

**SUBMITTAL TO THE BOARD OF DIRECTORS OF THE
REDEVELOPMENT AGENCY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

461



FROM: Redevelopment Agency

SUBMITTAL DATE:
July 14, 2011

SUBJECT: RDA Resolution Number 2011-021, Adoption of the Relocation Plan for the Mission Plaza Project – 2nd Supervisorial District

RECOMMENDED MOTION: That the Board of Directors adopt RDA Resolution Number 2011-021, Adoption of Relocation Plan for Mission Plaza.

BACKGROUND:

On April 1, 2008, the Board of Directors for the Redevelopment Agency for the County of Riverside approved the purchase of real property from Mission Plaza Properties Ltd. located at 5696-5770 Mission Boulevard in the unincorporated community of Rubidoux area of the County of Riverside ("Project,"). The Project is also known as Assessor Parcel Numbers 181-020-022,023,027,028 and 029 and is approximately 16.12 acres in size.

(Continued)

Robert Field

Robert Field
Executive Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 315,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

COMPANION ITEM ON BOARD OF SUPERVISORS AGENDA: No

SOURCE OF FUNDS: Jurupa Valley Redevelopment Capital Improvement Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Jennifer L. Sargent*
Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: July 26, 2011
By: [Signature] RDA, Auditor

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

Prev. Agn. Ref.: 4.2 of 4/1/08

District: 2

Agenda Number

4.2

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *[Signature]* 7/13/11
 SAMUEL WONG
 Departmental Concurrence
 DATE: 7-13-11
 FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* 7-13-11
 DATE: 7-13-11
 BY: *[Signature]* Policy
 BY: *[Signature]* Policy
 Consent
 Consent
 Dept's Recomm.:
 Per Exec. Ofc.:

BACKGROUND: (Continued)

The Redevelopment Agency for the County of Riverside ("Agency") has identified the need of eliminating blight by redeveloping the existing commercial development of Mission Plaza. In order to commence on the proposed redevelopment, two businesses require relocation services: LaNoria Market and Auga Pura. The Agency has retained Epic Land Solutions Inc. ("Relocation Consultant") to prepare a Relocation Plan (Plan) for the Mission Plaza project.

Relocation benefits including eligible monetary benefits and advisory assistance are provided in accordance with all applicable regulations and requirements, including the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the California Relocation Assistance Law, California Government Code Section 7260 et seq. (CRAL), the Guidelines will be available for all displaced businesses and owners.

In accordance with California's Relocation Assistant Act, proper public posting of the Relocation Plan has been completed.

FINANCIAL DATA:

Relocation Consultant Services	25,000
Relocation Benefits	200,000
Administrative Costs (Labor)	50,000
Escrow fees	15,000
Miscellaneous	25,000
Total	\$ 315,000

2
3 **RDA RESOLUTION NO. 2011-021**
4 **ADOPTION OF RELOCATION PLAN**
5 **FOR THE MISSION PLAZA PROJECT**
6 **(Second Supervisorial District)**
7

8 **WHEREAS**, the Redevelopment Agency for the County of Riverside hereinafter
9 "Agency," is a Redevelopment Agency duly created, established and authorized to
10 transact business and exercise its powers, all under and pursuant to the provisions of
11 the Community Redevelopment Law which is Part 1 of Division 24 of the California
12 Health and Safety Code (commencing with Section 33000 et seq.);

13 **WHEREAS**, Agency has adopted a Redevelopment Plan, hereinafter referred
14 to as the "Plan," for the Jurupa Valley Project Area hereinafter referred to as "Project
15 Area,"; and

16 **WHEREAS**, pursuant to the provisions of the Community Redevelopment Law,
17 Section 33391 of the Health and Safety Code, the Agency may acquire, within a survey
18 area or for purpose of redevelopment, any interest in real property; and

19 **WHEREAS**, On April 1, 2008, the Board of Supervisors adopted RDA
20 Resolution No. 2008-029, authorizing the purchase of APN 181-020-022,023,027,028
21 and 029 for redevelopment purposes, located in the unincorporated community of
22 Rubidoux in Riverside County., hereinafter the "Proposed Project".

23 **WHEREAS**, the Proposed Project will displace two (2) businesses, who will be
24 required to relocate into decent, safe and sanitary replacement locations; and

25 **WHEREAS**, pursuant to section 6038 of the California Code of Regulations,
26 Title 25, Division 1, Chapter 6, Subchapter 1, Article 2, Epic Land Solutions Inc., has
27 prepared a Relocation Plan to more specifically address potential displacements as a
28 result of the Proposed Project; and

**NOTICE OF INTENT FOR THE ADOPTION OF THE RELOCATION
PLAN IN THE UNINCORPORATED AREA OF RUBIDOUX
ASSESSOR'S PARCEL NUMBER 181-020-022,023,027,028 AND 029
(Second Supervisorial District)**

This Notice of Intent that the Redevelopment Agency for the County of Riverside in accordance with California's Relocation Assistant Act; will consider Resolution Number 2011-021 for the Adoption of the Relocation Plan for the Mission Plaza Project on June 14, 2011 at 9:00 a.m., or as soon thereafter as the agenda of the Board permits, at the Riverside County Administrative Center, 4080 Lemon Street, 1st Floor, Riverside, California to consider the following:

PROJECT DESCRIPTION AND LOCATION

It is proposed that the Board adopt the Relocation Plan prepared by Epic Land Solutions Inc. The total cost of \$315,000 is the estimated amount to cover the relocation expenses, relocation consultant fees and miscellaneous costs.

At anytime, not later than the hour set forth above, any person may submit written comments regarding this proposed action to the Clerk of the Board at the above address. At the hour set forth above, the Board of Directors shall proceed to hear and pass upon all written and oral testimony relating to the proposed action. Interested persons may obtain a copy of the proposed agreements at the Riverside County Economic Development Agency, 3403 10th Street, Suite 500, Riverside, CA 92501, or by calling Yolanda King at 951-955-9656.

THE PRESS-ENTERPRISE

3450 Fourteenth Street
Riverside CA 92501-3878
951-684-1200
951-368-9018 FAX

PROOF OF PUBLICATION (2010, 2015.5 C.C.P.)

Press-Enterprise

PROOF OF PUBLICATION OF

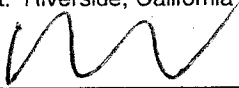
Ad Desc.: NOI 181-020-022, 023, 027, 027, 029

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper of general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673 and under date of August 25, 1995, Case Number 267864; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

05-13-11
05-20-11
05-27-11

I Certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: May. 27, 2011
At: Riverside, California



RIVERSIDE CNTY FACILITIES MGMT
3133 MISSION INN AVE
RIVERSIDE CA 92507

Ad #: 10652676

PO #:

Agency #: _____

Ad Copy:

NOTICE OF INTENT FOR THE ADOPTION OF THE RELOCATION PLAN IN THE UNINCORPORATED AREA OF RUBIDOUX ASSESSORS PARCEL NUMBER 181-020-022,023,027,028 AND 029 (Second Supervisorial District)

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5/13, 20, 27



Epic Land Solutions, Inc.

Relocation Plan

Mission Plaza Project

As Requested by the

*Redevelopment Agency
for the County of Riverside*

Submitted On
April 12, 2011

EPIC: *adj.* ¹Surpassing the usual or ordinary, particularly in scope or size; ²Heroic and impressive in quality

(The American Heritage Dictionary of the English Language, 3rd Edition: Houghton Mifflin Co., 1996)

3850 Vine Street
Suite 200
Riverside, CA 92507

Phone: 951-517-0000
Fax: 951-517-0336

2601 Airport Drive
Suite 115
Torrance, CA 90505
Phone: 310-626-4848
Fax: 310-891-3348

2815 Camino Del Rio South
Suite 245
San Diego, CA 92108
Phone: 619-822-2763
Fax: 619-574-2667

9600 SW Oak Street
Suite 570
Portland, OR 97223
Phone: 503-213-3977
Fax: 503-244-0627

www.EpicLand.com

Table of Contents

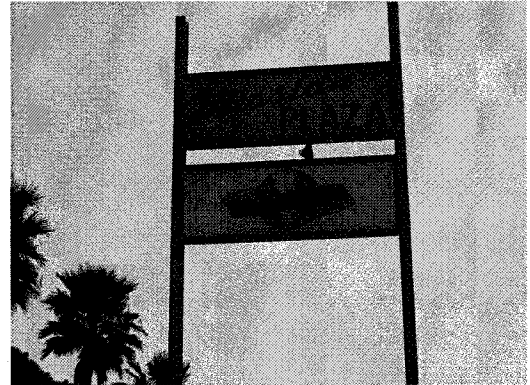
INTRODUCTION.....	2
PROJECT AREA LOCATION.....	2
PROJECT DESCRIPTION.....	3
PROJECT NEEDS ASSESSMENT	4
Commercial Project Occupants.....	4
La Noria Market	4
Agua Pura.....	5
Resource Survey Results	5
Regional Data- Riverside County	6
BUSINESS RELOCATION PROGRAM.....	6
Program Assurances and Standards	6
Business Displacement	6
Relocation Benefits	7
Business Moving Expense Payments	7
Payment of Relocation.....	8
Eviction Policy	9
Appeals Policy	9
Project Dates of Displacement	9
POSTING OF RELOCATION PLAN	10
ESTIMATED RELOCATION COSTS	10
APPENDIX A – General Information Notice	11
APPENDIX B – Business Relocation Brochure (Non-profit Organizations and Farms)	13
APPENDIX C – Notice of Eligibility	21
APPENDIX D – Claim for Business In-Lieu Payment.....	27
APPENDIX E – Search Expense Schedule	28
APPENDIX F – Claim for Reasonable Moving and Related Expenses	29
APPENDIX G – 90 Day Information Notice	31

Introduction

The Redevelopment Agency for the County of Riverside (RDA) purchased the 16-acre, Mission Plaza Property located on Mission Boulevard and Riverview Drive, in the community of Rubidoux in County of Riverside. Design plans are currently underway to renovate the Plaza to accommodate the growing shopping needs of the community in a project known as the Mission Plaza Project (Project).

In order to commence on the proposed improvements, two (2) businesses have been identified as requiring relocation services: La Noria Market, and Agua Pura.

The RDA has retained Epic Land Solutions, Inc. to prepare a Relocation Plan (Plan) for these businesses. The purpose of the Plan is to provide the RDA with information regarding the potential impacts of the proposed Project on the business occupants.



The Plan offers:

- Results of a Needs Assessment Survey
- A study of available replacement sites
- An overview of RDA’s proposed relocation program

The Plan additionally sets forth policies and procedures that conform to statutes and regulations established by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, California Government Code Section 7260 and California Code of Regulations Title 25, Division 1, Chapter 6, Subchapter 1 (“Relocation Assistance and Real Property Acquisition Guidelines”).

Project Area Location

The Mission Plaza Project area (Project) is located in an unincorporated area of Riverside County, in the community of Rubidoux. It is situated south of Mission Avenue, west of Rubidoux Boulevard and east of Riverview Drive.

Project Description

The Redevelopment Agency Strategic Plan identified areas suffering from retail decline. The Strategic Plan sought ways to address this shortfall. The RDA states the Jurupa Valley area has a population of 80,000 and contains the potential for commercial development to serve the local community, and freeway related commercial development.¹ Under the umbrella of the Jurupa Valley Project Area, the RDA has identified the Mission Plaza Project as a key area in need of rehabilitation.

The Project desires to focus on reversing deteriorating trends and structures, job creation, revitalizing the business climate, and increasing active participation and investment by citizens within the private sector.¹ The Project plan includes the addition of a supermarket to cater to the shopping needs of Latino market, by offering a mix of produce, meats and dry goods. The RDA is currently exploring vendors who have expressed interest in occupying the area which previously housed Mission Plaza's Rio Rancho Discount Swap Meet located at 5740 Mission Boulevard.



Pictured above: Four businesses which occupy the Mission Plaza.

In March 2011, Epic performed a site visit to the former Swap Meet location to determine the potential relocation needs of the thirty two (32) separate business entities occupying the space, which were identified in our previous proposal of June 2010. The field visit recognized all the business entities had relocated to alternate locations. The Swap Meet building and the adjacent 99 cent store are all now vacant, but are still leased to Cardenas Markets.

The RDA is aware their master tenant's lessee caused these businesses to vacate prematurely without adequate notice of the impending Mission Plaza Project and associated relocation benefits. As a consequence to this abrupt abandonment from the Swap Meet property, RDA will comply with regulatory statutes governing relocation entitlements and eligibility. Therefore, as directed by RDA, Epic will take the necessary steps to contact former business tenants to provide Relocation Advisory Assistance, and issue Notices of Eligibility and Entitlement.

¹ <http://www.rivcoeda.org/Redevelopment/ProjectAreas/JurupaValleyProjectArea/tabid/686/Default.aspx>

In addition to the 2 businesses requiring relocation, four additional businesses currently occupy the Plaza: Mr. Taco, Launderland Wash and Dry, Rubidoux Mission Family Dentistry, and Planet DVD. These businesses will remain open during the rehabilitation of the Plaza, and will not require relocation services.

Project Needs Assessment

Under the direction of the RDA, Epic Land Solutions, Inc. performed an overview of the two affected business tenants located within the Plaza. Epic's preliminary review, determined there may be unique relocation variables due to territorial restrictions, or permitted use issues.

Language is an integral factor when presenting the required relocation assistance program. Advisory assistance, policies and procedures are often complex. Should any of the affected business owners identify another primary language, Epic Land Solutions has qualified individuals on staff readily available to accommodate the language needs of the displaced business occupants.

COMMERCIAL PROJECT OCCUPANTS

At the time of the Plan preparation, no personal interviews were conducted with the affected business owners. It is unknown the square footage, current rental/lease rate, price per square foot, the number of employees, or confirmation of plans to relocate. Due to the uncertainty of this information, once the interviews are conducted the following Resource Survey may require modification to address these property owner's individual needs.



La Noria Market

La Noria Market is located at 5704 Mission Boulevard and sits on the southwest corner of Mission Plaza. The market will no longer be able to occupy the Plaza due to the non-compete clause and an agreement in place prohibiting them to contend against Cardenas Market Inc.

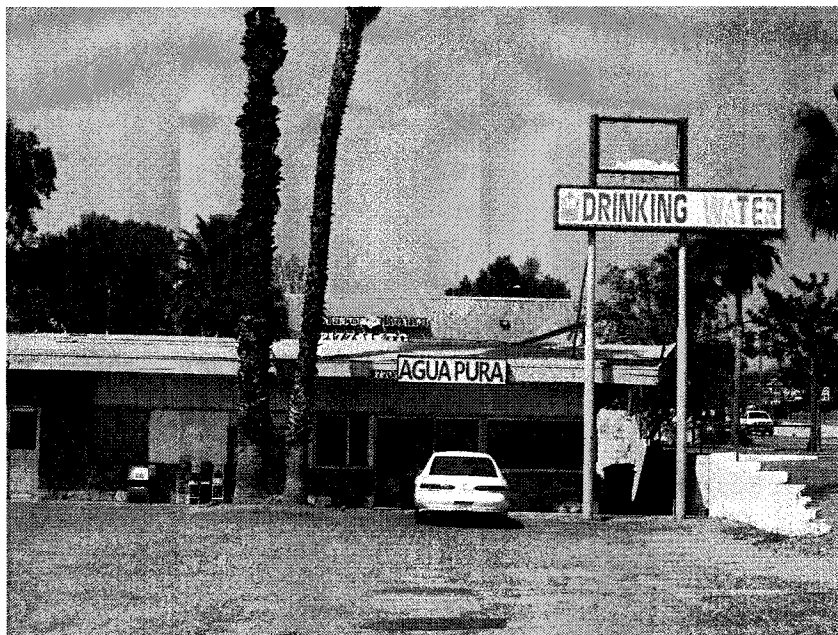
Comparable replacement locations are a significant concern and will require special attention among the Relocation and Acquisition Agents. La Noria is one of six smaller markets to service the immediate area.

La Noria will require additional visits to insure Fixture and Equipment offset statements are addressed correctly.

Agua Pura

Agua Pura is located on the northwest corner of Mission Plaza, and is a stand alone building at 5770 Mission Boulevard.

There is another vacant unit south of its front doors with the property address of 5780 Mission Boulevard. The initial analysis does not indicate any potential relocation concerns, outside of those related to servicing an established customer base.



RESOURCE SURVEY RESULTS

A Resource Survey was conducted on March 18, 2011, to ascertain the number of available replacement locations, within the Project area. Currently, the option to relocate in the community of Rubidoux provides inadequate options. However, in Riverside County, within the Project zip code (92509), there are adequate replacement sites should the business owner desire to relocate their businesses.

It is uncertain how the lease rates provided from the survey compare with the community of Rubidoux and the current rents paid. The survey also does not account for the business owner's specific need for square footage, location, and egress/ingress. These needs will be addressed again when final interviews are conducted and the relocation process has commenced.

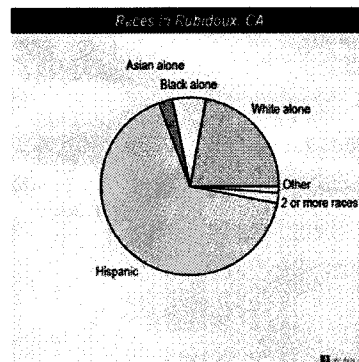
Available Commercial Rental Units within the area code 92509 as of 03/18/2011 ²	
Monthly Rental Rates	Units Available
4000sf @ \$18/psf	1 – 10120 Ben Nevis Blvd., Riverside, 92509 - Retail
215,000 sf @ \$19.80 psf/yr	4 – 8022 Limonite Avenue, Riverside, 92509 - Retail
2400 sf @ Negotiable	1 – 9185 Jurupa Road, Riverside, 92509 - Retail
42,034 sf @ Negotiable	2 – 8800-8920 Limonite Avenue, Riverside, 92509 - Retail
5,234 sf @ Negotiable	1 – 8800 Limonite Avenue, Riverside, 92509 – Retail/Restaurant
1200 sf @ \$15.00 psf/yr	2 – 9415 Mission Blvd., Riverside, 92509 – Retail/Street Retail
1300 sf @ \$13.20 psf/yr	1 – 8945 Limonite, Riverside, 92509 – Retail/Street Retail
27,700 sf @ Negotiable	1 – 7860 Limonite Avenue, Riverside, 92509 – Retail/Community Center

² [http://www.loopnet.com/xNet/MainSite/Listing/Search/SearchResults.aspx?SCSN=SSCXml#/92509/Retail/For-Lease/c!ARYCB\\$CABAgE](http://www.loopnet.com/xNet/MainSite/Listing/Search/SearchResults.aspx?SCSN=SSCXml#/92509/Retail/For-Lease/c!ARYCB$CABAgE)

REGIONAL DATA- RIVERSIDE COUNTY

In July 2007 the community of Rubidoux population was 38,478, with a median household income of \$49,681 in 2009. The ethnic breakdown of population serviced in this area is as follows: ³

Caucasian:	22.1%
Hispanic:	66.2%
Asian/Pacific Island:	2.5%
African-American:	6.1%
Other/unknown:	.04%



Business Relocation Program

PROGRAM ASSURANCES AND STANDARDS

There are adequate funds to relocate businesses in the Project area. The RDA anticipates using Redevelopment Funds to fund this Project.⁴ Each business is assured to receive equal treatment during the process of obtaining relocation assistance. The business owner treatment is not based on race, nationality, color, religion, national origin, sex, marital status, family status, disability. It is further protected by the Federal Fair Housing Amendments Act, Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, California Fair Employment and Housing Act, and the Uniform Relocation Assistance and Real Property Acquisition Policy Act, as well as any other arbitrary or unlawful discrimination.

BUSINESS DISPLACEMENT

One of the primary relocation concerns for the displaced business and owner is securing a suitable replacement location. The costs, replacement site availability, City use permits, and timing are key concerns that affect a successful relocation. It is the displaced business owner's responsibility to assess the replacement location to ensure continued success and sustainability of the business enterprise including accessibility to clientele.

The Right of Way Consultant is obligated to inform each business owner of their rights under State and Federal guidelines for the Relocation Assistance Program. Each business owner will receive a *General Information Notice* (see Appendix "A"), *Business Relocation Brochure* (see Appendix "B"), and a *Notice of Eligibility* (see Appendix "C"). No business owner will be displaced without receiving a formal *90-Day Information Notice* (see Appendix "G").

The business owner is guaranteed to receive on-going advisory assistance until a suitable replacement location is identified.

³ <http://www.city-data.com/city/Rubidoux-California.html>

⁴ http://www.pe.com/localnews/riverside/stories/PE_News_Local_D_wplaza11.281f01a.html

RELOCATION BENEFITS

Relocation benefits are provided in accordance with all applicable regulations and requirements, including: the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the California Relocation Assistance Law, California Government Code section 7260 et seq. (CRAL), the Guidelines.

Relocation Benefits are paid in accordance with approved procedures, and upon submission of required claim forms and documentation (see Appendix "D," "E" & "F"). RDA will provide appropriate benefits for each displaced business as required by the Federal, State and local laws and requirements, as depicted in the sections below.

BUSINESS MOVING EXPENSE PAYMENTS

The following expenses are authorized pending required approvals and submission of necessary documentation:

- Transportation of persons and property not to exceed a distance of 50 miles from the site from which displaced, except where relocation beyond such distance of 50 miles is justified;
- Packing, crating, uncrating and unpacking personal property;
- Such storage of personal property, for a period generally not to exceed 12 months as determined by RDA to be necessary in connection with the relocation;
- 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;
- 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;
- Subject to certain limitations, any license, permit, or certification required by the displaced business, to the extent that the cost is necessary for reestablishment at the replacement location;
- Subject to certain limitations, reasonable and pre-authorized professional services, including architects', attorneys', engineers' fees, and consultants' charges necessary for: (1) planning the move of the personal property; (2) moving the personal property; or, (3) installing the relocated personal property at the replacement location;
- Subject to certain limitations, the purchase and installation of substitute personal property limited to the lesser of: (1) the estimated cost to move the item to the

replacement location; or, (2) the replacement cost, less any proceeds from its sale;

- Subject to certain limitations, modifying the machinery, equipment or other personal property to adapt 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 the displacement; or, (2) an amount equal to the reasonable expenses that would have been required to relocate the property, as determined by RDA, subject to certain limitations;
- Actual and reasonable expenses incurred in searching for a replacement business or non-profit organization location, not-to-exceed \$2,500 per 49 CFR § 24.301(g)(17), 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 a total of \$10,000 per 49 CFR 24.304, available to farms, non-profit organizations and small businesses of no more than 500 employees, payable, in addition to moving expense payments, for actual, reasonable and necessary expenses including, but not limited to:
 - Repairs or improvements to the replacement property as required by Federal, State or local law, code or ordinance
 - Modifications to the replacement property to accommodate the business operation or make replacement structures suitable for conducting businesses
 - Construction and installation costs for exterior signing to advertise the business
 - Provision of utilities from right-of-way to improvements on the replacement site
 - Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint paneling or carpeting
 - Licenses, fees and permits when not paid as part of moving expenses
 - Professional services in connection with the purchase or lease of a replacement site
 - 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.
 - Impact fees or one-time assessments for anticipated heavy usage
 - Other items essential to the reestablishment of the business

PAYMENT OF RELOCATION

Claims and supporting documentation for relocation benefits must be filed with the RDA within eighteen (18) months from: (i) the date the claimant moves from the acquired property; or (ii) the date on which final payment for the acquisition of real property is made, whichever is later.

The procedures for preparing, filing, and processing claims are as follows:

- Claimant to provide the necessary documentation to substantiate eligibility for assistance.
- Relocation Staff and claimant to determine claim amounts and form for completion.
- Relocation staff to submit original signed claims with supporting documentation to the designated RDA staff member or his/her designee.
- Relocation staff to deliver payments to claimant. Payments are delivered personally by relocation personnel unless circumstances dictate otherwise. When payments can not be personally delivered, they are sent by certified mail.
- Relocation staff to obtain receipts and other signed acknowledgments for the case file.

The Relocation staff will not deliver final payments, unless otherwise instructed by RDA, until the Project area premises of the claimant have been completely vacated. Occupancy at the replacement site must be verified by the Relocation staff.

The RDA provides advanced payments, when necessary, in order to assist with the securing of a suitable replacement site for the displaced business.

EVICTION POLICY

The RDA only utilizes eviction as a last resort. Eviction only takes place in cases of nonpayment of rent, serious violation of the rental agreement, a dangerous or illegal act in the unit, or if the business occupant refuses all reasonable offers to move. Eviction does not affect the eligibility of a person legally entitled to relocation benefits.

APPEALS POLICY

The appeals policy follows the standards described in section 6150 et seq. of the Guidelines. The displaced business occupant has the right to ask for a review when there is a complaint regarding any of its rights to relocation assistance. This is to include determination of eligibility, the amount of relocation entitlement, or the failure of the RDA or its consultants to comply with the regulations stipulated by the relocation legislation.

PROJECT DATES OF DISPLACEMENT

La Noria Market and Agua Pura will receive a 90-Day written notice to vacate before they are required to move. These notices are expected to be issued on or about July 2011.

Posting of Relocation Plan

With permission from RDA, Epic will post notification of availability of the approved plan within the Press Enterprise for a period of 30 days making note of available copies of the relocation plan at locations as set forth below:

County RDA Office
 3403 – 10th Street, 5th Floor
 Riverside, CA 92501

Rubidoux County Library
 5840 Mission Boulevard
 Riverside, CA 92509

Riverside Public Library (Downtown Location)
 3581 Mission Inn Avenue
 Riverside, CA 92501

For comments regarding the Relocation Plan please contact Ivy Coker, of Epic Land Solutions, at (951) 321-4748, or via email at IvyCoker@EpicLand.com

Estimated Relocation Costs

This estimate should not be interpreted as firm, "not to exceed," or actual entitlement costs. The estimate is based on the current Project scope, replacement site availability, estimated moving costs, and the judgment and experience of the consultant's staff.

Total estimated relocation costs for this Project: **\$199,800.00**.*

*The amounts above pertain to relocation assistance only and *do not* reflect any Fixtures & Equipment (trade fixture) offsets or Claim for Compensatory Loss of Business Goodwill.

Business	Move Claim ¹	BRE ²	MRE ³	Total
La Noria Market	\$8,500	\$10,000	\$25,000	\$43,500
Agua Pura	\$2,500	\$10,000	\$3,000	\$15,500
Relocated Businesses ⁴				\$140,800
Totals	\$11,000	\$20,000	\$28,000	\$199,800

¹ Move Claim – Payment to move all personal property.

² Business Re-Establishment Expense (BRE) – Payment to cover increased operating expenses at the replacement location.

³ Move Related Expense (MRE) – Payment for move related disconnection and reconnection of items.

⁴ Money allotted for business entities relocated prior to notice of relocation benefits.

APPENDIX A

GENERAL INFORMATION NOTICE

March 1, 2011

Owner Name
dba Business Name
Address
City, State Zip Code

GENERAL INFORMATION NOTICE

**THIS NOTICE DOES NOT REQUIRE YOU
TO MOVE AT THIS TIME**

**IF YOU MOVE PRIOR TO RECEIVING A NOTICE OF ELIGIBILITY,
YOU WILL NOT BE ELIGIBLE FOR RELOCATION BENEFITS**

RE: Mission Plaza Project, Redevelopment Agency for the County of Riverside

Dear Mr. / Mrs. Owner Name:

The Redevelopment Agency for the County of Riverside ("RDA") is interested in acquiring the property you occupy at _____ Mission Avenue, Riverside, CA 92509, for the Mission Plaza Project. This notice is to inform you of your rights. If RDA acquires the property and you are displaced by the proposed Project, you are eligible for relocation assistance.

Displaced individuals, families, businesses, farms and nonprofit organizations may be eligible for relocation advisory services and payments provided by the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970," as amended, hereafter referred to as the Uniform Act. The following is information about available relocation services and payments.

MOVING EXPENSES may be paid to those who are required to relocate from property acquired by RDA.

RESIDENTIAL OWNER-OCCUPANTS may be paid replacement housing payments, increased interest cost payments and some of the costs incidental to purchase of replacement homes if they have actually owned and occupied their homes for at least 180 days immediately before RDA makes its first written offer to purchase their home.

RESIDENTIAL OWNER-OCCUPANTS who have actually owned and occupied their homes for less than 180 days, but more than 90 days before RDA makes its first written offer to purchase the property, may be eligible for the same payments made to residential tenants described in the next paragraph.

RESIDENTIAL TENANTS may be eligible for increased rental cost payments or a payment toward the purchase of their own home if they have actually occupied their dwelling for at least 90 days immediately before RDA makes its first written offer to purchase that property.

BUSINESSES, FARMS AND NONPROFIT ORGANIZATIONS may be eligible for various payments including reestablishment costs.

WHEN PAYMENTS CAN BE MADE – No relocation payment can be made until RDA has made a written offer to acquire the real property where the person lives or operates their business, farm or nonprofit organization, and the person has moved from the premises.

Residential homeowners or tenants of dwelling units may receive relocation assistance payments only if they either purchase or rent and occupy a dwelling which meets RDA standards as decent, safe, and sanitary. RDA should be asked to inspect the replacement dwelling before you rent or buy it.

RESIDENTIAL OWNER-OCCUPANTS of 180 days or longer must purchase and occupy a decent, safe and sanitary dwelling unit within one year of receiving final payment for the acquired property or had at least one comparable replacement property made available to them, whichever occurrence is later.

RESIDENTIAL TENANTS must occupy a decent, safe and sanitary dwelling within one year after vacating the acquired property to receive a relocation assistance payment. No person who is lawfully occupying real property required for the Project will be asked to move without first being given at least 90 days advance notice, in writing. No occupants of any type of dwellings, eligible for relocation payments, will be required to move unless adequate decent, safe and sanitary replacement housing, which is open to all persons regardless of race, color, religion, sex, or national origin, has been made available to them by RDA or they have secured such housing for themselves.

APPEALS - The Uniform Act provides that a person may appeal to the head of the responsible (Agency) if the person believes that RDA has failed to properly determine the person's eligibility or the amount of payment authorized by the Act. You have the right to be represented by legal counsel, but this is not required.

If you still believe a proper determination has not been made, you may seek judicial review.

NONDISCRIMINATION – All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex in compliance with Title VI of the 1964 Civil Rights Act.

If you have any questions, please contact Epic Land Solutions, at (951) 321-1800.

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

Sincerely,

Agent Name
Epic Land Solutions, Inc.
Right of Way Consultant

Recipient's Signature

Date

APPENDIX B

BUSINESS RELOCATION BROCHURE

RELOCATION ASSISTANCE TO DISPLACED BUSINESSES, NONPROFIT ORGANIZATIONS AND FARMS

Introduction

This booklet describes the relocation payments and other relocation assistance provided under the **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended** (URA) to displaced businesses, nonprofit organizations and farms. This includes any such occupant that moves from real property, or moves personal property from real property, as a direct result of rehabilitation, demolition or acquisition for a Federal project or a project in which Federal funds are used. If you are notified that you will be displaced, it is important that you **do not move** before you learn what you must do to receive the relocation payments and other assistance to which you are entitled.

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

This booklet may not answer all of your questions. If you have more questions about your relocation, contact RDA's representative responsible for the Project. (Check the back of this booklet for the name of the person to contact.) Ask your questions before you move. Afterwards, it may be too late.

Summary of Relocation Assistance

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

- **Advisory Services.** These include referrals to suitable replacement locations, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.
- **Payment for Moving and Reestablishment Expenses.** Payments for moving, reestablishment and related expenses fall into two general categories:
 - * Every displaced person is eligible to receive a **Payment for Actual Reasonable Moving and Related Expenses**. If you choose this payment, you may also be eligible for a **Payment for Reestablishment Expenses**, up to \$10,000.
 - * Certain persons are eligible to choose a **Fixed Payment** as an alternative to the payments for moving and reestablishment expenses.

If you disagree with RDA's decision as to the relocation assistance for which you are eligible, you may appeal that decision.

General Questions

How Will I Know I Am Eligible For Relocation Assistance?

You should receive a written notice explaining your eligibility for relocation assistance. You should not move before receiving that notice. If you do, you may not be eligible for relocation assistance.

How Will RDA Know How Much Help I Need?

You will be contacted at an early date and personally interviewed by a representative of RDA to determine your relocation needs and preferences for a replacement location and other services. The interviewer will ask about such matters as your space requirements. It is to your advantage to provide the information so that RDA can assist you in moving with a minimum of hardship. The information you give will be kept in confidence.

How Soon Will I Have To Move?

Every reasonable effort will be made to provide you with sufficient time to find and reestablish your business in a suitable replacement location. If possible, a mutually agreeable date for the move will be worked out. You will be given enough time to make plans for moving. Unless there is a health or safety emergency, you will not be required to move without at least 90 days advance written notice. It is important, however, that you keep in close contact with RDA so that you are aware of the time schedule for carrying out the Project and the approximate date by which you will have to move.

How Will I Find A Replacement Location?

RDA will provide you with current information on available replacement locations that meet your needs. RDA may also provide you with the names of real estate agents and brokers who can assist you in finding the type of replacement location you need.

While RDA will assist you in obtaining a suitable replacement location, you should take an active role in finding and relocating to a location of your choice. No one knows your needs better than you. You will want a facility that provides sufficient space for your planned activities. You will also want to assure that there are no zoning or other requirements which will unduly restrict your planned operations. RDA will explain the kinds of moving and reestablishment costs that are eligible for repayment and which are not eligible. That will enable you to carry out your move in the most advantageous manner.

What Other Assistance Will Be Available To Help Me?

In addition to help in finding a suitable replacement location, other assistance, as necessary, will be provided by RDA. This includes information on Federal, State, and local programs that may be

of help in reestablishing a business. For example, the Small Business Administration (SBA) provides managerial and technical assistance to some businesses. RDA will assist you in applying for help available from government agencies.

The range of services depends on the needs of the business being displaced. You should ask an RDA representative to tell you about the specific services that will be available to help you.

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

Before you make any arrangements to move, notify RDA, in writing, of your intention to move. This should be done at least 30 days before the date you begin your move. RDA 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 RDA and discuss your decision to discontinue your business. You will be informed of the payment, if any, for which you may be eligible and the requirements that must be met to obtain the payment.

I Own This Property. Will I Be Paid For It Before I Have To Move?

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

Ask RDA to provide you a copy of the HUD information brochure, *When a Public Agency Acquires Your Property*. If you have any questions about the acquisition of your property, please contact the public Agency.

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

If you choose a Payment for Actual Reasonable Moving and Related Expenses, you may include in your claim the reasonable and necessary cost of:

- 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 RDA.)
- Packing, crating, uncrating, and unpacking the personal property.

- Disconnecting, dismantling, removing, reassembling, and installing relocated and "substitute" machinery, equipment and other personal property. This includes connection to utilities available nearby. It also includes modifications to the personal property that are necessary to adapt it to the replacement structure, the replacement site or the utilities at the replacement site and modifications necessary to adapt the utilities at the replacement site to the personal property.
- Storage of personal property for a reasonable period of time, if required.
- Insurance for the replacement value of the personal property in connection with the move and necessary storage. Where insurance is not available on reasonable terms, RDA may elect to "self-insure" the replacement value of property lost, stolen, or damaged in the move (but not through your neglect).
- Any license, permit or certification required of the displaced person at the replacement location. However the cost must be reasonable and necessary to reestablishment at the replacement location and the payment may be based on the remaining useful life of the existing license, permit, or certification.
- Professional services, necessary for (1) planning the move of the personal property, (2) moving the personal property, or (3) installing relocated or "substitute" personal property at the replacement location.
- Re-lettering signs and replacing stationery on hand at the time of the displacement and made obsolete as a result of move.
- The reasonable cost incurred in attempting to sell an item that is not relocated.
- Actual direct loss of tangible personal property. This payment provides compensation for property that is neither moved nor promptly replaced with a "substitute" item at the replacement location. Payment is limited to the lesser of:
 1. Estimated cost of moving and reinstalling the personal property; or
 2. Market value of the property for its continued use at the old location, less any proceeds from its sale. To be eligible, you must make a good faith effort to sell the property, unless RDA determines that such effort is not necessary. Payment for the loss of goods held for sale shall not exceed the cost of the goods to the displaced person.
- Purchase and installation of "substitute" personal property. This payment is made when an item of personal property is not moved but is promptly replaced with a substitute item that performs a comparable function at the replacement site. Payment will be limited to the lesser of: (1) the estimated cost of moving and reinstalling the item, or (2) the actual cost of the substitute item delivered and installed at the replacement location, less any proceeds from the sale or trade-in of the replaced item. It is important that you discuss your plans with RDA before you proceed.

- Searching for a replacement location. Generally, this payment may not exceed \$2,500. It covers costs for:

- * Transportation expenses.
- * Time spent searching for a replacement location, based on reasonable salary or earnings.
- * Reasonable fees paid to a real estate agent or broker to find a replacement location (not fees related to the purchase of the site).
- * Meals and lodging away from home.

RDA will explain all eligible moving and related costs, as well as those which are not eligible. You must be able to account for all costs that you incur; so keep all your receipts. RDA will inform you of the documentation needed to support your claim.

You may minimize the amount of documentation needed to support your claim, if you elect to "self-move" your personal property. Payment for a self-move is based on the amount of an acceptable low bid or estimate obtained by RDA. If you self-move, you may move your personal property using your own employees and equipment or a commercial mover. If you and RDA cannot agree on an acceptable amount to cover the cost of the "self-move," you will have to submit full documentation in support of your claim.

You may elect to pay your moving costs yourself and be repaid by RDA or, if you prefer, you may have RDA pay the mover. In either case, select your mover with care. RDA can help you select a reliable and reputable mover.

Also, keep RDA informed about your moving plans. You must provide RDA reasonable advance written notice of the approximate date of the start of your move or disposition of your personal property and a list of the items to be moved, unless RDA agrees to waive this requirement. And you must permit RDA to make reasonable and timely inspections of the personal property at the old and new locations and to monitor the move.

When a payment for "actual direct loss of personal property" or "substitute personal property" is made for an item, the estimated cost of moving the item will be based on the lowest acceptable bid or estimate obtained by RDA. If not sold or traded in, you must transfer ownership of the item to RDA in order to receive the payment.

What Is A Payment For Reestablishment Expenses?

If you choose to receive a payment for your actual moving and related expenses, you may also be eligible to receive Payment for Reestablishment Expenses, not to exceed \$10,000. Such expenses include the reasonable and necessary cost of:

- Repairs or improvements to the replacement real property as required by Federal, State or local law, code or ordinance.
- Modifications to the replacement property to accommodate the business operation or make a replacement structure suitable for conducting the business.

- Construction and installation costs for exterior signs to advertise the business.
- Provision of utilities from the right-of-way to improvements on the replacement site.
- Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling or carpeting.
- Licenses, fees and permits that are not paid as part of moving expenses.
- Feasibility surveys, soil testing and marketing studies.
- Advertisement of the replacement location.
- Professional services and incidental expenses in connection with the purchase or lease of a replacement property.
- 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.
- Impact fees or one-time assessments for anticipated heavy utility usage.

What is A Fixed Payment (Alternative Allowance)?

Certain businesses, nonprofit organizations and farms are eligible to obtain a Fixed Payment (Alternative Allowance). If you receive this payment, you will not receive a Payment for Actual Reasonable Moving and Related Expenses or a Payment for Reestablishment Expenses. The Fixed Payment to a business or farm operation is based on the average annual net earnings of the business or farm operation; the Fixed Payment to a nonprofit organization is based on average annual expenses and revenue. A Fixed Payment will not be less than \$1,000, and no more than \$20,000.

To qualify for a Fixed Payment:

- A displaced business must (1) either discontinue operations or be unable to relocate without a substantial loss of existing patronage (measured in terms of clientele or net earnings at the discretion of RDA), (2) meet certain minimum income requirements, and (3) not be part of a commercial enterprise having more than three other entities under the same ownership, engaged in the same or similar business activities, that are not being displaced. (Also, certain rental businesses are excluded.)
- A displaced nonprofit organization must discontinue operations or be unable to relocate without a substantial loss of its existing patronage.
- A displaced farm operation must meet certain minimum income requirements.

Ordinarily, to be eligible for the minimum Fixed Payment, a displaced business or farm must have (1) had average annual gross receipts of at least \$5,000, or (2) had average annual net earnings of at least \$1,000, or (3) contributed 1/3 of the owner's or operator's average gross income, for the two tax years prior to displacement. RDA, however, may use other criteria if it determines that the test would cause an inequity or hardship.

RDA will inform you as to your eligibility for this payment and the documentation you must submit to support your claim.

Remember, when you elect to take this payment you are not entitled to reimbursement for any other moving expenses.

Must I File A Claim For A Relocation Payment?

Yes. You must file a claim for a relocation payment. RDA will, however, provide you with the required claim form, help you to complete it, and explain the type of documentation that you must submit in order to receive the payment.

If you must pay any relocation expenses before you move (e.g., a security deposit to lease a new location), discuss your needs with RDA. You should be able to obtain an advance payment. An advance payment may be placed in "escrow" to ensure that the move will be completed on a timely basis.

If you are a tenant, you must file your claim within 18 months after the date you move. If you are displaced from property that you own, you must file within 18 months after the later of: the date you move, or the date you receive the final acquisition payment. 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, ask RDA to 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 must take to resolve the matter.

Will I Have To Pay Rent To RDA Before I Move?

If RDA acquires your property, you may be required to pay a fair rent to RDA for the period between the acquisition of the property and the date that you move. Such rent will not exceed the market rent for comparable properties in the area.

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

No. Section 216 of the URA states that you need not report relocation payments as part of your gross income for Federal tax purposes. For information on State or local income taxes, you should check with the State or local income tax office in your area or with your personal tax advisor.

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

Yes. If you disagree with RDA's decision as to your right to a relocation payment or the amount of a payment, you may appeal the decision to RDA. RDA will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with RDA after you receive written notification of RDA's determination on your claim. Your appeal must be in writing. However, if you need help, RDA will assist you in preparing your appeal.

If you are not satisfied with RDA's final decision on your appeal, you may seek review of the matter by the courts.

I Have More Questions. Who Will Answer Them?

If you have further questions after reading this booklet, contact RDA's representative and discuss your concerns with RDA representative.

APPENDIX C

NOTICE OF ELIGIBILITY (Non-Residential)

March 1, 2011

Owner Name
dba Business Name
Address
City, State Zip Code

RE: Mission Plaza Project, Redevelopment Agency for the County of Riverside- APN
000-000-00

NOTICE OF ELIGIBILITY BUSINESS, FARM OR NON-PROFIT

Dear Mr. / Mrs. Owner Name:

On _____, the Redevelopment Agency for the County of Riverside, herein referred to as "RDA" made an offer to purchase all or a portion of the property which you occupy. As the eligible occupant of the property, you are entitled to certain benefits under the Relocation Assistance Program. These benefits are outlined below. It is important that you understand and the conditions described below which must be met before any payments can be made. Please contact me before you incur any expense.

As the occupant of the property, you are entitled to options 1, 2, and 3 below or you may choose option 4:

1. RELOCATION ADVISORY ASSISTANCE: The Relocation Assistance Program will help you find a new place to conduct your business, farm, or nonprofit organization. Information on and maps of available properties, typical real estate purchase and rental costs, and the services offered by other agencies in the area are also available. If you want assistance, contact your relocation agent.

2. MOVING AND RELATED EXPENSES: Businesses, farms, and nonprofit organizations may be paid on the basis of actual reasonable moving and related costs and reestablishment expenses as RDA determines to be reasonable, customary and necessary or, under certain circumstances, a fixed payment. The moving expenses listed below may be considered by RDA:

- a. Transportation of personal property limited to 50 miles or less. Distances beyond 50 miles are not eligible, unless RDA determines that relocation beyond 50 miles is justified.
- b. Packing, crating, unpacking, and uncrating of the personal property.

- c. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated machinery, equipment, and other personal property, and certain substitute personal property. This includes connection to utilities available nearby. It also includes modifications to personal property necessary to adapt it to the replacement site, or the utilities at the replacement site, and modifications necessary to adapt the utilities at the replacement site to the personal property.
- d. Storage of the personal property not to exceed 12 months, unless RDA determines that it is not necessary, or that a longer period is necessary. These expenses must be approved in advance.
- e. Insurance for the replacement value of the personal property in connection with the move and necessary storage.
- f. Any license, permit, or certification required of your operation at the replacement location. However, the payment shall be based on the remaining useful life of your existing license, permit, or certification.
- g. The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of your own, your agent, or your employee) where insurance covering such loss, theft, or damage is not reasonably available.
- h. Professional services necessary for (i) planning the move of the personal property, (ii) moving the personal property, and (iii) installing the relocated personal property at the replacement location, subject to RDA's determination that these services are necessary. These expenses must be approved in advance.
- i. Re-lettering signs and replacing stationary on hand at the time of displacement that is made obsolete as a result of the move.
- j. Actual direct loss of tangible personal property incurred as a result of moving or discontinuing your operation. The payment shall consist of the lesser of:
 - 1. The fair market value of the item for continued use at the displacement site, less the proceeds from its sale. (To be eligible for payment, you must make a good faith effort to sell the personal property, unless RDA determines that such effort is not necessary. When payment for property loss is claimed for goods held for sale, the fair market value shall be based on the cost of the goods to the business, not the potential selling price.); or
 - 2. The estimated cost of moving the item, but with no allowance for storage nor reassembly of discontinued items. (If your operation is discontinued, the estimated cost shall be based on a moving distance of 50 miles.)
- k. The reasonable cost incurred in attempting to sell an item that is not to be relocated.

- i. Purchase of substitute personal property. If an item of personal property which is used as part of your operation is not moved but is promptly replaced with a substitute item that performs a comparable function at the replacement site, you will be entitled to payment for the lesser of:
 - 1. The cost of the substitute item, including installation costs at the replacement site, minus any proceeds from the sale or trade-in of the replaced item; or
 - 2. The estimated cost of moving and reinstalling the replaced item, based on the lowest acceptable bid or estimate obtained by RDA, but with no allowance for storage.
- m. Searching for a replacement location. You are entitled to reimbursement for actual expenses, not to exceed \$2,500, as RDA determines to be reasonable, which are incurred in searching for a replacement location including:
 - 1. Transportation.
 - 2. Meals and lodging away from home.
 - 3. Time spent searching, based on reasonable salary or earnings.
 - 4. Fees paid to a real estate agent or broker to locate a replacement site, exclusive of any fees or commissions related to the purchase of such site.
- n. Other moving related expenses as RDA determines to be reasonable and necessary.
- o. Provision of utilities from right of way to improvements on the replacement site.
- p. Professional services in connection with the purchase or lease of a replacement site.
- q. Impact fees or one-time assessments for anticipated heavy utility usage.
- r. High Bulk/Low Value payment will allow a payment for personalty that is worth less than the cost to move it to the replacement property as determined by RDA. The moving payment shall not exceed the amount, which you would receive if the property were sold at the site.

CAUTION: In order to qualify for reimbursement of the above-described expenses, you **MUST:**

- 1. Provide RDA with a certified list or inventory of the items to be moved at least 30 days in advance of the start of your move;
- 2. Notify RDA at least 15 days in advance of the date of the start of your move or disposition of your property;
- 3. Permit RDA to monitor the move; and
- 4. Permit RDA to make reasonable and timely inspections of the personal property at both the displacement and replacement sites.

Failure to comply with any of the above four (4) requirements may result in your losing part or all of your benefits. You should also be aware that you are not entitled to payment, under the relocation regulations, for: The cost of moving any structure or other real property improvement in which you reserved ownership; Interest on a loan to cover moving expenses; or

- Loss of goodwill;
- Loss of profits;
- Loss of trained employees;
- Personal injury; or
- Costs for storage of personal property on real property owned or leased by the displaced person.

You may move either by commercial mover or take full responsibility for all or part of the move. If you elect a "self-move," RDA must first obtain at least two (2) acceptable bids or estimates.

-AND-

3. REESTABLISHMENT EXPENSES: In addition to payments available above, a small business, farm, or nonprofit organization may be eligible to receive a payment, not to exceed \$10,000, for expenses actually incurred in relocating and reestablishing at a replacement site. Reestablishment expenses must be reasonable and necessary as determined by RDA. They include, but are not limited to, the following:

- a. Repairs or improvements to the replacement real property as required by Federal, State or local law, code or ordinance.
- b. Modifications to replacement property to accommodate the business operation or make replacement structures suitable for conducting the business.
- c. Construction and installation costs for exterior signing to advertise the business.
- d. Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.
- e. Licenses, fees and permits when not paid as part of moving expenses.
- f. Feasibility surveys, soil testing and marketing studies.
- g. Advertisement of replacement location.
- h. Estimated increased costs of operation during the first two years at the replacement site for such items as:
 1. Lease or rental charges,
 2. Personal or real property taxes,
 3. Insurance premiums,
 4. Utility charges, excluding impact fees.

You should be aware that you are not entitled to payment under reestablishment regulations for any of the following:

- a. Purchase of capital assets, such as office furniture, filing cabinets, machinery, or trade fixtures.
- b. Purchase of manufacturing material, production supplies, product inventory, or other items used in the normal course of business operation.
- c. Interior or exterior refurbishments at the replacement site, which are purely aesthetic in purpose except as, paid in "d" above.
- d. Interest on money borrowed to make the move or purchase the replacement property.
- e. Payment to a part-time business or in the home, which does not contribute materially to the household income.

-OR-

4. FIXED PAYMENT IN LIEU OF PAYMENT FOR ACTUAL MOVING AND RELATED EXPENSES AND REESTABLISHMENT EXPENSES: In lieu of a payment for actual moving and related expenses and reestablishment expenses, you may elect to receive an amount equal to your business' recent average annual net earnings in an amount not less than \$1,000 nor more than \$20,000. A displaced business is eligible for the payment if RDA determines that:

1. The 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; and the business vacates or relocates from its displacement site.
2. The business cannot be relocated without a substantial loss of its existing patronage (clientele or net earnings). A business is assumed to meet this test unless RDA determines that it will not suffer a substantial loss of its existing patronage.
3. The business is not part of a commercial enterprise having more than three other entities which are not being acquired by RDA, and which are under the same ownership and engaged in the same or similar business activities.
4. The business is not operated at a displacement dwelling solely for the purpose of renting such dwelling to others.
5. The business is not operated at the displacement site solely for the purpose of renting the site to others.
6. The business contributed materially to the income of the displaced person during the two taxable years prior to displacement.

Eligibility requirements for farms and nonprofit organizations are slightly different than business requirements. If you are being displaced from a farm or represent a nonprofit organization, and you are interested in a fixed payment, please consult your relocation agent for additional information.

If you lease or rent from RDA, failure to pay necessary rental payments to RDA may reduce the relocation payment that you will receive.

Moving and related payments are not considered as income for the purposes of personal income tax laws. Furthermore, these payments are not considered income or resources to recipients of public assistance. Relocation payments are normally made within 60 days of the date that your completed claim is received by the Department.

You will be given at least 90 days' written notice before you will be required to move from the property.

It is important that you understand the matters explained above which relate to your eligibility. If at any time you want assistance, please contact your relocation agent by writing, telephoning, or visiting him/her at the address listed above.

Sincerely,

Agent Name
Epic Land Solutions, Inc.
Right of Way Consultant

ACKNOWLEDGEMENT

I was personally contacted by the above Relocation Assistance Agent for RDA. I have had the services and entitlements available explained to me. I was further advised that RDA's Relocation Assistance Program is available to assist me if any questions arise or as assistance is needed. I have been given a copy of this letter.

Displacee's Signature

Date

APPENDIX D

CLAIM FOR BUSINESS IN-LIEU PAYMENT

Claim for Fixed Payment in Lieu of Actual Moving and Related Expenses				
<i>Business, Nonprofit Organizations and Farm Operations</i>				
<p>INSTRUCTIONS: This claim is for the use of displaced businesses, nonprofit organizations, and from operations that wish to apply for a Fixed Payment in Lieu of Actual Moving Expenses rather than apply for Actual Moving Expenses. The minimum fixed payment is \$1,000.00; the maximum fixed payment is \$20,000.00. The Agency will explain the differences between the two payments. If you are eligible to choose either payment, the Agency representative will help you determine which is most advantageous, and will help you complete the form. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal. This information is being collected under the authority of the Uniform Relocation Assistance and Real Property Policies Act (URA) and/or California Relocation Assistance Act.</p>	FOR AGENCY USE ONLY			
Agency:				
Project:				
Program Rules:	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other			
SECTION A: GENERAL				
1. Name Under Which Claimant Conducts Operations:	2. Name, Title and Phone # of Person Filing Claim on Behalf of Claimant:			
3a. Address From Which Claimant Moved:	3b. Date First Occupied:	3c. Date Move Started:		
4a. Address to Which Claimant Moved:	4b. Date Move Completed:	5. Is This a Final Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Type of Operation (Check One): <input type="checkbox"/> Business <input type="checkbox"/> Farm Operation <input type="checkbox"/> Nonprofit Operation	7. Type of Ownership (Check One): <input type="checkbox"/> Sole Propriet. <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit Org.			
8. Computation of Payment				
ITEM	AMOUNT CLAIMED	FOR AGENCY USE ONLY		
(1) Amount from Line (3), (6), (9) or (12) of Section E on reverse. (if less than \$1,000 enter \$1,000, if more than \$20,000 enter \$20,000)				
(2) Amount Previously Received for Expenses Claimed Here (if any)				
(3) Amount Requested (Line (1) minus Line (2))				
9. Certification by Claimant(s)				
<p>Warning: If you knowingly or deliberately make false statements on this form, you may be subject to civil or criminal penalties under Section 3001 of Title 18 of the United States Code. In addition, you may not receive any of the amounts claimed on this form. I CERTIFY that this claim and supporting information are true and complete, that I have not submitted any other claim for the expenses listed, and that I have not been paid for the expenses by any other source. My choice of type of payment was made on the basis of full explanation by the displacing Agency representative the difference between the two types of payment available and the eligibility requirements for each.</p>				
Signature(s) of Claimant(s) or Claimant(s) Agent:	Title (Type or Print):	Date:		
FOR AGENCY USE ONLY				
Payment Action:	Amount of Payment:	Signature:	Name (Type or Print):	Date:
10. Recommended				
11. Approved				

APPENDIX E

SEARCH EXPENSES SCHEDULE

Searching Expenses Schedule Attach to Claim for Actual Reasonable Moving and Related Expenses (Business, Nonprofit Organizations and Farm Operations)						
Name of Agency:				Claimant Name:		
Project Name:				Claimant Address:		
NOTE: This Schedule is only a supplementary form and must be used in conjunction with the Claim for Actual Reasonable Moving and Related Expenses				Present sq. ft.		Present Rent
1. Replacement Site Searching Diary						
Date	Address	Phone/FI	Time	Miles (if	Bldg. sq.	Contact/Brokerage
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
(8)						
(9)						
(10)						
(11) TOTAL MILEAGE AND TIME SPENT (add lines (1) through						
2. Searching Expense Computation						
ITEM				AMOUNT CLAIMED	FOR AGENCY USE ONLY	
(1) Searching Time Expense (from Item 1, line (11)) (Number of Hours	Hourly Rate of Earnings	\$	\$	
) X (\$	per hour)			
(2) Transportation Expense (from Item 1, line (11)) (Number of Miles	Mileage Rate	\$	\$	
) X \$0.50 per mile				
(3) Fees Paid to Real Estate Broker or Agent (Attach Contract or other evidence)				\$	\$	
(4) Cost of Meals and Lodging (Attach dated receipts)				\$	\$	
(5) Other Searching Expenses (Specify and attach receipts)				\$	\$	
(6) TOTAL SEARCHING EXPENSES (Add lines (1) through (5), Enter this amount, or \$1,000, whichever is less, on Line (3) of Item 8, Section A)				\$	\$	
REMARKS						

APPENDIX F

CLAIM FOR ACTUAL REASONABLE MOVING AND RELATED EXPENSES

Claim for Actual Reasonable Moving and Related Expenses <i>Business, Nonprofit Organizations and Farm Operations</i>			
<p><i>Instructions: This claim form is for the use of displaced businesses, nonprofit organizations, and farm operations that wish to apply for a PAYMENT FOR ACTUAL REASONABLE MOVING AND REESTABLISHMENT EXPENSES, rather than apply for a FIXED PAYMENT (which has a minimum of \$1,000.00 and a maximum of \$20,000.00) The Agency will explain the differences between the two payments. If you are eligible to choose either payment, the Agency representative will help you determine which is most advantageous, and will help you complete the form. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal. This information is being collected under the authority of the Uniform Relocation Assistance and Real Property Policies Act (URA) and/or California Relocation Assistance Act.</i></p>	FOR AGENCY USE ONLY		
	<u>Agency</u>		
	<u>Project</u>		
	<u>Case#</u>		
	Program Rules: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other _____		
SECTION A: General			
1. Name Under Which Claimant Conducts Operations		2. Name, Title and Phone# of Person Filing Claim on Behalf of Claimant	
3a. Address from which Claimant Moved	3b. Date First Occupied	3c. Date Move Started	
4a. Address to which Claimant Moved	4b. Date Move Completed	5. Is this a Final Claim Form?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Type of Operation (Check One): <input type="checkbox"/> Business <input type="checkbox"/> Farm Operation <input type="checkbox"/> Nonprofit Operation		7. Type of Ownership (Check One): <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit	
8. Computation of Payment			
ITEM	AMOUNT CLAIMED	FOR AGENCY USE ONLY	
1. Moving Expenses (from Section B)			
2. Reestablishment Expenses (\$10,000 maximum, from Section C)			
3. Reasonable Searching Expenses (Attach Schedule)			
4. Storage Expenses (Attach Schedule)			
5. Actual Direct Loss of Personal Property (Attach Schedule)			
6. Other Expenses (Attach Explanation)			
7. Total Amount Claimed (add lines (1) through (6))			
8. Amount Previously Received for Expenses Claimed Here (if any)			
9. Amount Requested (line (7) minus line (8))			
9. Certification by Claimant(s)			
<p><i>WARNING: If you knowingly or deliberately make false statements on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition you may not receive any of the amounts claimed on this form. I CERTIFY that this claim and supporting information are true and complete, that I have not submitted any other claim for the expenses listed and that I have not been paid for the expenses by any other source. My choice of type of payment was made on the basis of full explanation by the displacing Agency representative of the difference between the two types of payments available and the eligibility for each.</i></p>			
Signature(s) of Claimant(s) or Claimant(s) Agent		Title (Type or Print)	Date
FOR AGENCY USE ONLY			
Payment Action	Amount of Payment	Signature	Name (Type or Print) Date
10. Recommended			
11. Approved			

SECTION B: Supporting Data for Moving Expenses (not included in Section C)					
<i>Type of Work Performed (moving personal property, phone/utility reconnection, reprinting, etc.)</i>	<i>Name and Address of Contractor</i>	<i>Payment Directly to Contractor?</i>		AMOUNT CLAIMED	For Agency Use Only
		YES	NO		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10. TOTAL MOVING EXPENSES (Enter this amount on Line (1) of Item 8, Section A)					
SECTION C: Determination of Reestablishment Expenses (not included in Section B)					
<i>Type of Work Performed (repairs required by law or business operation, exterior signing, licenses/permits, etc.)</i>	<i>Name and Address of Contractor</i>	<i>Payment Directly to Contractor?</i>		AMOUNT CLAIMED	For Agency Use Only
		YES	NO		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9. Estimated increased cost of operation during the first two years (lease/rent, taxes, insurance, utilities)					
a. Monthly cost of operation at the displacement site					
b. Monthly cost of operation at the replacement site					
c. Monthly cost differential (line 9b less than line 9a)					
d. Estimated cost differential over two years (line 9c times 24)					
10. TOTAL REESTABLISHMENT EXPENSES (add lines 1 through 9) (Enter this amount, or \$10,000, whichever is less, on Line 2 of Item 8, Section A)					

APPENDIX G

90-DAY INFORMATION NOTICE

March 1, 2011

Owner Name
dba Business Name
Address
City, State Zip Code

90-DAY INFORMATION NOTICE – NON-RESIDENTIAL OCCUPANT

Dear Mr. / Mrs. Owner Name:

The Redevelopment Agency for the County of Riverside ("RDA") will soon require the property where you are living for the Mission Plaza Project. It will not be necessary for you to vacate immediately. You will have at least 60 days after you receive this notice before we will serve a formal "30-Day Specific Notice."

This letter is being given so you will have ample time to find a new place to continue your operation.

It may be more than 60 days before the 30-Day Specific Notice is issued to you, but any such notice will contain a specific date on which RDA will have control of the property you now occupy.

If you have any questions, please contact me at the above phone number.

Agent Name
Epic Land Solutions, Inc.
Right of Way Consultant

ACKNOWLEDGMENT

I was personally contacted by the above agent for the Agency and was provided with the original of this Notice. I was further advised the Agency Relocation Assistance Program is available to assist me if any questions arise or as assistance is needed.

DATE: _____ DISPLACEE: _____

