility:	Fax lines:	Internet service/provider (list 4):
	Other lines:	

**Indicate quantity of each type of equipment on site:**

Bridge crane:	<input type="text"/>	Freezer:	<input type="text"/>	Sinks:	<input type="text"/>	Dry-cleaning plant:	<input type="text"/>	Air lines:	<input type="text"/>
Jib crane:	<input type="text"/>	Walk-in cooler:	<input type="text"/>	Clarifier:	<input type="text"/>	UST:	<input type="text"/>	Water lines:	<input type="text"/>
Hood:	<input type="text"/>	Walk-in freezer:	<input type="text"/>	Boiler:	<input type="text"/>	Racking/shelving:	<input type="text"/>	Hoist:	<input type="text"/>
Refrigerator:	<input type="text"/>	Spray booth:	<input type="text"/>	Compressor:	<input type="text"/>	System furniture:	<input type="text"/>		<input type="text"/>

Other significant improvements/machinery/equipment:

Leased equipment onsite:

Obsolete equipment or equipment that cannot be moved:

Permits / Required Specialists
List required special permits and licenses with number (provide copy):
Operate under Conditional Use Permit? (provide copy)
Will CUP be required at a new location?:
Assistance required in obtaining any permits/licenses?:
Describe any wastewater/air/stack discharge/emissions:
List hazardous materials used or stored (including handling and disposal):
Needs for outside specialists for a move:

# Business Relocation Interview

<b>Client/Project:</b> Riverside County, EDA/Airport Blvd. Grade	<b>Case ID:</b>
<b>Site Address:</b> 87425 Airport Blvd.	<b>Interview Date:</b>
<b>City, St, ZIP:</b> Thermal, CA 92274	<b>Interviewer:</b>
	<input type="checkbox"/> Unoccupied <input type="checkbox"/> No Contact

## Business Claimant Information

<b>Legal business name (from tax return):</b>	<b>Person interviewed (name/title):</b>	
<b>Name under which claimant conducts operations (dba):</b>	<b>Ownership type:</b>	<b>Business type:</b>
<b>Mailing address (if different):</b>	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-profit	URA type (list 1): OPC type (list 2): Goods, products or services provided:
<b>Date business established:</b>	<b>This site move-in:</b>	

## Business Contacts Information

	Contact 1 (PRIMARY)	Contact 2	Contact 3
<b>Name:</b>			
<b>Title/position:</b>			
<b>Business phone:</b>			
<b>Cell phone:</b>			
<b>Fax #:</b>			
<b>Email:</b>			
<b>Authority (Y/N):</b>			

Can the person(s) with authority to sign claims and agreements read/understand English? If not, language:

## Business Professionals Involved (Attorney, Accountant, Broker, Move Planner, Contractor)

	Professional 1	Professional 2	Professional 3
<b>Name:</b>			
<b>Title/position:</b>			
<b>Specialty (list 3):</b>			
<b>Company:</b>			
<b>Address:</b>			
<b>Business phone:</b>			
<b>Cell phone:</b>			
<b>Fax #:</b>			
<b>Email:</b>			
<b>CC address (Y/N):</b>			

## Business Description and Features

**Business hours and days of operation:**

**Customer trade area:**

Is this a franchise business? If yes, is copy of franchise agreement available?

**Describe any other businesses on site:**

**List any sub-leases:**

**List the same or similar operations owned elsewhere:**

**List residents living on the property:**

Intend to relocate this business (Y/N): If yes, plans for new market, product or service?:

**Describe best time to move:**

Months of year with least inventory: With most inventory:

**Estimated time it would take to move business:**

**Describe business conducted on the Internet:**

**Describe types of advertising used:**

**List printed materials to become obsolete:**

<b>Annual gross income:</b>	<b>Full-time employees:</b>
<b>Annual net income:</b>	<b>Part-time employees:</b>

**EXHIBIT B: Business Interview Form**

Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County

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

<b>Area Median: \$62,500</b>					
<b>Family Size</b>	<b>Extremely Low</b>	<b>Very Low</b>	<b>Lower</b>	<b>Median</b>	<b>Moderate</b>
<b>1 Person</b>	14,000	23,350	37,350	43,750	52,500
<b>2 Person</b>	16,000	26,700	42,700	50,000	60,000
<b>3 Person</b>	18,000	30,050	48,050	56,250	67,500
<b>4 Person</b>	20,000	33,350	53,350	62,500	75,000
<b>5 Person</b>	21,600	36,050	57,650	67,500	81,000
<b>6 Person</b>	23,200	38,700	61,900	72,500	87,000
<b>7 Person</b>	24,800	41,400	66,200	77,500	93,000
<b>8 Person</b>	26,400	44,050	70,450	82,500	99,000

Figures are per the Department of Housing and Community Development (California), Division of Housing Policy Development, July 13, 2011.

**EXHIBIT A: HUD Income Limits – County of Riverside**

**Relocation Plan for Airport Boulevard Railroad Grade Separation Project – Riverside County**

- Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials;
- Issuance of a general notice in English and/or Spanish, as needed, concerning the availability of the Relocation Plan for public review, as required, 30 days prior to its proposed adoption. Distribution of the Plan, upon request, to all affected and interested parties;
- The inclusion of written or oral comments concerning the Plan and the County's response as an attachment to the Plan (**Exhibit F, page Error!** Bookmark not defined.) when it is forwarded to the Riverside County Board of Supervisors for adoption.

**E. Projected Dates of Displacement**

The County contemplates that the relocation process will begin in March 2012 and be completed no later than June 2012. Construction is expected to begin in June 2012 and be completed by December 2013.

The County will update the Plan in the event of delay of more than one year in the implementation of the relocation program.

**F. Estimated Relocation Costs**

The total budget estimate for relocation-related payments for this Project is \$175,000.

The estimated relocation budget does not include any payments related to property acquisition, improvements pertaining to realty, or loss of business goodwill. In addition, the budget does not consider the cost of any services necessary to implement the Plan and complete the relocation element of the Project.

The County anticipates using local EDA and CVAG funds as well as state TCIE funds to finance the construction of this grade separation project. No federal funds will be used for the Project.