



To: _____
From: Santa Clara County Housing Authority and Poco Way HDC
Date: 1/23/2023
Re: **General Information Notice**

The Santa Clara County Housing Authority (**Housing Authority**) and its partners, the City of Palo Alto and the County of Santa Clara, are working to preserve affordable housing at Buena Vista Mobile Home Park (**Park**). The Housing Authority, through one of its affiliated non-profits, Poco Way HDC, Inc. (**Poco**), purchased the Park in 2017. The Park's purchase and future development is funded with a combination of Federal, State and Local sources, which may trigger certain requirements including the Uniform Relocation Act.

The Housing Authority and Poco are working diligently to maintain long-term, safe, high quality affordable housing for the residents of Buena Vista. The purpose of this notice is to provide open communication about what is happening at the park, about your rights as current residents, and about the process of developing a plan for your household. **This is not a notice to vacate the premises and this is not a notice of relocation eligibility.**

What is happening at the Park? The Housing Authority and its partners are focused on implementing a long-term stabilization plan that will include replacing all mobile homes with new units, constructing new apartments to replace units that were previously onsite, and replacing and upgrading all Park infrastructure. There will be significant onsite activity as a result.

What are your rights as Park occupants? Please see the attached information sheet about your rights as Park occupants as the Park is redeveloped. In addition, we will meet individually with all households to review your rights in detail as they relate to your personal housing circumstances.

What is the current plan for each household? Each family residing in the Park faces a set of circumstances that are unique to the particular household depending upon their household characteristics. We will schedule in person or virtual meetings between your household and your BV Advisor to discuss and help create an Individual Housing Plan for your household.

If you have any questions at any time, please contact your BV Advisor, Ms. Lorena Serrano. Ms. Serrano can assist you in English or Spanish, and will be available to meet you by phone, virtual meeting, or in-person. You can reach her by calling 925-691-2806 or by email at BVAdvisor@arws.com.

Thank you for working with us as we plan to redevelop the Park and improve the quality of life at Buena Vista.

This General Information Notice was sent via USPS First Class Certified Mail (Return Receipt Requested) and email to _____ on _____.

Signature: _____

General Information Notice

Persons who are required to move personal property or who are required to move from a residence may be eligible to receive relocation advisory services and payments in accordance with federal and state relocation laws and applicable local ordinances¹. Poco has retained Associated Right of Way Services, Inc. (AR/WS) to provide you with relocation advisory assistance. We invite you to meet with your BV Advisor, Ms. Lorena Serrano of AR/WS, who can provide additional information concerning the project and your rights to receive relocation assistance.

This notice does not require you to move at this time. This is not a notice to vacate. Please contact your BV Advisor before you make any moving plans. Failure to do so could jeopardize the relocation assistance that may be available to you.

Please also be advised that you should continue to pay your rent and meet all other obligations as specified in your lease agreement. If you are required to move temporarily because of Poco's redevelopment work, Poco will pay your temporary housing costs, but you will need to continue to pay your current rent to Poco both prior to any temporary move and during the time that you are in temporary housing. Failure to continue paying your current rent may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance.

Poco's Housing Assistance Program has been developed in accordance with federal and state laws and applicable local ordinances. The Housing Assistance Program is briefly described below.

Advisory Assistance. A BV Advisor is available to help Park residents as the Park is being redeveloped. Your BV Advisor will provide you with information concerning your eligibility for housing assistance, moving payments, available housing options, the project scheduling, and how to file a claim for payment.

Moving Expenses. If Poco asks your household to move because of Poco's redevelopment work, you will receive assistance with moving and storage costs.

Temporary Housing Costs. If Poco asks you to move temporarily because of Poco's redevelopment work, Poco will cover the reasonable cost of your temporary housing. You will need to continue to pay your rent to Poco while you are living in temporary housing.

Replacement Housing Costs. Poco does not intend to permanently displace any households. However, if the phasing of onsite replacement housing requires an off-site move for more than 12 months, then Poco will cover your replacement housing costs for 42 months, and your BV advisor will help create an Individual Housing Plan for your household to move you into comparable replacement housing that is within your financial means.

Timing of Payments. Fully documented and reasonable relocation claims will be processed within 30 days of submission. Poco will pay approved claims, and will advise claimants if any portion of a claim is not approved.

¹The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC §4601 *et seq.*) (Federal law), California Relocation Assistance Law, (Gov Code §7260 *et seq.*) (State Law), and local ordinances.

Your Right to Appeal. You may appeal if you believe Poco has failed to properly determine eligibility, or the amount of payments authorized by applicable law. You have the right to be represented by legal counsel, but legal representation is not required. You may seek judicial review if you are not satisfied with the final determination.

Poco will administer all services and benefits without regard to race, color, or national origin, in compliance with Title VI of the 1964 Civil Rights Act. Federal law requires persons seeking federally funded relocation assistance to certify that they are a United States citizen or national, or an alien lawfully present in the United States. Alternative assistance may be available for eligible persons who are not able to document residency status. BV Advisors will work closely with each household to establish eligibility under federal, state, and applicable local assistance programs.

Again, if you have any questions about this notice or the proposed project, please contact: Lorena Serrano, BV Advisor with ARWS. You can reach her by calling 925-691-2806 or by email at BVAdvisor@arws.com. Ms. Serrano can assist you in English or Spanish, and will be available to meet you by phone, virtual meeting, or in-person.