

INGLEWOOD TRANSIT CONNECTOR PROJECT

RELOCATION ASSISTANCE POLICY

1.0 POLICY

All persons displaced from their place of business as a result of the City of Inglewood (“City) Inglewood Transit Connector Project are provided relocation assistance in conformance with the City’s Inglewood Transit Connector Project Relocation Assistance Policy, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended by the Surface Transportation and Uniform Relocation Assistance Act of 1987 and 1989, FTA Circular 5010.1E, California Eminent Domain Law, Part 3, Title 7 of the California Code of Civil Procedure, Section 41135 of the California Health and Safety Code, Section 7260 et seq., of the California Government Code, Guidelines adopted by the Department of Housing and Community Development (Title 25, Chapter 6). There are no residential displacements resulting from the Project. This Policy relates only to commercial displacements.

The City’s relocation Assistance Program consists of two elements: advisory assistance and financial assistance. Every person or business displaced as a result of the acquisition of real property required for the Inglewood Transit Connector Project is provided advisory assistance in relocating to a replacement dwelling or business location. When certain eligibility requirements are met, displaced persons are also entitled to financial assistance in relocating their personal property and for the increased costs of buying or renting a replacement dwelling or reestablishing a business. These services and benefits are in addition to compensation received by the property owner for the real property.

This Policy is written in compliance with federal and state laws, policies and regulations and covers business displacements. The Inglewood Transit Connector Project has NOT identified any residential displacements affected by the Project.

1.1 RELOCATION PLANNING

During the early stages of development, projects will be planned in such a manner that problems associated with the displacement of businesses and non-profit organizations are recognized and solutions developed to minimize the adverse impacts of displacement. Project planning involves the preparation of a relocation survey or study (Relocation Plan) that may include the following:

- An estimate of the number, type, and size of the businesses and non-profit organizations to be displaced and the approximate number of employees that may be affected.
- A survey of the real estate market in the vicinity of the project to determine if an adequate supply of suitable replacement locations for businesses and non-profit organizations will be available to meet the needs of the displaced entities in a timely manner.
- An analysis of the problems anticipated in the relocation of the project displacees including any special relocation advisory services that may be necessary.

1.2 RELOCATION ADVISORY ASSISTANCE

Relocation Advisory Assistance is made available to all businesses and non-profit organizations displaced by City and includes such measures, facilities, and services as may be necessary or appropriate to:

- Determine the relocation needs and preferences of each business and non-profit organization to be displaced and explain the relocation payments and other assistance for which the displacee may be eligible, the related eligibility requirements, and the procedures for obtaining assistance.
- Provide current and continuing information on the availability, purchase price, and rental costs of suitable commercial locations.
- Minimize hardships to displacees by providing counseling and advice as to other sources of assistance that may be available, and any other help as may be appropriate.
- Supply persons to be displaced with appropriate information concerning Federal and State disaster loans and other programs administered by the Small Business Administration and other Federal and State Programs offering assistance to displaced business and non-profit organizations and technical help to displacees applying for assistance.

1.3 RELOCATION FINANCIAL ASSISTANCE

City provides Relocation Assistance to businesses and non-profit organizations. A business that qualifies as a Displaced Person may be eligible to receive compensation as follows:

- The actual reasonable and necessary moving and related expenses. An additional payment not to exceed \$25,000 for expenses actually incurred in reestablishing a business operation at a replacement site is also available to a small business, farm, or non-profit organization, OR
- If certain criteria are met, a fixed payment in lieu of the payments for actual reasonable and necessary moving and related expenses and actual reestablishment expenses, in an amount not less than \$1,000 or more than \$40,000.

2.0 RESPONSIBILITIES

The Right-of-Way Team (“ROW Team”) is responsible for administering the City’s Relocation Assistance Program. A Relocation Consultant may be contracted, on behalf of the City, to provide the displaced person with all relocation notices and information services and calculating payments to which the displaced person is eligible, so that the parcel will be vacated by the established need date for the project. The Relocation Consultant assembles all documentation to support a relocation claim and maintains a current and accurate written diary of all contacts with displacees. The ROW Manager or Assistant ROW Manager is responsible for providing the Consultant with timely information and assistance when requested.

The ROW Team reviews and approves all relocation claims submitted by the Relocation Consultant and submits the request for payment to the City for approval and payment. The City Manager or his or her designee is authorized to approve relocation claims up to a total of \$500,000, either in a single claim or a cumulatively from one party. All claims \$500,000 or more,

either a single claim or a cumulative claim from one party, must be approved by the City Council

ROW Team members include:

ROW Director: Responsible for the final internal departmental review of relocation claims submitted for payment.

ROW Manager: Responsible for the overall management of the relocation program. Monitors the work of the Relocation Consultants, maintains accurate records of all relocation costs, reviews and approves relocation claims submitted by the Relocation Consultants, and recommends payment.

Assistant ROW Manager: will assist the ROW Manager with day-to-day implementation and management coordination of the other real estate services consultants and their work assignments. Coordinates the solicitation, contract management, and review of appraisal reports prepared by appraisal consultants.

ROW Coordinator: will provide administrative support relating to consultant coordination, document management, and financial processing.

ROW Advisor: responsible for guiding the real estate program's structure on an as-needed basis.

ROW Legal Counsel: shall serve as a further supporting member of the ROW Team for legal advisory services relating to acquisitions and eminent domain matters.

Real Estate Services Consultants: To assure timely completion of assignments without negative impact on the acquisition schedule, consultant contracts for various disciplines will be grouped into five categories including (1) appraisals and appraisal review, (2) acquisition services, (3) relocation services, (4) environmental investigation and assessment services, and (5) title and escrow services.