

# 1975 E. 21<sup>st</sup> St. and 2107 Cherry Ave. Project

## Final Relocation Plan

Prepared for:

City of Signal Hill  
2175 Cherry Ave.  
Signal Hill, CA 90755

Prepared by:

Monument, Inc.  
200 Spectrum Center, Suite 300  
Irvine, CA 92618  
Phone (800) 577-0109

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

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## Introduction

The City of Signal Hill is an independent charter city located in Los Angeles County, entirely surrounded by the City of Long Beach. Covering approximately 2.2 square miles, Signal Hill operates its own municipal government, including dedicated police, public works, and community services departments. The City is home to approximately 11,848 residents and is recognized for its hilltop views, community parks, and historic role in California's oil production.

In 2021, the City adopted the Parks and Recreation Master Plan (2021–2031) to guide future investments in public open space, recreational facilities, and civic infrastructure. The Master Plan includes strategies for expanding and enhancing Signal Hill Park, a central gathering place for the community.

The property located at 1975 E. 21<sup>st</sup> St. and 2107 Cherry Avenue, Signal Hill, CA 90755 which is currently improved with two residential units and one commercial tenant, is being acquired to support these goals. In the short term, the site will be used to house municipal staff during the planned City Hall renovation in 2026. Over the long term, the property will be incorporated into the broader Signal Hill Park Master Plan, aligning with the City's vision for expanded civic and open space uses.

This relocation plan has been prepared in accordance with the California Government Code Section 7260, et seq. and the California Code of Regulations, Title 25, Division 1, Chapter 6, Subchapter 1 (Guidelines), which govern all displacement caused by public acquisition, regardless of funding source. The purpose of this plan is to ensure that all affected households and businesses are relocated in a manner that is equitable, transparent, and compliant with applicable state requirements.

The Plan is organized in five sections:

1. The regional and specific location of the Project (SECTION I);
2. An assessment of the relocation needs of those persons subject to displacement as a result of the Project (SECTION II);
3. An assessment of available residential replacement sites within the City of Signal Hill and surrounding areas (SECTION III);
4. A review of the relocation assistance program to be offered to the displaced residential occupants (SECTION IV); and
5. Necessary administrative provisions (SECTION V).

## I. Project Area Description

### A. Regional Location

The Project is located in the City of Signal Hill within Los Angeles County. Signal Hill is a 2.2-square-mile city completely surrounded by the City of Long Beach, approximately 20 miles south of downtown Los Angeles. The area is served by Interstate 405 (I-405) to the north and the Pacific Coast Highway (State Route 1) to the south, providing convenient regional access. Nearby communities include Long Beach, Lakewood, Carson, and Paramount. (See Figure 1: Regional Project Location)

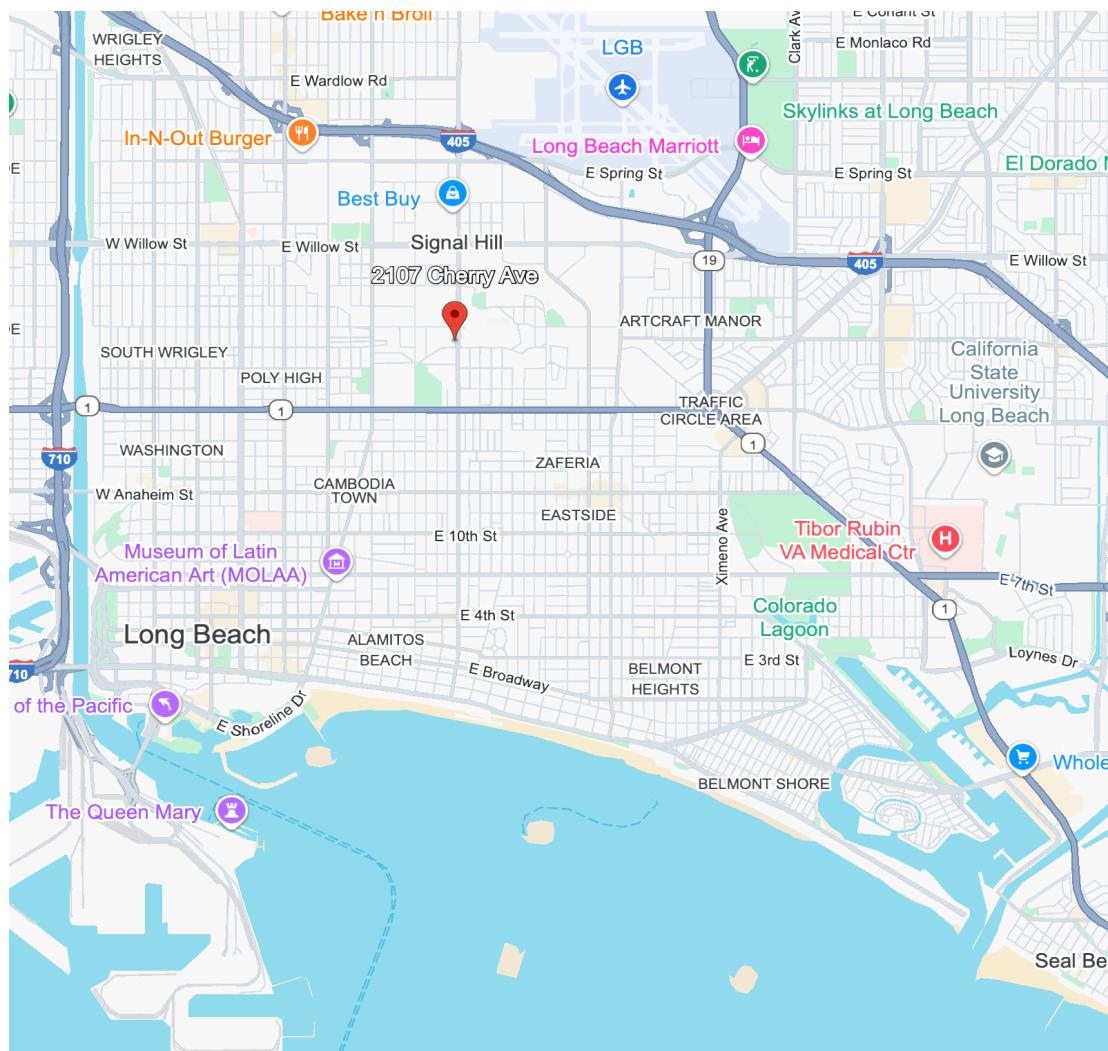


Figure 1: Regional Project Location

## B. Project Site Location and Description

The subject property is located at 1975 E. 21<sup>st</sup> St. and 2107 Cherry Avenue, at the intersection of Cherry Avenue and East 21st Street, directly adjacent to Signal Hill Park. (See Figure 2: Project Site Location and Figure 3: Street View of Subject Property.) The parcel is situated in a mixed-use corridor that includes civic buildings, residential homes, and open parkland, providing immediate proximity to community-serving amenities.

The site contains a two-story structure totaling approximately 2,080 square feet, with 1,040 square feet of ground-floor commercial space and two one-bedroom residential units occupying the upper floor. All units are currently occupied and in active use.

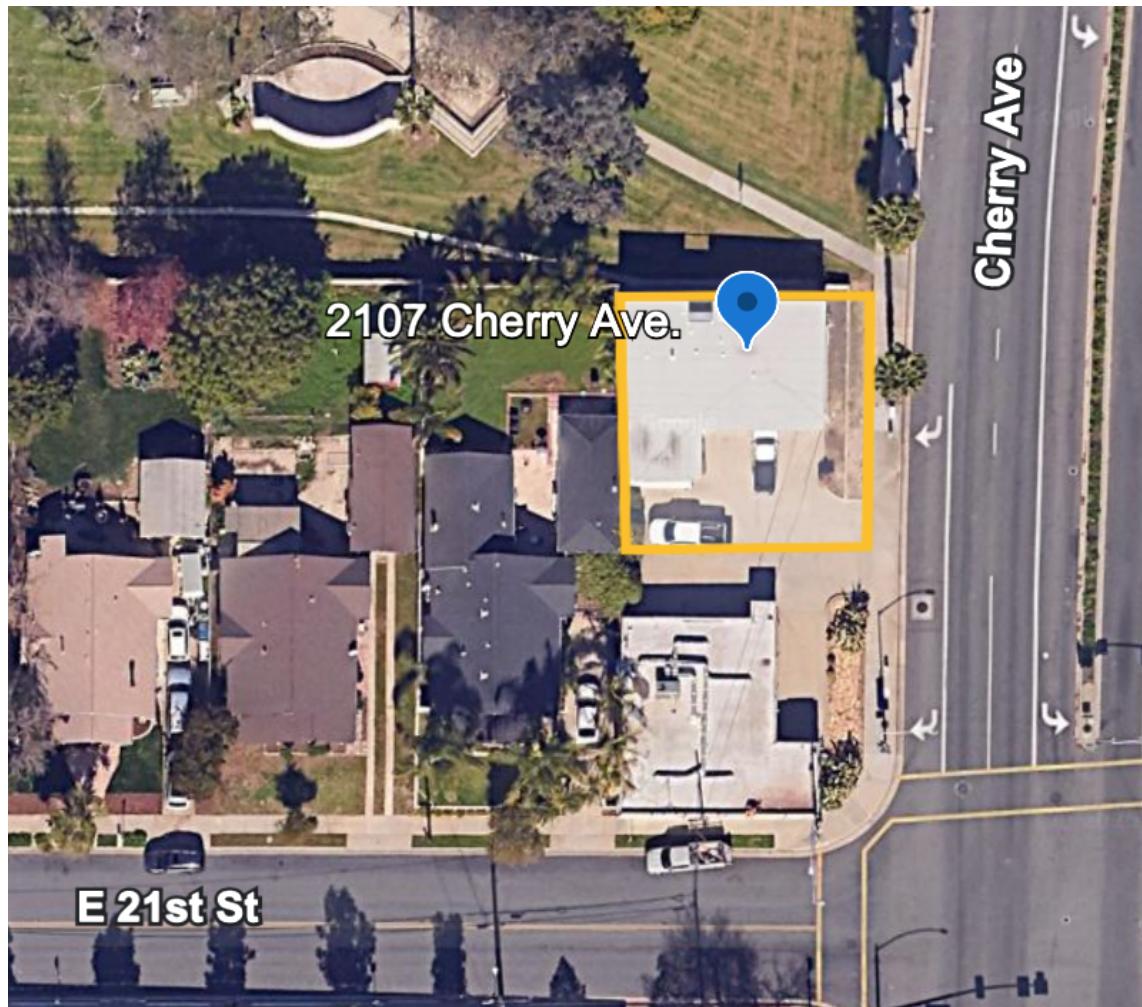


Figure 2: Project Site Location



Figure 3: Street View of Subject Property

### C. General Demographic, Housing Characteristics and Economic Characteristics

According to the population estimates from the 2020 U.S. Census, the population of the City of Signal Hill is 11,848, and the population of the impacted Census Tract is 1,505 (see Table 1 below). Corresponding Census data concerning the housing mix is shown in Table 2, below.

Table 1: 2020 US Census Population – City of Signal Hill and Impacted Tract (5734.01)

Population Group	Tract 5734.01(Population: 1,505)	% Tract	City of Signal Hill(Population: 11,848)	% City
<b>Total population</b>	1,505	100.0%	11,848	100.0%
<b>White alone (Non-Hispanic)</b>	(approx.) 430	28.6%	4,929	41.6%

<b>Black or African American</b>	(approx.) 109	7.2%	855	7.2%
<b>Asian alone</b>	(approx.) 361	24.0%	2,846	24.0%
<b>American Indian/Alaska Native alone</b>	(not separately reported)	—	42	0.4%
<b>Native Hawaiian/Other Pacific Islander alone</b>	—	—	101	0.9%
<b>Two or More Races</b>	(approx.) 208	13.8%	1,634	13.8%
<b>Other race</b>	—	—	1,156	9.8%
<b>Hispanic or Latino (any race)</b>	(included in other categories)	—	4,478	37.8%

*Note: Tract-level data for certain subgroups are either suppressed or not available due to small sample sizes. Tract-level race estimates are approximations based on proportional distributions. City-level data are drawn from the U.S. Census Bureau 2020 Decennial Census and 2020–2023 American Community Survey (ACS) estimates (via Census Reporter and World Population Review).*

Table 2: 2020 US Census Housing Characteristics – City of Signal Hill and Census Tract (5734.01)

Housing Characteristic	Tract 5734.01	Signal Hill City (2020)
<b>Total housing units</b>	580 units	4,749 units ( <a href="https://censusreporter.org">censusreporter.org</a> )
<b>Occupied housing units</b>	529 units	4,561 units
<b>Owner-occupied units</b>	(not separately reported)	2,360 units (51.7%)
<b>Renter-occupied units</b>	—	2,201 units (48.3%)

<b>Homeowner vacancy rate</b>	—	1.1%
<b>Rental vacancy rate</b>	—	5.7%
<b>Median household income</b>	\$75,469	\$102,303
<b>Poverty rate</b>	23.4%	9.1%

*Note: Tract-level breakdowns for tenure and vacancy rates are not separately published. City-level estimates are from the 2020 U.S. Decennial Census and 2020–2023 ACS 5-Year Estimates.*

Signal Hill is home to approximately 6,370 workers. Major employment sectors include health care & social assistance (18%), retail (12%), professional & technical services (11%), and manufacturing (10%), with management roles also strongly represented (datausa.io).

The city encompasses roughly 753 business establishments, employing over 12,500 individuals, and generating nearly \$886 million in annual wages (zip-codes.com).

The impacted commercial tenant—a photography studio—is a micro-business (sole proprietorship) operating in a mixed-use corridor and fits within the city's broader economic profile of small, service-oriented establishments. Table 3: Economic Characteristics – City of Signal Hill and Impacted Tract (5734.01)

Table 3: Economic Characteristics by Labor Force - City of Signal Hill and Census Tract (5734.01)

Industry Sector	Number Employed (2023)	% of Workforce
<b>Health Care &amp; Social Assistance</b>	1,129	17.7%
<b>Professional, Scientific &amp; Technical Services</b>	728	11.4%
<b>Manufacturing</b>	611	9.6%
<b>Retail Trade</b>	764	12.0%
<b>Management Occupations</b>	669	10.5%
<b>Other (includes Construction, etc.)</b>	~2,480	38.8%
<b>Total Workforce</b>	<b>6,371</b>	<b>100%</b>

Source: Data USA (residential-based employment data in Signal Hill)

Table 4: Business Profile – City of Signal

Business Characteristic	Value
<b>Number of Establishments</b>	753 (2023 data)
<b>Number of Employees (all ZIPs)</b>	12,502
<b>Annual Payroll</b>	\$886.2 million
<b>1st Quarter Payroll</b>	\$218.2 million

Source: zip-codes.com (aggregated business patterns for Signal Hill)

## II. Assessment of Relocation Needs

### A. Survey Methods

The information necessary for the preparation of this Plan was obtained through in-person interviews and field observations with residential occupants within the project area. Interviewers successfully collected survey data from each of the two identified residential households. These interviews provided key details such as household size and composition, income, monthly rent obligations, tenancy history, language needs, health or disability-related considerations, and preferences for replacement housing. Particular care was taken to identify any barriers to relocation, including accessibility needs and limited English proficiency.

As of the date of this Plan, the commercial tenant—a photography studio located on the ground floor—has not yet been interviewed. Efforts to schedule an interview are ongoing. However, based on lease documentation, estoppel certifications, and field observations, the business appears to be a sole proprietorship offering portrait and studio photography services. This Plan makes preliminary assumptions based on the type and size of the business and anticipates that any comparable replacement site would need to accommodate similar square footage and use (i.e., service-based retail or creative commercial space).

A supplemental assessment of the business's relocation needs will be conducted upon completion of the in-person interview. At that time, this Plan will be updated to include more detailed information regarding the business's operations, equipment, staffing, and preferences for replacement space.

Samples of the Residential Interview Form used in this process are attached as Exhibit A. A Commercial Interview Form has been prepared and will be administered upon contact with the tenant.

### B. Field Survey Data – Residential

The Project will impact a two-story mixed-use structure containing two fully occupied residential units located on the second floor. Survey information was obtained from both households during in-person interviews conducted as part of the relocation planning process. Each unit is a one-bedroom apartment occupied by a low-income household. The City of Signal Hill will ensure that all replacement housing referrals meet applicable state and federal occupancy standards, and that units are appropriately sized and affordable for the affected tenants.

Table 5: Affected Residential Dwellings

No.	Address	Property Type	Use	No. of Bedrooms	No. of Occupants	Occupancy Type
1	2107 Cherry Ave, Unit A	Mixed-Use Building	Residential	1	1	Tenant
2	2107 Cherry Ave, Unit B	Mixed-Use Building	Residential	1	3	Tenant

## 1. Housing Mix

The Project site contains one residential structure situated above a ground-floor commercial unit. The residential portion consists of two one-bedroom units, both of which are currently tenant-occupied. Each unit is occupied by a distinct household. Unit A is occupied by a single adult, while Unit B houses an adult head of household with minor children. There are no vacancies or owner-occupied units within the Project site. This limited residential mix—comprised entirely of tenant households in one-bedroom rental units—will shape the City’s relocation approach and ensure that assistance is appropriately tailored to the needs of each household.

## 2. Occupancy Standards

The City of Signal Hill generally follows occupancy standards consistent with state housing and building codes, which allow for two persons per bedroom plus one person in the living area. For example, a one-bedroom unit may accommodate up to three individuals. Larger households are assessed for appropriate accommodations based on square footage and composition, particularly for families with minor children or individuals with disabilities.

In this Project, two residential units are impacted, both of which are one-bedroom units. One is occupied by a single adult, and the other by an adult with two minor children. Based on adopted standards, both households would remain eligible for one-bedroom replacement housing; however, their preferences and unique needs will be considered in identifying comparable, decent, safe, and sanitary (DS&S) units.

Replacement housing referrals will reflect these occupancy guidelines while also addressing factors such as proximity to services, school access for children, and other household-specific considerations.

## 3. Income

Information regarding household income was obtained during residential interviews to determine relocation assistance eligibility and the scope of benefits. Income level is a key factor in calculating rental assistance, down payment support, and other financial relocation aid.

The State of California’s Department of Housing and Community Development (HCD) annually publishes income limits by county and household size. For Los Angeles County, the 2025 Area Median Income (AMI) is \$106,600. The income thresholds used to determine low-income status are listed in Table 4 below.

Table 6: 2025 HCD Income Limits – Los Angeles County

(Income limits based on gross annual income by household size)

Household Size	Extremely Low Income (30% AMI)	Very Low Income (50% AMI)	Low Income (80% AMI)
<b>1 Person</b>	\$26,400	\$53,000	\$84,850
<b>2 Persons</b>	\$30,200	\$60,600	\$96,950
<b>3 Persons</b>	\$34,000	\$68,150	\$109,050
<b>4 Persons</b>	\$37,750	\$75,750	\$121,150
<b>5 Persons</b>	\$40,800	\$81,800	\$130,850
<b>6 Persons</b>	\$43,800	\$87,850	\$140,550
<b>7 Persons</b>	\$46,800	\$93,900	\$150,250
<b>8 Persons</b>	\$49,800	\$100,000	\$159,950

Based on information obtained during the interview process, both households are preliminarily classified within the Low-Income category as defined by the State's 2025 income limits for Los Angeles County. This classification will guide the level of relocation assistance offered and ensure that all identified replacement housing options meet affordability standards and are Decent, Safe, and Sanitary (DSS) in accordance with applicable regulations.

#### 4. Ethnicity/Language

Based on information obtained from interviews with the affected households, the current occupants include one individual who identifies as White and three individuals who identify as Hispanic or Latino. All residents speak English as their primary language at home, and no language access barriers have been identified. Language assistance services will be available, if needed, to ensure equitable access to information and relocation support.

#### 5. Households with Seniors

None of the residential households affected by the Project include occupants aged 65 or older. While relocation assistance plans often account for the unique needs of senior households, no senior-specific accommodations are anticipated for this Project.

#### 6. Households with Disabilities

Based on information obtained through resident interviews, one household includes a child with a diagnosed learning disability. While no physical disabilities have been reported, the relocation team will remain attentive to any special needs that may arise throughout the process. All accommodations will be made to ensure the household's relocation is conducted with care, dignity, and in compliance with applicable disability laws. Additional services will be provided as necessary to support a smooth and appropriate transition.

#### 7. Preferred Relocation Areas

Residential interviews are used to identify each household's specific relocation preferences, helping relocation staff plan and identify suitable replacement housing. Affected households typically express interest in remaining within or near their current community to maintain continuity in employment, school enrollment, access to medical providers, and public transit.

For this project, one household (Unit B) expressed a preference to remain in Long Beach or Signal Hill to preserve access to familiar community resources and school continuity. The other household (Unit A) expressed a preference to relocate to the City of Lakewood, located approximately four miles from the project site. Efforts will be made to prioritize replacement housing options within this vicinity to support the tenant's continuity of routine and community connections. Replacement housing referrals will prioritize these geographic preferences where feasible.

### C. Field Survey Data – Non-Residential

The Project will impact one non-residential tenant located on the ground floor of the two-story mixed-use building at 2107 Cherry Avenue. The commercial space consists of approximately 1,040 square feet and is

currently occupied by In His Image Photography, a sole proprietorship offering professional photography services.

Due to limited access and scheduling constraints, a full business interview has not yet been completed. Preliminary information has been gathered through lease documents and field observations. The business operates under a month-to-month tenancy at a monthly rental rate of \$1,075, with no recorded security deposit. It appears to function as a microenterprise, with modest furnishings and photography equipment consistent with other small, service-oriented businesses in the area.

Moving smaller businesses can be more challenging than relocating larger businesses, which typically have greater capital reserves and administrative support. For this reason, it is essential to provide timely, viable referrals to replacement sites, offer assistance in relocation planning, and execute the move with care and efficiency. Information obtained during the relocation interview process will assist in determining the financial capacity of the business to complete a move and whether an advance relocation assistance payment is necessary.

A comprehensive business interview will be conducted during the implementation phase of the relocation program to obtain more detailed information regarding operations, equipment, income, clientele, and specific relocation needs. This will inform the level of relocation assistance available, including eligibility for moving and reestablishment expenses in accordance with applicable relocation regulations.

Until additional data is collected, planning assumptions are based on the business's classification as a small, locally operated, non-franchise tenant. Replacement sites will be identified that provide comparable commercial square footage and are suitable for continued operation.

Table 7: Affected Non-Residential Tenant

No.	Address	Property Type	Use	Business Name	Square Footage
1	2107 Cherry Ave	Mixed-Use	Commercial	In His Image Photography	1,040 sq. ft.

### III. Relocation Resources

#### A. Purpose and Methodology

The purpose of this section is to assess the availability of suitable replacement housing for residential occupants and identify potential commercial spaces for the business tenant displaced by the Project. It is a critical step in planning to ensure that all occupants can relocate to decent, safe, and sanitary (DSS) units with minimal disruption.

Under the California Relocation Assistance Law, no eligible residential occupant shall be required to move unless comparable replacement housing is available. While non-residential occupants are not guaranteed comparable sites, identifying viable commercial locations in advance supports business continuity and minimizes relocation hardship.

To evaluate available resources, the project team conducted a replacement site survey using the following sources:

- Online databases (e.g., Zillow, Apartments.com, LoopNet, MLS)
- Field canvassing of nearby neighborhoods and commercial corridors
- Direct outreach to real estate professionals and property managers
- Review of local rental listings and advertisements

This data will inform the relocation strategy and ensure that displaced occupants are offered appropriate and affordable options.

#### B. Replacement Availability

##### 1. Residential Rental Housing

A residential housing resource survey was conducted in the City of Signal Hill and surrounding communities, including Long Beach and Lakewood, to evaluate the availability of suitable replacement rental housing for the two impacted households. The search focused on one-bedroom and two-bedroom rental units, consistent with the size and occupancy of the displaced units.

Table 8: Availability and Cost of Replacement Rental Housing

Bedroom Size	Number of Listings	Price Range	Average Rent	Locations Searched
<b>1 Bedroom</b>	12	\$1,695 – \$2,100	\$1,853	Signal Hill, Long Beach, Downey

#	Address	City	Rent	Contact Phone
1	1855 Stanley Ave #C	Signal Hill	\$1,895/mo	— (website inquiry)
2	1975 N Stanley Ave	Signal Hill	~\$1,695/mo	— (website inquiry)
3	2305 Lemon Ave #17	Signal Hill	\$1,750/mo	— (website inquiry)
4	2172 Olive Ave	Long Beach	\$1,695/mo	(562) 330-1602
5	722 Maine Ave	Long Beach	\$1,695/mo	(562) 362-5962
6	435 W 4th St	Long Beach	\$1,695/mo	(562) 247-3223
7	1725 Lemon Ave	Long Beach	\$1,825/mo	(562) 512-7071
8	110 W Ocean Blvd	Long Beach	\$1,990/mo	(562) 471-3569
9	10700 Downey Ave (Devington Apt)	Downey	\$2,100/mo	(562) 605-3152
10	8020 Birchcrest Rd (Downey Plaza)	Downey	\$1,950+/mo	(562) 605-3310
11	8840 Lindell Ave (The Village)	Downey	\$1,795+/mo	(562) 800-4720
12	8000 Telegraph Rd (Seville Apt)	Downey	\$1,995/mo	(310) 582-5209

Source: Zillow.com, Apartments.com, Westsiderentals.com; Redfin.com; Apartmentlist.com June/July 2025

Table 9: Availability and Cost of Single-Family Residences for Sale

#	Address & Format	City	Beds/Baths	Price
1	2001 E 21st St UNIT 132 (Condo)	Signal Hill	2 BD / 2 BA	\$499,900
2	1923 Molino Ave UNIT 303 (Condo)	Signal Hill	2 BD / 2 BA	\$750,000
3	1520 Ohio Ave (House)	Long Beach	2 BD / 1 BA	\$699,900
4	1237 E 6th St UNIT 306 (Condo)	Long Beach	2 BD / 2 BA	\$550,000
5	7437 Laura St (House)	Downey	2 BD / 1 BA	\$649,999
6	11410 Brookshire Ave UNIT 124 (Condo)	Downey	2 BD / 2 BA	\$450,000

Source: Zillow.com, Trulia.com; Refin.com; Rocket.com June/July 2025

The availability of rental units within the preferred geographic areas demonstrates that sufficient comparable replacement housing is currently available to meet the needs of the displaced households. **Tables 8 and 9** provide detailed listings of available housing units for rent and for sale.

## 2. Commercial Space for Lease

Although commercial tenants are not entitled to replacement sites as a condition of relocation, a preliminary commercial market survey was conducted to identify potentially suitable replacement sites for In His Image Photography, a sole proprietorship occupying approximately 1,040 square feet of ground-floor commercial space.

Table 10: Availability and Cost of Replacement Commercial Spaces June/July 2025

Sq. Ft. Range	Number of Listings	Rent Range (Monthly)	Average Rent per Sq. Ft.	Locations Searched	
747-2500	5	\$1,485 – \$6,250	\$1.65 – \$3.50	Signal Hill, Long Beach, Paramount, Lakewood	
Address	City	Property Type	Use	Square Footage	Lease Rate
<b>3308 Lime Ave</b>	Signal Hill	Office	General Office	940 sq ft	\$1,950/mo
<b>2201 E Willow St</b>	Signal Hill	Retail	Retail/Commercial	747–2,220 sq ft	\$3.50/SF/mo
<b>2129 Pacific Ave</b>	Long Beach	Retail	Retail/Street-Level	900 sq ft	\$1.65/SF/mo (~\$1,485/mo)
<b>4314 South St (Lakewood Plaza)</b>	Lakewood	Retail	Storefront	1,376 sq ft	Contact broker
<b>7500–7532 Rosecrans Ave</b>	Paramount	Retail	Retail/Plaza	2,500 sq ft	\$0.89–\$2.50/SF/mo (~\$2,225–\$6,250/mo)

Source: LoopNet.com, CommercialCafe.com, Crexi.com, local broker contacts; accessed June/July 2025.

Timely access to comparable commercial space is essential to minimizing disruption to business operations. The project team will continue assisting the tenant in identifying viable replacement sites and evaluating potential relocation expenses, including moving and reestablishment costs.

### 3. Summary and Related Considerations

- **Availability of Resources:** Adequate residential and commercial replacement resources exist in the surrounding area to support permanent relocations.
- **Potential Cost Increases:** Some households may face higher monthly rents or upfront costs, which will be addressed through relocation benefits consistent with applicable laws.
- **Loss of Goodwill:** 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. Claims for loss of goodwill are not compensable under the statutory provisions related to relocation assistance. However, efforts will be made to minimize disruption to the business and preserve operational continuity through the identification of suitable replacement sites, coordination of moving logistics, and provision of eligible reestablishment assistance.

### C. Related Issues

#### 1. Concurrent Residential Displacement

There are no known public projects anticipated in the Project area that will cause significant displacements during the same timeframe as the anticipated Project displacements. Notices to vacate are expected to be issued in August 2025, with the earliest potential displacement beginning in November 2025. No residential or non-residential displacee will be required to move without both adequate notice and access to available, comparable, affordable, decent, safe, and sanitary housing or, in the case of businesses, suitable commercial replacement space.

## 2. Temporary Relocation

The Project is not anticipated to cause any temporary displacements. All affected residential and non-residential occupants are expected to be permanently displaced as a result of the Project. As such, relocation planning efforts will focus solely on permanent relocation assistance and replacement site identification.

## IV. The Relocation Program

The City of Signal Hill's Relocation Program is structured to minimize hardship and provide equitable support to affected residents and businesses. The Program will be implemented in a manner responsive to the specific needs of the Project, with consistent application of all applicable regulatory standards to ensure fair and lawful determinations of eligibility and benefits. The Program fully complies with the California Relocation Assistance Law (Government Code §7260 et seq.) and the associated Relocation Assistance and Real Property Acquisition Guidelines set forth in Title 25, California Code of Regulations, Division 1, Chapter 6.

To administer the Relocation Program, the City has retained Monument Inc. (Monument), a relocation consulting firm with extensive experience supporting public agency projects throughout Southern California. Monument will provide day-to-day relocation services and advisory support. City staff will oversee Monument's performance and retain final authority over eligibility decisions, benefit determinations, and interpretation of relocation policy.

The Relocation Program consists of two primary components: Advisory Assistance and Financial Assistance, which will be offered in accordance with applicable law and tailored to meet the needs of the affected occupants.

### A. Program Assurances, Standards and Objectives

The City would provide the displaced residential occupants with the assistance, rights, and benefits required under state relocation law and the City's policies and procedures. The relocation program would provide advisory and financial assistance. Every effort would be made to facilitate relocation arrangements and minimize hardship for displacees.

The program objectives would be as follows:

1. To fully inform eligible Project displacees of the nature of, and procedures for, obtaining relocation assistance and benefits;
2. To determine the needs of each displacee eligible for assistance;
3. To provide continuously updated referrals to potential replacement sites within a reasonable time prior to displacement and assure that no occupant is required to move without a minimum of 90 days written notice to vacate;
4. To 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;
5. To supply information concerning state programs and other governmental programs providing assistance to displaced persons;
6. To assist each eligible occupant to complete applications for benefits;
7. To make relocation benefit payments in accordance with the appropriate guidelines;
8. To inform all persons subject to displacement of City policies with regard to eviction and property management; and

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9. To establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of City decisions with respect to relocation assistance.

## B. Relocation Advisory Assistance

Monument staff is available to assist the permanently displaced households with questions or concerns about relocation and/or assistance in relocating. Relocation staff can be reached at 200 Spectrum Center, Suite 300, Irvine, CA 92618 with office hours from 8:00 a.m. to 5:00 p.m., and can be contacted at (800) 577-0109. A comprehensive relocation program, with technical and advisory assistance, would be provided to assist all persons being displaced as a consequence of the Project, with bilingual services or Spanish speaking assistance available. Personal contact would be maintained with all individuals until the relocation process has been completed.

As discussed previously, Monument has been retained by the City to assist in the administration of its relocation program. Monument will work closely with City staff. City staff would provide final approvals, or otherwise, of all Monument's recommendations. Every reasonable effort would be made to ensure that the relocation of residents occurs with a minimum of delay and hardship.

The following services will be provided:

1. The remaining interview with the non-residential tenant will be conducted to obtain detailed information necessary to assess the business's operational needs, preferences for replacement space, and eligibility for relocation assistance benefits.
2. A printed Informational Brochure outlining relocation rights, available assistance, eligibility requirements, and the appeals process (included as **Exhibit D and Exhibit E**) will be provided in English or in the displacee's primary language, if deemed necessary. Signed acknowledgments will be obtained to verify receipt of this material;
3. A database will be maintained of available residential and non-residential units for lease and for sale, and referrals will be provided to the displacees for the duration of the Project;
4. Assistance will be offered to displacees in connection with arrangements for the purchase of real property, if applicable, filing of claim forms to request relocation benefits from the City and to obtain services from other public agencies;
5. Special assistance in the form of referrals to governmental and non-governmental agencies will be made, if requested;
6. Eligible displacees will be assisted with the preparation and submission of relocation assistance claims;
7. Benefit determinations and payments will be made in accordance with applicable law and City policy;
8. Assure that displacees are not required to move without a minimum of 90 days written notice to vacate;
9. All persons subject to displacement will be informed of City policies with regard to eviction and property management;

10. A formal grievance procedure will be established and maintained for use by displaced persons seeking administrative review of City decisions with respect to relocation assistance; and
11. Assistance will be provided that does not result in different or separate treatment due to race, color, religion, national origin, sex, marital status or other arbitrary circumstances.

### C. Relocation Benefits – Residential

Specific eligibility requirements and benefit plans would be detailed on an individual basis with displacees. In the course of personal interviews and follow-up visits, households would be counseled as to available options with respect to financial assistance.

Relocation benefits will be provided in accordance with the provisions of the state relocation law and regulations. Benefits would be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with the City's normal administrative procedures.

#### 1. Residential Moving Expense Payments

All residential occupants that would be relocated would be eligible to receive a payment for moving expenses. Moving expense payments would be made based on the actual cost of a professional move or a fixed payment based on a room-count schedule.

##### a. Actual Cost (Professional Move)

The displacee may elect to retain the services of a licensed professional mover, in which case the City would pay for the actual cost of the moving services based on the lower of at least two acceptable bids (the City may, at its discretion, solicit competitive bids to determine the lowest reasonable move cost). After the move is complete, the displacee may pay the mover directly and seek reimbursement from the City, or request a direct payment from the City to the mover.

##### b. Fixed Payment (based on Room Count Schedule)

An occupant may elect to receive a fixed payment for moving expenses that is based on the number of rooms occupied in the displacement dwelling. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in Section 1.a above.

At a minimum, the fixed schedule payment for single occupancy efficiency units, furnished with the tenant's own personal property, is \$780, which includes all utility connections at the replacement location. The current schedule for fixed moving payments is provided below in Table 5.

**Table 11: Schedule of Fixed Moving Payments**

Furnished Dwelling									
Room Count	1	2	3	4	5	6	7	8	Each Additional
Amount	\$780	\$1,000	\$1,250	\$1,475	\$1,790	\$2,065	\$2,380	\$2,690	\$285
Unfurnished Dwelling									
Room Count	1							Each Additional	
Amount	\$510							\$100	

Source: Federal Highway Administration Moving Cost Schedule (effective August 26, 2021).

## 2. Rental Assistance to Tenants Who Choose to Rent

To be eligible to receive the rental assistance benefits, the displaced tenant household must rent or purchase and occupy a decent, safe, and sanitary replacement dwelling within one year from the date they move from the displacement dwelling. Additionally, to qualify for the rental assistance benefits, the tenant-occupant must demonstrate that (1) they lived in the property as legal residents for at least 90 consecutive days prior to the City's initial written offer to purchase the property; and (2) the property was their primary residence for that 90-day period.

Based upon the available data regarding Project displacees, the displaced household may qualify for, and may be eligible to apply for, relocation benefits under State provisions. Except in the case of Last Resort Housing situations, the potential payment to the household will be payable over a 42-month period and limited to a maximum of \$5,250 as stated under the guidelines. The relocation program is explained in detail in the informational brochure to be provided to each permanently displaced household.

Rental/down payment assistance payment amounts are equal to 42 times the difference between the base monthly rent and the lesser of:

1. The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
2. The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person.

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

1. The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement. Average monthly cost of utilities will be determined by actual statements/receipts over a 12-month period or a statement of average usage from the utility company, if provided. The most recent local utility schedule will be used to determine estimated utilities' costs if actual costs are not provided. For owner-

occupants or households, which paid little or no rent, fair market rent will be used as a substitute for actual rent; or

2. Thirty percent (30%) of the displaced person's average monthly gross household income if the amount is classified as "low income" by US Department of Housing and Urban Development's (HUD) Annual Survey of Income Limits for the Public Housing and Section 8 Programs. HUD's Survey is shown as **Exhibit C**. If a displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rent shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling; or
3. The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designated the amounts for shelter and utilities.

Table 11 below illustrates the computation of a rental/down payment assistance payment amount.

**Table 12: Computation of Rental Assistance Payments**

1. Old Rent	\$650	Old Rent, plus Utility Allowance
OR		
2. Ability to Pay	\$700	30% of the Gross Household Income*
3. Lesser of Lines 1 or 2	\$650	Base Monthly Rental
Subtracted From:		
4. Actual New Rent	\$750	Actual New Rent including Utility Allowance
OR		
5. Comparable Rent	\$775	Determined by the City; includes Utility Allowance
6. Lesser of Lines 4 or 5	\$750	
7. Yields Monthly Need:	\$100	Subtract Line 3 from Line 6
Rental Assistance	\$4,200	Multiply Line 7 by 42 Months

\*Gross income means the total amount of annual income of a household less the following: (1) a deduction 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 incapacitate family members when determined to be necessary to employment of head of household or spouse, except that the amount 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. Downpayment Assistance to Tenants Who Choose to Purchase

The displaced household may opt to apply the entire benefit amount for which they are eligible toward the purchase of a replacement unit.

A displaced household, who chooses to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a home, will have the funds deposited in an open escrow account, provided that the entire amount is used for the down

payment and eligible, incidental costs associated with the purchase of a decent, safe, and sanitary replacement home. A provision shall be made in the escrow arrangements for the prompt return of the City funds, in the event escrow should fail to close within a reasonable period of time.

Final determination about the type of relocation benefits and assistance for which the household is eligible will be determined upon verification of the household's occupants and income.

#### D. Last Resort Housing

Based on data derived from the surveys and analyses of the occupants on the Project site and costs of replacement housing resources, it is anticipated that "comparable replacement housing" will not be available as required for some tenants. Specifically, for renters, when the computed replacement housing assistance eligibility exceeds \$5,250 in total or replacement dwelling monthly rental costs (including utilities and other reasonable recurring expenses) exceeds 30% of the person's average monthly income.

Therefore, if the Project proceeds, the City will authorize sufficient funds to provide housing of last resort. Due to the demonstrated number of available replacement housing resources, as shown earlier, the need to develop a replacement housing plan to produce a sufficient number of comparable replacement dwellings will not be necessary. Rather, funds will be used to make payments in excess of the monetary limits specified in the statute (\$5,250); hence, satisfying the requirement that "comparable replacement housing" is available.

The City will pay Last Resort Housing payments in two installments: The first installment includes the first and last month's rent and security deposit of the replacement property and is paid at time the deposit is required. The last installment includes the remaining balance of the eligible relocation payments and is paid at move out date. Recipients of Last Resort rental assistance, who intend to purchase rather than re-rent replacement housing, will have the right to request a lump sum payment of all benefits in the form of downpayment assistance. Tenant households receiving periodic payments will have the option to request a lump sum payment of remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

#### E. Determinations of Comparable Housing

Relocation staff would evaluate the cost of comparable replacement housing in the preparation of each individual Notice of Eligibility (NOE) issued to residential displacees. For residential tenants, the cost of comparable replacement housing would be determined primarily on a comparative basis of three, if possible, presently available, comparable dwellings. A Comparable Housing Analysis (CHA) Form would be prepared and placed in the file of each affected household.

#### F. Relocation Benefits – Non-residential Tenants

Eligible businesses would have two options with respect to claims for relocation assistance benefits:

1. Compensation for actual reasonable and necessary moving and related expenses, or
2. A fixed payment not to exceed \$20,000.

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

Any lawful business that qualifies as a displaced person is entitled to payment for such actual moving expenses, as the City determines to be reasonable and necessary, including expenses for:

1. Transportation of personal property from the present location to the replacement location (transportation costs for a distance beyond 50 miles are not eligible unless the City determines that relocation beyond 50 miles is justified);
2. Packing, crating, uncrating, and unpacking personal property;
3. 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;
4. Storage of personal property for a period not to exceed 12 months, unless the City determines that a longer period is necessary;
5. 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;
6. Any license, permit, or certification required by the displaced business, to the extent that the cost is necessary for reestablishment at the replacement location. (These costs may be pro-rated based on the remaining useful life of any existing license, permit, or certification);
7. Reasonable and pre-authorized professional services the Displacing Agency determines to be necessary for: (1) planning the move of personal property; (2) moving the personal property; or (3) installing the relocated personal property at the replacement location;
8. 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 City, subject to certain limitations; or (2) the replacement cost, less any proceeds from its sale or trade-in;
9. The modification of machinery, equipment, or other personal property necessary to adapt these to the replacement location or to utilities available at the replacement location;
10. Re-lettering signs and replacing stationery on hand at the time of displacement that are made obsolete as a result of the move;
11. 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 sale of the property; or (2) an amount equal to the reasonable expenses that would have been required to relocate the property, as determined by the City, subject to certain limitations.
12. 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 and lodging; real estate broker or agent fees; time spent in obtaining permits and attending zoning hearings; and time spent negotiating the purchase of a replacement site;
13. Low Value/High Bulk: when the personal property to be moved is of low value and high bulk, and the cost of moving the property would be disproportionate to its value in the judgment of the City, the allowable moving cost payment shall not exceed the lesser of: (1) the amount which would be received if the property were sold at the site; or (2) the replacement cost of a comparable quantity

14. delivered to the new business location. Examples of personal property covered by this provision include, but are not limited to, stockpiled sand, gravel, minerals, metals, and other similar items of personal property as determined by the City;
15. A Reestablishment allowance of up to \$10,000, available to farms, non-profit 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:
  - a. Repairs or improvements to the replacement property as required by federal, state, or local law, code, or ordinance;
  - b. Modifications to the replacement property to accommodate the business operation or make replacement structures suitable for conducting business;
  - c. Provision of utilities from right-of-way to improvements on the replacement site;
  - d. Construction and installation costs for exterior signing to advertise the business;
  - e. Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting;
  - f. Advertisement of replacement location;
  - g. Estimated increased costs of operation during the first two years at the replacement site for such items as:
    - i. Lease or rental charges
    - ii. Personal or real property taxes
    - iii. Insurance premiums
    - iv. Utility charges, excluding impact fees
  - h. Other items essential to the reestablishment of the business.

## 2. Self-Moves

If the displaced business elects to take full responsibility for the move of the business, the City will make a payment for the business's moving expenses in an amount not to exceed the lower of the two acceptable bids or estimates submitted to the City. At the City's discretion, a payment for a low-cost or uncomplicated move may be based on a single bid or estimate.

## 3. A Fixed Payment in Lieu of a Payment for Actual Reasonable Moving and Related Expenses

The option to claim a fixed payment enables for-profit and non-profit businesses to receive relocation assistance compensation without the need to provide documentation of bids and actual 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 that have not been in operation for two years, income figures may be annualized. The method for establishing income is through tax returns and/or certified financial statements. The payment to an eligible business may not be less than \$1,000, or exceed \$20,000.

To qualify for this payment, it must be determined that 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 dwelling or the site to others;
- Is not part of a commercial enterprise having at least three other establishments which are not being acquired by the City, and which is under the same ownership and engaged in the same or similar business activities;
- Cannot be relocated without substantial loss of patronage; and
- Contributed materially, as defined by the City, to the income of the displaced person during the two taxable years prior to the displacement.

When a fixed payment would precede settlement of a claim for compensation for loss of goodwill under the Eminent Domain Law, the City, before tendering payment, shall state in writing what portion of the payment, if any, is considered to be compensation for loss of goodwill and shall explain in writing that any payment made pursuant to Code of Civil Procedure §1263.510 et seq. (Eminent Domain Law, Chapter 9, Article 6 – "Compensation for Loss of Goodwill") would be reduced in the same amount. The portion considered to be compensation for loss of goodwill shall not exceed the difference between the fixed payment made and an amount which reasonably approximates the payments for which the displaced person otherwise would be eligible to receive, as outlined in Section IV.F.1, above.

## G. General Information Regarding the Payment of Relocation Benefits

Claims and supporting documentation for relocation benefits must be filed with the City no later than 18 months after:

- For tenants, the date of displacement.

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

1. Claimant(s) would provide all necessary documentation to substantiate eligibility for assistance;
2. Relocation staff would review all necessary documentation including, but not limited to, scopes-of-services, contractor bids, invoices, lease documents and escrow material before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms would be prepared by relocation staff and presented to the claimant for review. Signed claims and supporting documentation would be returned to relocation staff and submitted to the City;
4. The City would review and approve claims for payment, or request additional information;
5. The City would issue benefit checks to claimants in the most secure, expeditious manner possible;

6. Final payments to residential displacees would be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment and all claim material would be maintained in the relocation case file.

## H. Relocation Tax Consequences

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by the City or Monument. Displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

## I. Title VI – the City’s Non-Discrimination Policy

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. Any person who believes that they have been excluded from, denied the benefits of, or been subjected to discrimination may file a written complaint with the City. Federal and state law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident. To request additional information on the City’s non-discrimination obligations or to file a Title VI Complaint please contact your Relocation Agent. Should language assistance be required, it will be provided at no cost. A Relocation Agent can arrange assistance for language assistance upon request.

## J. Fair Housing Laws

Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 set forth the policy of the United States to provide, within constitutional limitations, fair housing throughout the United States. These Acts and Executive Order 11063 make discriminatory practices in the purchase and rental of residential units illegal if based on race, color, religion, sex, or national origin. Whenever possible, minority persons shall be given reasonable opportunities to relocate to decent, safe, and sanitary housing, not located in an area of minority concentration, that are within their financial means. This policy, however, does not require the City to provide a person a larger payment than what may already be necessary to enable a person to relocate to a comparable replacement dwelling.

Please understand that this is a summary of the assistance that may be available to eligible displaced persons. No summary relocation law can anticipate every circumstance or question regarding the

Relocation Program. It is important that each household works closely with a Relocation Agent to identify any special circumstances that need to be addressed when searching for replacement housing. No household should commit to renting or purchasing a replacement dwelling until the home has been inspected by a Relocation Agent. A Relocation Agent is available to assist in the relocation process and will explain each person's rights and help to obtain the relocation payments and other assistance for which they are eligible.

## V. Administrative Provisions

### A. Notices

Each notice that the City is required to provide to a property owner or occupant shall be personally delivered or sent via certified or registered first-class mail, return receipt requested and documented in each case file. Each notice would be written in plain, understandable language. Persons who are unable to read and understand any notice would be provided with appropriate translation and counseling. Each notice would indicate the name and telephone number of a person who may be contacted for answers to questions or other help.

There are three principal notices:

1. General Information Notice (GIN),
2. Notice of Relocation Eligibility (NOE), and
3. 90-Day Informational or Vacate Notice

The GIN is intended to provide potential displacees with a general written description of the City's relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights. The GIN would be issued at the time the properties are being appraised.

NOEs would be distributed to each residential displacee. The NOEs, contains a determination of eligibility for relocation assistance and a computation of maximum entitlement based on information provided by the affected household and the analyses of comparable replacement properties undertaken by relocation staff. NOEs would be issued promptly following the initiation of negotiation (ION) with property owners.

No lawful occupant would be required to move without having received at least 90 days' advance written notice of the earliest date by which the move would be necessary. The 90-day vacate notice would either state a specific date as the earliest date by which the occupant may be required to move, or state that the occupant would receive a further notice indicating, at least 60 days in advance for residential tenants and 30 days in advance for owner-occupants and non-residential occupants, the specific date of the required move. The 90-day vacate notice would not be issued to any residential displacees before a comparable replacement dwelling has been made available.

In addition to the three principal relocation notices previously identified, relocation staff would issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

1. Are eligible for monetary benefits,
2. Have moved from the acquired property, and
3. Have not filed a claim for benefits.

Reminder Notices would be issued periodically throughout the qualification period. An attempt shall be made to make written contact with all non-responsive displacees no later than within the last six months prior to the expiration date to file a claim for benefits.

## B. Privacy of Records

All information obtained from displacees is considered confidential and would not be shared without the consent of the displacee or the City or as a requirement of a specific Public Records Request in accordance with federal and state law. Relocation staff would comply with federal regulations concerning the safeguarding of relocation files and their contents.

## C. Grievance Procedures

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, the failure to provide comparable replacement housing referrals, or the City's property management practices must file an appeal form or any other written form of appeal with the City's Right-of-Way Project Manager or his/her designee (Hearing Officer).

The Hearing Officer shall set a hearing date of no later than 30 days from receipt of the appeal. The person making the appeal shall have:

1. The right to present oral and/or written evidence in support of the appeal,
2. The right to seek legal counsel (hired at the appellant's sole expense), and
3. The right to seek judicial review once having exhausted all administrative appeal remedies.

The Hearing Officer shall render a decision, in writing, within 30 days following the last day of the hearing. A copy of the decision would be mailed, via certified or registered mail, to the appellant and his/her authorized representative and copies would be filed in the relocation case file. The decision of the Hearing Officer shall be final, and the appellant shall be advised of the right to seek judicial review of the Hearing Officer's decision.

## D. Eviction Policy

Eviction for cause must conform to applicable federal, state and local law. Any person, who occupies the real property and is in lawful occupancy on the date of the ION, is presumed to be entitled to relocation payments and other assistance, unless the City determines that:

1. The person received an eviction notice prior to the ION and as a result of that notice is later evicted, or
2. The person is evicted after the ION for serious or repeated violation of material term(s) of the lease or occupancy agreement, and
3. In either case, the eviction was not undertaken for the purpose of evading the obligation to make available the payments or other assistance to which a person may otherwise be entitled.

## E. Citizen Participation

The City of Signal Hill has taken formal and transparent steps to engage the public regarding the acquisition of 1975 E. 21<sup>st</sup> St. and 2107 Cherry Avenue.

On April 22, 2025, the City Council approved a Purchase and Sale Agreement authorizing the acquisition of the property. This action was followed by a publicly noticed Planning Commission meeting on April 24, 2025, during which the Commission adopted a resolution pursuant to Government Code §65402, confirming the acquisition's consistency with the City's General Plan.

Both meetings were conducted in compliance with the Ralph M. Brown Act and provided opportunities for community input.

As the relocation process progresses, the City will continue to promote public involvement through the following measures:

1. Access to Information: Affected occupants will be provided with timely and complete access to all documents relevant to the relocation process, including notices, relocation plan materials, and legal rights.
2. Stakeholder Engagement: The City will encourage participation from impacted households, local organizations, and community stakeholders to ensure transparency and responsiveness in implementing relocation activities.
3. Technical Assistance: The City will provide technical support to help residents understand the relocation plan and available assistance, including language interpretation or one-on-one guidance as needed.
4. Notice of Plan Availability: A general notice regarding the availability of the relocation plan for public review will be issued at least 30 days prior to its adoption, in accordance with applicable relocation regulations.

## F. Projected Dates of Displacement

The City initiated acquisition and relocation activities in June 2025. The project team anticipates issuing 90-Day Notices to Vacate in August 2025, with a targeted vacate date no later than November 2025. All relocation activities are expected to be completed by the end of November 2025.

## G. Estimated Relocation Costs

The total budget estimated for relocation-related payments for this Project, including a 10% contingency, is as follows:

Relocation:	\$ 111,970.00
Contingency at 10%:	\$ 11,197.00
Total:	\$ 123,167.00

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.

If the Project is to be implemented, and circumstances arise that change the number of residential occupants or the nature of their activity, the City may authorize any additional, compensable funds that may need to be appropriated. The City pledges to appropriate, on a timely basis, the funds necessary to ensure the successful completion of the Project, including funds necessary for LRH as indicated in Section IV.D, of this Plan to meet its obligation under the relocation regulation.

## EXHIBIT A: Residential Interview Form

<b>Residential Relocation Interview</b>					
Client/Project: City of Signal Hill - Signal Hill Park Expansion		Case ID:			
Site Address: 1975 E. 21st St. and 2107 Cherry Ave., Unit #		Total occupants:	Interview Date:		<input type="checkbox"/> Unoccupied
City, St, ZIP: Signal Hill, CA 90755			Interviewer:		<input type="checkbox"/> No Contact
<b>INDIVIDUAL OCCUPANTS (use additional pages as needed)</b>					
1. Name:	Gender: F M	Employer/School:			
Relationship (list 1): HEAD OF HOUSEHOLD	<input type="checkbox"/> ID verified	Income s/rce (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 s/rce (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 s/rce (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 s/rce (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 s/rce (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 s/rce (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:					

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:	Total physical and content rooms to move:		<input type="checkbox"/> Disabled occupants? (describe modifications/needs in Occupants)	
Total Rooms:			Replacement site <u>special</u> needs (mark and describe in Notes)	
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		
Monthly contract rent: \$		Preferred relocation areas:		
HOMEOWNER				
Landlord/manager name/ph:			Lot size (sq ft):	Date purchased:
<input type="checkbox"/> Written rental agreement available? <input type="checkbox"/> Rent receipts available?			<input type="checkbox"/> Own clear, no mort/loans	<input type="checkbox"/> Negative equity
<input type="checkbox"/> Receiving Section 8 or other housing assistance?			1st Loan Information	
Caseworker name/ph:			Lender:	
Monthly tenant portion of rent: \$			Loan Type (list 5):	
Annual family/child care expenses to allow work: \$			Current % Rate:	
Annual non-reimbursed medical expenses: \$			Principal Balance: \$	
Annual non-reimb. handicapped assistance expenses: \$			Original Date:	
Utilities paid by tenant:		Remaining months: <input type="checkbox"/> Remaining months:		
<input type="checkbox"/> Gas: \$ <input type="checkbox"/> Electric: \$ <input type="checkbox"/> Water: \$ <input type="checkbox"/> Sewer: \$ <input type="checkbox"/> Trash: \$ <input type="checkbox"/> NONE		Monthly P&I payment: <input type="checkbox"/> Monthly P&I payment:		
Energy source: Gas Electr Oil Other				
Cooking Stove: <input type="checkbox"/> <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"/>				
MOBILE HOME				
Pad space: <input type="checkbox"/> Rent <input type="checkbox"/> Own			Coach: <input type="checkbox"/> Rent <input type="checkbox"/> Own	
Pad rent: \$			Make/Model:	
Coach length (ft):			Year:	
Coach width (ft):			Decal #:	



## EXHIBIT B: Non-Residential Interview Form

<b>Business</b>			
Client/Project:	Case ID:		
Site Address:	Interview Date:	<input type="checkbox"/>	
City, St, ZIP:	Interviewer:	<input type="checkbox"/> No	
<b>Business Claimant Information</b>			
Legal business name (from tax return):		Person interviewed (name/title):	
		Ownership type:	Business type:
		<input type="checkbox"/> Sole Proprietor	URA type (list 1): Monument type (list 2):
		<input type="checkbox"/> Partnership	
		<input type="checkbox"/> Corporation	Goods, products or services provided:
		<input type="checkbox"/> Non-profit	
Date business established:	This site move-in:		
<b>Business Contacts Information</b>			
	Contact 1 (PRIMARY)	Contact 2	Contact 3
Name:			
Title/position:			
Business phone:			
Cell phone:			
Fax #:			
Email:			
Authority (Y/N):			
<input type="checkbox"/> Can the person(s) with authority to sign claims and agreements read/understand English? If not, language:			
<b>Business Professionals Involved (Attorney, Accountant, Broker, Move Planner, Contractor)</b>			
	Professional 1	Professional 2	Professional 3
Name:			
Title/position:			
Specialty (list 3):			
Company:			
Address:			
Business phone:			
Cell phone:			
Fax #:			
Email:			
CC address (Y/N):			
<b>Business Description and Features</b>			
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:	
Annual gross income:	Full-time employees:
Annual net income:	Part-time employees:

Page 1

<b>Property Site Features</b>									
Site layout available (provide):	Zoning designation:	Occupancy status							
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?:							
<b>Business Equipment/Improvements</b>									
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:								
	Voice lines:	Other equipment (printers, security, WAP, registers, inventory control, etc.):							
Other special utility:	Fax lines:								
	Other lines:	Internet service/provider (list 4):							
Indicate quantity of each type of equipment on site:									
Bridge crane: Jib crane: Hood:		Freezer: Walk-in cooler:		Sinks: Clarifier: Boiler:		Dry-cleaning plant: UST:		Airlines: Water lines:	
Refrigerator:		Walk-in freezer: Spray booth:		Compressor:		Racking/shelving: System furniture:		Hoist:	
Other significant improvements/machinery/equipment:									
Leased equipment onsite:									
Obsolete equipment or equipment that cannot be moved:									
<b>Permits / Required Specialists</b>									
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:						
<b>Preferred replacement site attributes</b>						
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:					
<b>Specific concerns and anticipated move challenges</b>						
<hr/> <hr/> <hr/>						
<b>List of any identified replacement sites</b>						
1	Address	Bldg size	Lot size	Lease amount	Status	Broker info
2						
3						
<b>ADDITIONAL INTERVIEW NOTES (explain all special circumstances, including those noted above)</b>						

1. URA business type: Business, Farm, Non-Profit  
2. Monument 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*

Claimant Name:	Date:	Signature:
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## EXHIBIT C: HCD Income Limits – Los Angeles County

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

GAVIN NEWSOM, Governor

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**DIVISION OF HOUSING POLICY DEVELOPMENT**

651 Bannon St, Southwest Tower  
Sacramento, CA 95811  
(916) 263-2911 / FAX (916) 263-7453  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



April 23, 2025

**MEMORANDUM FOR:** Interested parties

**FROM:** Megan Kirkeby, Deputy Director  
Division of Housing Policy Development

**SUBJECT:** 2025 State Income Limits

Attached are briefing materials and 2025 State Income Limits that are now in effect, replacing the previous 2024 State Income Limits. Income limits reflect updated median income and household income levels for acutely low-, extremely low-, very low-, low-, and moderate-income households for California's 58 counties. The 2025 State Income Limits are available on the Department of Housing and Community Development (HCD) website at <https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits>.

State Income Limits apply to designated programs, are used to determine applicant eligibility (based on the level of household income), and may be used to calculate affordable housing costs for applicable housing assistance programs. Use of State Income Limits are subject to a particular program's definition of income, family, family size, effective dates, and other factors. In addition, definitions applicable to income categories, criteria, and geographic areas sometimes differ depending on the funding source and program, resulting in some programs using other income limits.

The attached briefing materials detail California's 2025 Income Limits and were updated based on: (1) changes to income limits the U.S. Department of Housing and Urban Development (HUD) released on April 1, 2025, for its Public Housing, Section 8, Section 202, and Section 811 programs and (2) adjustments HCD made based on State statutory provisions and its 2013 Hold Harmless (HH) Policy. Since 2013, HCD's HH Policy has held State Income Limits harmless from any decreases in household income limits and median income levels that HUD may apply to the Public Housing and Section 8 Income Limits. HUD determined its HH Policy was no longer necessary due to federal law changes in 2008 (Public Law 110-98) prohibiting rent decreases in federal or private activity bond funded projects.

For questions concerning State Income Limits, please see the Questions and Answers on page 5. You can also contact HCD staff at [StateIncomeLimits@hcd.ca.gov](mailto:StateIncomeLimits@hcd.ca.gov).

**2025 State Income Limits Briefing Materials**  
**California Code of Regulations, Title 25, Section 6932**

**Overview**

HCD, pursuant to Health & Safety Code Section 50093(c), must file updates to its State Income Limits with the Office of Administrative Law. HCD annually updates these income limits based on U.S. Department of Housing and Urban Development (HUD) revisions to the Public Housing and Section 8 Income Limits that HUD most recently released on April 1, 2025.

HUD annually updates its Public Housing and Section 8 Income Limits to reflect changes in median family income levels for different size households and income limits for extremely low-, very low-, and low-income households. HCD, pursuant to statutory provisions, makes the following additional revisions: (1) if necessary, increase a county's area median income to equal California's non-metropolitan median income, (2) adjusts area median income and household income category levels to not result in any decrease for any year after 2009 pursuant to HCD's February 2013 Hold Harmless (HH) Policy (HCD's HH Policy was implemented to replace HUD's HH Policy, discontinued in 2009, to not decrease income limits and area median income levels below a prior year's highest level), and (3) determines income limits for California's acutely low-income and moderate-income category.

The following are brief summaries of technical methodologies used by HUD and HCD in updating income limits for different household income categories. For additional information, please refer to HUD's briefing materials at <https://www.huduser.gov/portal/datasets/il/il25/Medians-Methodology-FY25.pdf>.

**HUD Methodology**

HUD Public Housing and Section 8 Income Limits begin with the production of median family incomes. HUD uses the Section 8 program's Fair Market Rent (FMR) area definitions in developing median incomes, which means developing median incomes for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. The 2025 FMR area definitions for California are unchanged from last year. HUD calculates Income Limits for every FMR area with adjustments for family size and for areas with unusually high or low family income or housing-cost-to-income relationships.

***Extremely Low-Income***

In determining the extremely low-income limit, HUD uses the Federal Poverty Guidelines, published by the Department of Health and Human Services. The Federal Poverty Guidelines are a simplified version of the Federal Poverty Thresholds used for administrative purposes — for instance, determining financial eligibility for certain federal programs. HUD compares the appropriate poverty guideline with 60 percent of the very low-income limit and chooses the greater of the two as the extremely low-income limit. The value may not exceed the very low-income level.

***Very Low-Income***

The very low-income limits are the basis for the extremely low- and low-income limits. The very low-income limit typically reflects 50 percent of median family income (MFI), and HUD's MFI figure generally equals two times HUD's 4-person very low-income limit. However, HUD may adjust the very low-income limit for an area or county to account for conditions that warrant special considerations. As such, the very low-income limit may not always equal 50 percent MFI.

**2025 State Income Limits Briefing Materials**  
**California Code of Regulations, Title 25, Section 6932**

***Low-Income***

In general, most low-income limits represent the higher level of: (1) 80 percent of MFI or, (2) 80 percent of state non-metropolitan median family income. However, due to adjustments that HUD sometimes makes to the very low-income limit, strictly calculating low-income limits as 80 percent of MFI could produce unintended anomalies inconsistent with statutory intent (e.g., very low-income limits being higher than low-income limits). Therefore, HUD's briefing materials specify that, with some exceptions, the low-income limit reflects 160 percent of the very low-income limit. HUD may apply additional adjustments to areas with unusually high or low housing-costs-to-income relationships and for other reasons. This can result in low-income limits exceeding MFI in certain counties.

***Median Family Income/Area Median Income***

HUD references and estimates the MFI in calculating the income limits. California law and State Income Limits reference Area Median Income (AMI) that, pursuant to Health & Safety Code 50093(c), means the MFI of a geographic area, estimated by HUD for its Section 8 Program.

In estimating FY 2025 median family incomes, HUD uses median family income data (as opposed to median household income data) from the 2023 American Community Survey (ACS) as calculated by the Census Bureau. The Census Bureau produces two types of ACS estimates: the "one-year" data, which represent estimates as of 2022; and the "five-year" data, which represent estimates as of 2018-2022 (but are inflated to 2022 dollars). HUD requires special tabulations of the ACS to match its custom HMFA definitions described above.

HUD uses the 2023 American Community Survey (ACS) median family income data (as opposed to household income data) as the basis of FY 2025 Income Limits for all areas of California. In the past, HUD has used an inflation forecast from the Congressional Budget Office (CBO) in updating ACS estimates. However, starting this FY and going forward, HUD is using the projected change in per capita wage growth, also based on CBO estimates. HUD found that the new approach would have significantly improved the accuracy of earlier MFI calculations. For FY 2025, CBO has produced a wages and salaries forecast of 47,460, which divided by the annual 2023 value of 43,920 is 1.08 (an increase of 8 percent).

For additional information on MFI's please see HUD's briefing materials at  
<https://www.huduser.gov/portal/datasets/il/il25/IncomeLimitsMethodology-FY25.pdf>.

***Adjustment Calculations***

HUD may apply adjustments to areas with unusually high or low family income, uneven housing-cost-to-income relationship, or other reasons. For example, HUD applies an increase if the four-person very low-income limit would otherwise be less than the amount of which 35 percent of it equals 85 percent of the annualized two-bedroom Section 8 FMR (or 40<sup>th</sup> percentile rent in 50<sup>th</sup> percentile FMR areas). The purpose is to increase the income limit for areas where rental-housing costs are unusually high in relation to the median income. In certain cases, HUD also applies an adjustment to the income limits based on the state non-metropolitan median family income level.

**2025 State Income Limits Briefing Materials**  
**California Code of Regulations, Title 25, Section 6932**

In addition, HUD restricts adjustments, so income limits do not increase more than five percent of the previous year's very low-income figure OR twice the increase in the national MFI as measured by the American Community Survey with an absolute cap of 10 percent, whichever is greater. For 2025, the annualized change is measured by the ACS from 2022 to 2023. Twice this change is approximately 9.23 percent, which is less than the 10 percent absolute cap. So, for FY 2025, the income limits "cap" is 9.23 percent. The cap and floor rules do not apply to the extremely low-income limits.

Please refer to HUD briefing materials for additional information on the adjustment calculations.

***Income Limit Calculations for Household Sizes Other Than 4-Persons***

The income limit statute requires adjustments for family size. The legislative history and conference committee report indicates that Congress intended that income limits should be higher for larger families and lower for smaller families. The same family size adjustments apply to all income limits, except extremely low-income limits, which are set at the poverty income threshold. They are as follows:

Number of Persons in Household:	1	2	3	4	5	6	7	8
Adjustments:	70%	80%	90%	Base	108%	116%	124%	132%

***Income Limit Calculations for Household Sizes Greater Than 8-Persons***

For households of more than eight persons, refer to the formula at the end of the table for 2025 Income Limits. Due to the adjustments HUD can make to income limits in a given county, table data should be the only method used to determine program eligibility. Arithmetic calculations are applicable only when a household has more than eight members. New for FY 2025, family size-adjusted income limits are retested for compliance with the cap and floor rules. Please refer to HUD's briefing material for additional information on family size adjustments.

**NOTE: For FY2025, HUD has implemented geographic area definition changes as determined by the [Office of Management and Budget](#). Users should note that the constituent counties or towns of metropolitan areas may have changed. Please refer to the [Area Definition Report](#) for a listing of areas and their components.**

**HCD Methodology**

State law (see, e.g., Health & Safety Code Section 50093) prescribes the methodology HCD uses to update the State Income Limits. HCD utilizes HUD's Public Housing and Section 8 Income Limits. HCD's methodology involves: (1) if necessary, increasing a county's median income established by HUD to equal California's non-metropolitan county median income determined by HUD, (2) applying HCD's HH Policy, in effect since 2013, to not allow decreases in area median income levels and household income category levels, (3) applying to the median income the same family size adjustments HUD applies to the income limits, (4) determining income limit levels applicable to California's acutely low-income households defined by law as household income not exceeding 15 percent of county area median income, and (5) determining income limit levels applicable to California's moderate-income households defined by law as household income not exceeding 120 percent of county area median income.

**2025 State Income Limits Briefing Materials**  
**California Code of Regulations, Title 25, Section 6932**

***Area Median Income and Income Category Levels***

HCD, pursuant to federal and state law, adjusts median income levels for all counties so they are not less than the non-metropolitan county median income established by HUD (\$93,900 for 2025). Next, HCD applies its HH policy to ensure area median income and income limits for all household income categories do not fall below any level achieved in the prior year. Health and Safety Code section 50093 requires HCD to adjust the AMI for family size in accordance with adjustment factors adopted by HUD and illustrated on the previous page. This establishes that the MFI published by HUD equals the four-person AMI for California counties.

***Acutely Low-Income Levels***

Chapter 345, Statutes of 2021 (Assembly Bill 1043) established California's acutely low-income levels. See Health & Safety Code, § 50063.5. After calculating the 4-person area median income (AMI) level as previously described, HCD sets the maximum acutely low-income limit to equal 15 percent of the county's AMI, adjusted for family size.

***Moderate-Income Levels***

HCD is responsible for establishing California's moderate-income limit levels. After calculating the 4-person area median income (AMI) level as previously described, HCD sets the maximum moderate-income limit to equal 120 percent of the county's AMI, adjusted for family size.

***Applicability of California's Official State Income Limits***

Applicability of the State Income Limits are subject to specific programs as program definitions of factors such as income, family, and household size vary. Some programs, such as Multifamily Tax Subsidy Projects (MTSPs), use different income limits. For MTSPs, separate income limits apply per provisions of the Housing and Economic Recovery Act (HERA) of 2008 (Public Law 110-289). Income limits for MTSPs are used to determine qualification levels as well as set maximum rental rates for projects funded with tax credits authorized under Section 42 of the Internal Revenue Code (Code). In addition, MTSP income limits apply to projects financed with tax-exempt housing bonds issued to provide qualified residential rental development under Section 142 of the Code. These income limits are available at <http://www.huduser.org/datasets/mtsp.html>.

**Questions and Answers**

**In Los Angeles, as well as several other counties in the state, why does the very low-income limit not equal 50% of the AMI (or the low-income limit not equal 80% of the AMI)?**

There are many exceptions to the arithmetic calculation of income limits. These include adjustments for high housing cost relative to income, the application of state nonmetropolitan income limits in low-income areas, and national maximums in high-income areas. **In Los Angeles County, as well as several others, the magnitude of these adjustments results in the low-income limit exceeding the AMI.** These exceptions are detailed in the FY 2025 Income Limits Methodology Document, <https://www.huduser.gov/portal/datasets/il//il25/IncomeLimitsMethodology-FY25.pdf>.

**2025 State Income Limits Briefing Materials**  
**California Code of Regulations, Title 25, Section 6932**

For further information on the exact adjustments made to an individual area of the country, please see HUD's FY 2025 Income Limits Documentation System. The documentation system is available at [https://www.huduser.gov/portal/datasets/il/il2025/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/il/il2025/select_Geography.odn). Once the area in question is selected, a summary of the area's median income, Very Low-Income, Extremely Low-Income, and Low-Income Limits are displayed. Detailed calculations are obtained by selecting the relevant links.

**Why don't the income limits for my area reflect recent gains?**

Although HUD uses the most recent data available concerning local area incomes, there is still a lag between when the data are collected and when the data are available for use. For example, FY 2025 Income Limits are calculated using 2023 American Community Survey (ACS) data, and one-year 2020 data where possible.

HUD estimates Median Family Income (MFI) annually for each metropolitan area and non-metropolitan county. The basis for HUD's median family incomes is data from the American Community Survey, table B19113 - MEDIAN FAMILY INCOME IN THE PAST 12 MONTHS. In the past, HUD has used the Consumer Price Index (CPI) forecast published by the Congressional Budget Office (CBO) to bring the ACS and PRCS data forward from the year of the ACS to the current fiscal year. For FY 2025 and going forward, HUD will use an inflation factor based on the most recent projected change in national per capita wages published by the CBO in an attempt to improve the accuracy of its median family income estimates.

For additional details concerning the use of the ACS in HUD's calculations of MFI, please see HUD's FY 2025 Median Family Income methodology document, at <https://www.huduser.gov/portal/datasets/il/il25/IncomeLimitsMethodology-FY25.pdf>.

Additionally, full documentation of all calculations for Median Family Incomes are available in the FY 2025 Median Family Income and the FY 2025 Income Limits Documentation System. These systems are available at [https://www.huduser.gov/portal/datasets/il/il2025/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/il/il2025/select_Geography.odn).

**Why didn't the income limits for my county change from last year?**

HCD's Hold Harmless Policy likely prevented the income limits from decreasing from last year's levels and has maintained them despite a decrease in median income and/or income limits published by HUD.

**Why do the income limits or area median income for my county not match what was published by HUD?**

HCD adjusts each county's area median income to at least equal the state non-metropolitan county median income, as published by HUD. Further, HCD's Hold Harmless Policy prevents any decrease in income limits or median family income published by HUD to be applied to State Income Limits.

Number of Persons in Household:		1	2	3	4	5	6	7	8
Lake County Area Median Income: \$93,900	Acutely Low	9850	11300	12700	14100	15250	16350	17500	18600
	Extremely Low	19750	22550	26650	32150	37650	43150	48650	54150
	Very Low Income	32900	37600	42300	46950	50750	54500	58250	62000
	Low Income	52600	60100	67600	75100	81150	87150	93150	99150
	<b>Median Income</b>	65750	75100	84500	<b>93900</b>	101400	108900	116450	123950
	Moderate Income	78900	90150	101450	112700	121700	130750	139750	148750
Lassen County Area Median Income: \$93,900	Acutely Low	9850	11300	12700	14100	15250	16350	17500	18600
	Extremely Low	19750	22550	26650	32150	37650	43150	48650	54150
	Very Low Income	32900	37600	42300	46950	50750	54500	58250	62000
	Low Income	52600	60100	67600	75100	81150	87150	93150	99150
	<b>Median Income</b>	65750	75100	84500	<b>93900</b>	101400	108900	116450	123950
	Moderate Income	78900	90150	101450	112700	121700	130750	139750	148750
Los Angeles County Area Median Income: \$106,600	Acutely Low	11200	12800	14400	16000	17300	18550	19850	21100
	Extremely Low	31850	36400	40950	45450	49100	52750	56400	60000
	Very Low Income	53000	60600	68150	75750	81800	87850	93900	100000
	Low Income	84850	96950	109050	121150	130850	140550	150250	159950
	<b>Median Income</b>	74600	85300	95950	<b>106600</b>	115150	123650	132200	140700
	Moderate Income	89550	102300	115100	127900	138150	148350	158600	168850
Madera County Area Median Income: \$93,900	Acutely Low	9850	11300	12700	14100	15250	16350	17500	18600
	Extremely Low	19750	22550	26650	32150	37650	43150	48650	54150
	Very Low Income	32900	37600	42300	46950	50750	54500	58250	62000
	Low Income	52600	60100	67600	75100	81150	87150	93150	99150
	<b>Median Income</b>	65750	75100	84500	<b>93900</b>	101400	108900	116450	123950
	Moderate Income	78900	90150	101450	112700	121700	130750	139750	148750

## EXHIBIT D: Residential Informational Brochure



### Relocation Assistance Informational Statement for Families and Individuals

(State) A small, light blue square icon with a white outline of the state of California inside.

Displacing Agency:  
**City of Signal Hill**

Project Name:  
**Signal Hill Park Expansion**

Displacing Agency Representative:



**Monument, Inc.  
200 Spectrum Center, Suite 300  
Irvine, CA 92618  
Phone (800) 577-0109**

### Informational Statement Content:

1. General Information
2. Assistance in Locating a Replacement Dwelling
3. Moving Benefits
4. Replacement Housing Payment - Tenants & 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. Eligibility
14. Non-Discrimination and Fair Housing
15. Additional Information & Assistance Available

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

This brochure is provided for informational purposes only  
and does not constitute a determination of eligibility for relocation benefits.

**Informational Statement  
for Families and Individuals**

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**1. GENERAL INFORMATION**

The dwelling in which you now live is in a project area to be improved by, or financed through, the City of Signal Hill (City). If and when the project proceeds, and it is necessary for you to move from your dwelling, you may be eligible for certain benefits. 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 the relocation benefits you may receive. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits, or it may take longer to pay you. We suggest you save this informational statement for reference.

City of Signal Hill has retained the professional firm of **Monument, Inc. (Monument)** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is listed on the cover.

**PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING.** However, if you desire to move sooner than required, you must contact your representative with Monument, Inc., so you will not jeopardize any benefits. This is a general informational brochure only and is not intended to give a detailed description of either the law or regulations pertaining to the City of Signal Hill's relocation assistance program.

**Please continue to pay your rent to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once The City of Signal Hill acquires the property, you will also be required to pay rent to the City.**

**2. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING**

The City, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself. When a suitable replacement dwelling unit has been found, your relocation consultant will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

**3. MOVING BENEFITS**

If you must move as a result of displacement by the City, you will receive a payment to assist in moving your personal property. The actual, reasonable and necessary expenses for moving your household belongings may be determined based on the following methods:

- 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 (Self Move)**

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 City, and ranges, for example, from \$780.00 for one furnished room to \$2,690.00 for eight rooms. (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 City 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. Actual Moving Expense (Commercial Move)**

If you wish to engage the services of a licensed commercial mover and have the City 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 City's approval.

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

You may be eligible for a payment up to \$5,250.00 to assist 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 immediately prior to the initiation of negotiations or an owner who has occupied the present dwelling at least 180 days immediately prior to the initiation of negotiations.~~

**A. Rental Assistance.** If you **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 or thirty percent (30%) of your monthly household income if your total gross income is classified as "low income" by the U. S. Department of Housing and Urban Development's (HUD) Annual Survey of Income Limits for Public Housing and Section 8 Programs. 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.

**- OR -**

<b>Fixed Moving Schedule CALIFORNIA (Effective 2021)</b>	
<b>Occupant owns furniture:</b>	
1 room	\$780
2 rooms	\$1,000
3 rooms	\$1,250
4 rooms	\$1,475
5 rooms	\$1,790
6 rooms	\$2,065
7 rooms	\$2,380
8 rooms	\$2,690
Each additional room	\$285
<b>Occupant does NOT own furniture:</b>	
1 room	\$510
Each additional room	\$100

B. **Down-payment Assistance.** If you qualify and **wish to purchase** a home as a replacement dwelling, you can apply up to the total amount of your rental assistance payment towards the down-payment and non-recurring incidental expenses. Your relocation representative will clarify procedures necessary to apply for this payment.

## **5. SECTION 8 TENANTS**

When you do move, you may be eligible to transfer your Section 8 eligibility to a replacement site. In such cases, a comparable replacement dwelling will be determined based on your family composition at the time of displacement and the current housing program criteria. This may not be the size of the unit you currently occupy. Your relocation representative will provide counseling and other advisory services along with moving benefits.

## **6. REPLACEMENT HOUSING PAYMENT - HOMEOWNERS**

A. If you own and occupy a dwelling to be purchased by the City for **at least 180 days** prior to the initiation of negotiation, you may be eligible to receive a payment of up to \$22,500.00 to assist you in purchasing a comparable replacement unit. This payment is intended to cover the following items:

1. **Purchase Price Differential** - An amount which, when added to the amount for which the City purchased your property, equals the lesser of the actual cost of your replacement dwelling; **or** the amount determined by the City as necessary to purchase a comparable replacement dwelling. Your relocation representative will explain both methods to you.
2. **Mortgage Interest Differential** - The amount which covers the increased interest costs, if any, required to finance a replacement dwelling. To be eligible to receive this payment, the acquired property must have been encumbered by a bona fide mortgage which was a valid lien for at least 180 days prior to the initiation of negotiations. Your relocation representative will explain limiting conditions.
3. **Incidental Expenses** - Those one-time incidental costs related to purchasing a replacement unit, such as escrow fees, recording fees, and credit report fees. Recurring expenses such as prepaid taxes and insurance premiums are not compensable.

B. **Rental Assistance Option** - If you are an owner-occupant and choose to rent rather than purchase a replacement dwelling, you may be eligible for a rental assistance payment of up to the amount that you could have received under the Purchase Price Differential, explained above. The payment will be based on the difference between the fair market rent of the dwelling you occupy and the rent you must pay for a comparable replacement dwelling.

If you receive a rental assistance payment, as described above, and later decide to purchase a replacement dwelling, you may apply for a payment equal to the amount you would have received if you had initially purchased a comparable replacement dwelling, less the amount you have already received as a rental assistance payment.

## **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 the City fulfills its obligation to make available comparable replacement dwellings.

All claims for relocation benefits must be filed with the City of Signal Hill **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 City 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 City's action to purchase the property where you live, you may become a tenant of the City of Signal Hill. 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**

Eviction for cause must conform to applicable State and local law. Any person who occupies the real property and is not in unlawful occupancy on the date of initiation of negotiations, is presumed to be entitled to relocation benefits, unless the City determines that:

- The person received an eviction notice prior to the initiation of negotiations and, as a result, was later evicted; or
- The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease; and
- The eviction was not undertaken for the purpose of evading relocation assistance regulations.

Except for the causes of eviction set forth above, no person lawfully occupying property to be purchased by the City will be required to move without having been provided with at least 90 days written notice from the City of Signal Hill.

### **11. APPEAL PROCEDURES - GRIEVANCE**

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the City's Relocation Assistance Program may have the appeal application reviewed by the City of Signal Hill in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the City.

### **12. TAX STATUS OF RELOCATION BENEFITS**

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) 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. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. The preceding statement is not tendered as legal advice in regard to tax consequences, and displaces should consult with their own tax advisor or legal counsel to determine the current status of such payments.

*(IRS Circular 230 disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting marketing or recommending to another party any matters addressed herein)*

### **13. ELIGIBILITY**

Relocation assistance and benefits shall be available to:

- Any person who occupies property from which he will be displaced.
- Any person who moves from real property as a result of its acquisition by a public entity whether the move is voluntary or involuntary.
- Any person who, following the initiation of negotiations by a public entity, moves as the result of the pending acquisition.
- Any person who moves as the result of pending acquisition, rehabilitation or demolition by a public entity either following receipt of a Notice of Intent to Displace or as a result of inducement or encouragement by the public entity.

### **14. NON-DISCRIMINATION AND FAIR HOUSING**

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the City's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact the City of Signal Hill.

### **15. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE**

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in relocating to a new home. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation representative at Monument.

## EXHIBIT E: Non-Residential Informational Brochure

### **Relocation Assistance Informational Statement for Businesses, Farms and Non-Profit Organizations** (State)



**City of Signal Hill  
City Manager/Economic Development Department  
2175 Cherry Avenue  
Signal Hill, CA 90755  
Phone (562) 989-9309**

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



## INTRODUCTION

This booklet describes the relocation payments and other relocation assistance which the City of Signal Hill (City) provides under the California Code of Regulation, Title 25, Section 6000 et seq. to businesses, farms and non-profit organizations which may be required to move from real property, or move personal property from real property as a result of a City project.

If you are notified that you will be displaced, the City, through its representatives, will contact you personally. The advisor will answer your specific questions and provide additional information you may need. 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.

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the City's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact the City of Signal Hill.

This booklet may not answer all of your questions. If you have more questions about your relocation, contact your relocation advisor. Ask questions before you move. Afterwards, it may be too late.

**This brochure is provided for informational purposes only  
and does not constitute a determination of eligibility for relocation benefits.**



## **SUMMARY OF RELOCATION ASSISTANCE**

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

### **Advisory Services:**

This includes 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:

- 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.

OR

- Fixed Payment (In-Lieu). Certain persons are eligible to choose a Fixed Payment as an alternative to the payments for moving and reestablishment expenses.

## **GENERAL QUESTIONS**

### **1. How Will I know if 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 receive relocation assistance.

### **2. How Will the City Know How Much Help I Need?**

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

### **3. 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 the City so that you are aware of the time schedule for carrying out the project and the approximate date by which you will need to move.



#### **4. How Will I Find a Replacement Location?**

The City will provide you with information on currently available replacement locations.

While the City will assist you in searching for 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.

The City's relocation staff 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.

#### **5. 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 the City. 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. The City will assist you in applying for help available from government agencies.

#### **6. I Have a Replacement Location and Want to Move. What Should I Do?**

Before you make any arrangements to move, notify the City in writing, of your intention to move. This should be done at least 30 days before the date you begin your move. Your relocation advisor 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 payment.

#### **7. 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 the City, 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 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.)

#### **8. 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 costs for:

- Transportation of personal property from your present location to the replacement location up to a distance of 50 miles.



- 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 not to exceed 12 months (at the discretion of the City).
- Insurance for the replacement value of your property during the move and necessary storage.
- Any license, permit, or certification which you are required to pay at the replacement location. However, cost must be reasonable and necessary for reestablishment at the replacement location and the payment may be based on the remaining useful life of the existing license, permit, or certification.
- The replacement value of property lost, stolen, or damaged in the process of moving (not through your fault or negligence) where insurance covering such loss, theft, or damage is not reasonably available.
- 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 when you move that are made obsolete as a result of the move.
- The reasonable cost incurred in attempting to sell an item that is not to be moved.
- The actual direct loss of tangible personal property. This payment provides compensation for personal property that is neither moved nor promptly replaced at the replacement location.

Payment is limited to the lesser of:

1. The estimated cost of moving and reinstalling the personal property, or
2. The 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 the City determines that such effort is not necessary.



- Purchase and installation of "substitute" personal property. This payment is made with 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 is 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.

- Searching for a replacement location. This payment may not exceed \$1,000 and covers costs for your transportation expenses, time spent searching for a replacement location, reasonable fees paid to a real estate agent or broker to find a replacement location (not fees related to the purchase of the site), time spent obtaining permits and attending zoning hearing, expenses negotiating the purchase of a replacement site, including actual, reasonable and necessary attorney's fees, meals and lodging away from home, if required.
- Expenses for providing utilities from the right-of-way to the building.
- Impact fees or one-time assessments for anticipated heavy utility usage.

Your relocation advisor will explain all eligible moving and related costs, as well as those that are not eligible. You must be able to account for all costs that you incur, so keep all your receipts. Your relocation advisor 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. If you self-move, you may move your personal property using your own employees and equipment or a commercial mover. You may elect to pay your moving costs yourself and be repaid by the City or, if you prefer, you may have the City pay the mover. In either case, select your mover with care. The City's relocation staff can help you select a reliable and reputable mover. **Self-moves must be authorized in writing by the City before the move.**

Keep your relocation advisor informed about your moving plans. You must provide reasonable advance written notice of the date of the start of your move or disposition of your personal property and a list of the items you plan to move. In addition, you must permit the City's relocation staff 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. If not sold or traded in, you must transfer ownership of the item to the City in order to receive the payment.

#### **9. 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 a 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 your business.
- Construction and installation costs for exterior signs to advertise your business.
- Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.
- Advertisement of the replacement location.
- Estimated increased costs of operation during the first 2 years at the replacement site for such items as lease or rental charges, personal or real property taxes, insurance premiums, and utility charges (excluding impact fees).

#### **10. What Costs are Ineligible?**

- The cost of moving any structure or other real property improvement in which you reserved ownership.
- Interest on a loan to cover moving expenses.
- Loss of goodwill.
- Loss of profits.
- Loss of trained employees.
- Personal injury.



- Costs for storage of personal property on real property owned or leased by the displaced person.
- Refundable security and utility deposits
- Purchase of capital assets, such as office furniture, filing cabinets, machines or trade fixtures.
- Purchase of manufacturing material, production supplies, product inventory or other items used in the normal course of the business operation.
- Interest on money borrowed to make the move or purchase the replacement property.
- Payment to a part time business in the home which does not contribute materially to the household income.
- Construction costs for a new building at the business replacement site, or costs to construct, reconstruct or rehabilitate an existing building.

#### **11. What is a Fixed Payment?**

Certain businesses, farms and nonprofit organizations are eligible to obtain a Fixed Payment instead of a payment for actual reasonable moving and related expenses or a payment for reestablishment expenses. The Fixed Payment to a business is based on the average annual net earnings of the business 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 or more than \$20,000. To qualify for a Fixed Payment a displaced business, farm or nonprofit organization must:

- Own or rent personal property which must be moved from the displacement site
- Be unable to relocate without a substantial loss of existing patronage (measured in terms of clientele or net earnings)
- Not be a 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 acquired by the City. (Also, certain rental businesses are excluded.)
- Not operated at the displacement site solely for the purpose of renting the site to others.



Ordinarily, to be eligible for the minimum Fixed Payment, your business must have had average annual gross receipts of at least \$5,000 or had average annual net earnings of at least \$1,000 or contributed 1/3 of your business' average gross income for the two tax years prior to displacement. The City, however, may use other criteria if it determines that the calculation would cause an inequity or hardship.

The City's relocation staff 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.

**12. Must I File a Claim to Obtain a Relocation Payment?**

Yes. You must file a claim for each relocation payment. Your relocation advisor will provide you with the required claim form, help you to complete it, and explain the type of documentation, if any, 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 when you lease a new location), discuss your needs with your relocation advisor. You may be able to obtain an advance payment.

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 the City 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.

**13. Will I Have to Pay Rent to the City Before I Move?**

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

**14. Do I Have to Pay Federal Income Taxes on My Relocation Payments?**

No. Section 216 of the Uniform Act states that you need not report relocation payments as part of your gross income for Federal Tax purposes. For information on State income taxes, you should check with the California Franchise Tax Board or with your personal tax advisor.



**15. If I Don't Receive the Required Assistance, Can I Appeal?**

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

You can expect a fair decision on any appeal. However, if you are not satisfied with the final administrative decision on your appeal, you may seek review of the matter by the courts.

**16. I have More Questions. Who Will Answer Them?**

If you have further questions after reading this brochure, contact the City to discuss your concerns.

**EXHIBIT F: Public Comment and Responses**

No Public Comments Were Received