

A U T O



T E M P

**Woodland Park Apartments
Euclid Improvement Area
East Palo Alto, CA**

RELOCATION PLAN

Prepared for

**Woodland Park Communities
5 Newell Court
East Palo Alto, CA 94303**

by

**Autotemp
373 4th Street Suite 2A
Oakland, CA 94607**

November 2022

Enclosed is the Executive Summary and Relocation Commitments of the final approved Relocation Plan.
For the full text of the Relocation Plan, please visit nodisplacement.com/relocation

Se adjunta el Resumen Ejecutivo y los Compromisos de Reubicación del Plan de Reubicación final aprobado.
Para obtener el texto completo del Plan de Reubicación, visite nodisplacement.com/reubicacion

EXECUTIVE SUMMARY

Sand Hill Property Company (Sand Hill) acquired the Woodland Park Apartments in February 2016. Over time, Sand Hill recognized the need to ultimately redevelop a small percentage of outdated units due to the high level of deferred maintenance.

Prior to and following the pre-application to the City of East Palo Alto, Sand Hill began meetings with the residents of the Euclid Improvement Area along with community stakeholders. Using the Westside Area Plan and feedback from the residents and stakeholders, the community-centered Core Principles were developed. See Section 2(A) below.

Then, further meetings with the residents and stakeholders led to the development and refining of the Relocation Commitments that guide this Relocation Plan. These commitments included the noticing and Replacement Apartment selection process; moving assistance by a licensed and insured professional mover; the right to return to newly constructed apartments; and the commitment to “**no displacement**”.

The “Optional Tenant Requested Move” program was introduced to the residents in the fall of 2019. It followed the original Relocation Commitments. Twenty-nine households have taken advantage of this program and have moved to “move-in ready” apartments within the Woodland Park Apartments. Pursuant to the original Relocation Commitments, these apartments contain the same number of bedrooms and parking spaces that the household had in their previous apartment. In addition, the household continues to pay the same Rent-Stabilized Rent.

Now, this Relocation Plan is being submitted for approval with the entitlements of the Euclid Improvements. The Plan builds upon the original Relocation Commitments. Moreover, the City of East Palo Alto has requested certain additional commitments, which have been added to this Relocation Plan and memorialized in the UPDATED Relocation Commitments. See Section 3(B) and 3(C).

Each household will have the following housing choice:

Option A: Remain at Woodland Park With Right of Return. We will move your household, at no cost to you, to a Replacement Apartment in the same neighborhood at the same Rent-Stabilized Rent you would otherwise be paying if nothing had happened. (In the unlikely event that no like-sized or larger Replacement Apartment within Woodland Park is made available to you, we will assist you in finding a comparable unit until the Right of Return Apartment is available.) You will have a right of return into a brand-new right of return unit, at the same Rent-Stabilized Rent you would otherwise be paying if nothing had happened, in the Euclid Improvements when they have been constructed. This includes the moving benefit described below. If you return to a Right of Return Apartment, you will receive an Anti-

Displacement Incentive.

Option B: Move Elsewhere With Right of Return. You may choose to leave Woodland Park and move into different housing that you find for yourself. You will have a right of return into a brand-new right of return unit, and at the same Rent-Stabilized Rent you would otherwise be paying if nothing had happened, in the Euclid Improvements when they have been constructed. This includes the moving benefit described below.

Option C: Move Elsewhere, Waive Right of Return, Receive Relocation Payment. You may choose to leave Woodland Park, give up your right of return into a brand-new right of return unit in the Euclid Improvements and instead receive a Relocation Payment. The payment will be provided to tenants who are required to move as a result of the Euclid Improvements and will be calculated in accordance with Municipal Code section 14.08.060(A) for each adult and emancipated minor. The base Relocation Payment for a tenant with less than two years of occupancy is \$9,910.82. The base Relocation Payment for a tenant with two or more years of occupancy is \$13,214.42. A tenant's total Relocation Payment may also include one or more Qualified Tenant Benefits. A tenant who is Low Income, Disabled, Elderly, Dependent, or Terminally Ill would receive a Qualified Tenant Benefit of \$3,303.61 for each additional payment category that applies to the tenant receiving the Relocation Payment. These amounts reflect the 2021 amount. The actual amounts will be adjusted by the Consumer Price Index for the year prior to the payment date. This includes a moving benefit described below.

Each household, regardless of the housing option chosen, will also have the following moving benefit choice:

Choice 1: Woodland Park will pay for and arrange your moves within East Palo Alto. The services of a licensed mover will be provided at no cost to you. The licensed mover will be insured and will use its own boxes to pack and move all of your belongings.

Choice 2: You arrange for and pay a mover. Woodland Park will reimburse your actual moving costs up to the amount of \$3,303.61 when you provide receipts for the moving expense. (This reflects the 2021 amount; the actual amount will be adjusted by the Consumer Price Index).

Choice 3: You move yourself. Woodland Park will provide a Moving Assistance Payment of \$1,982.16. (This reflects the 2021 amount; the actual amount will be adjusted by the Consumer Price Index).

After approval of the Relocation Plan, the relocation process will follow at the appropriate time and phasing as indicated in this Plan.

Euclid Improvements – UPDATED Relocation Commitments
Woodland Park’s Promises to You for Any Mandatory Relocation
 September 2022

Introduction

Woodland Park Communities worked with Improvement Area tenants since late 2018 to create written relocation commitments that come from our conversations with tenants, the City’s Westside Area Plan, and other local laws. With feedback from City Council in 2021 and 2022, these UPDATED Relocation Commitments are included in a detailed Relocation Plan that is going to City Council for approval along with the Euclid Improvements entitlements. These UPDATED Relocation Commitments are the foundation of the plan; they are our promises and guarantees to you during any mandatory relocation activities. They reinforce our commitment to **No Displacement**.

Eligibility

Woodland Park makes these relocation commitments to you, the tenants within the Euclid Improvement Area, who (a) participated in a tenant-requested move and remain a tenant as of the date of the Euclid Improvement Area entitlements or (b) were tenants as of December 2018 and who occupy unit in the Euclid Improvement area as of the date of the Euclid Improvement Area entitlements. All the commitments apply on a “per apartment” basis.

General Commitments

1.) **Tenant choice:** Your household will have the choice to either a.) remain at Woodland Park with right of return and decline Relocation Payments; or b.) relocate elsewhere with a right of return and decline Relocation Payments; or c.) relocate elsewhere, waive right of return, and receive Relocation Payments (as defined by the City of East Palo Alto Municipal Code). This choice is to be made within 30 days after we deliver the “Tenant Choice and Replacement Apartment Notice”.

Choice	Replacement Apartment?	Right of Return?	Relocation Payment	Ability to Change Selection
A	Yes	Yes	No	Can change to Option B at any time. Can change to Option C prior to move into Replacement Apartment
B	No	Yes	No	Can change to Option A or Option C prior to Off-Site Move
C	No	No	Yes	Can change to Option A or Option B prior to receiving any portion of Relocation Payment.

2.) **Rent level:** If you choose a Replacement Apartment or a Right of Return Apartment, you will pay the same Rent-Stabilized Rent you otherwise would if nothing happened – there will be no rent increases (except for Annual General Adjustments). Each tenant will get an apartment with the same number of bedrooms and comparable square feet. Comparable square footage means within +/-5% of the existing square footage. Each tenant’s original security deposit amount will remain the same and be transferred to the new apartment. Everyone currently pays for utilities and will continue to pay for utilities. In the event a tenant’s utility bill increased substantially due to a change in utility metering, Woodland Park would work with the tenant to reduce the tenant’s overall monthly costs to a similar level they would have been if nothing happened. Tenants who use their garage for storage will be offered alternative storage space with both their Replacement Apartment and Right of Return Apartment.”

- 3.) Moving: You will have the choice between three moving benefits.
- a. Choice 1: Woodland Park will pay for and arrange your moves within East Palo Alto. The services of a licensed mover will be provided at no cost to you. The licensed mover will be insured and will use its own boxes to pack and move all of your belongings.
 - b. Choice 2: You arrange for and pay a mover. Woodland Park will reimburse your actual moving costs up to the amount of \$3,303.61 when you provide receipts for the moving expense. (This reflects the 2021 amount; the actual amount will be adjusted by the Consumer Price Index).
 - c. Choice 3: You move yourself. Woodland Park will provide a Moving Assistance Payment of \$1,982.16. (This reflects the 2021 amount; the actual amount will be adjusted by the Consumer Price Index).

We will provide dumpsters in which to discard any furniture or other belongings that you no longer need. You will need to transfer any utilities that are in your name and change your address as necessary.

4.) Communications: We will continue to hold meetings and invite affected tenants. We will continue to communicate information by hand-delivering notifications to each apartment. If possible, we may also communicate with tenants via mail, text message, phone and/or email. You will need to provide us with up-to-date contact information if you wish to receive text messages, phone messages, or emails.

5.) Collaboration: We will continue to work with affected tenants and community stakeholders to make the relocation process as smooth and convenient as possible, and to achieve our goal of no displacement. We are seeking input and approval from City Council about this Relocation Plan.

Replacement Apartment Commitments. These commitments apply when you are moving out of the apartment in the Euclid Improvement Area to an existing, move-in condition Woodland Park Replacement Apartment.

- 6.) Timing. You have the choice of a tenant-requested move or a move after project approval.
- a. Tenant-requested moves. Tenant-requested moves are ongoing and optional and are open to any affected tenant who is interested in moving soon.
 - b. Moves after project approval. Moves after project approval will occur in phases after the City of East Palo Alto approves the Euclid Improvements, which is anticipated to occur in 2022.

You will decide if you prefer a tenant-requested move or a move after project approval – there is no limit or requirement for a specific number of tenant-requested moves or moves after project approval that we want to achieve or can accommodate.

7.) Replacement apartments: You will receive a Replacement Apartment with the same number of bedrooms and comparable square footage. Comparable square footage means within +/-5% of the existing square footage. (In the unlikely event that no like-sized or larger Replacement Apartment within Woodland Park is made available to you, we will assist you in finding a comparable unit elsewhere in East Palo Alto until the Right of Return Apartment is available.) The Replacement Apartments will be in move-in condition. Replacement Apartments will be offered on a first-come, first-served basis throughout the Woodland Park neighborhood. Although we can guarantee an apartment with the same number of bedrooms and comparable square footage, we cannot guarantee the availability of any particular apartment or location. You will have the same number of

parking spaces and the same housing services associated with the Replacement Apartment as you currently have under your existing lease. If any other housing services are not specified in your lease, we will make a good faith effort to provide the same housing services with the Replacement Apartment. In the unlikely event that there is no available Replacement Apartment with the same number of bedrooms and comparable square footage or larger, within the Woodland Park apartments, Woodland Park would assist you to find an off-site apartment elsewhere in East Palo Alto with the same number of bedrooms and comparable square footage and would pay any difference in rent between your Rent-Stabilized Rent and the off-site apartment rent, until a Right of Return Apartment is available for you.

8.) Replacement Apartment selection steps:

- a. Step 1: Notice. The Management Office delivers a “Tenant Choice and Replacement Apartment Notice” including a preference letter that you will complete and map of the Woodland Park neighborhood.
- b. Step 2: Submission and Processing. You submit the completed preference letter to the Management Office, signed by all tenants on the lease, following the instructions on the Notice. Once completed, the Management Office provides you with a time and date stamped copy of the submitted letter. Preference letters are processed in the order in which they are received.
- c. Step 3: Touring. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day. On the tour date, you will be offered two Replacement Apartment options. Management will attempt to provide two replacement options in the area of your choice, if available.
- d. Step 4: Selection. You have one week after the tour to select the Replacement Apartment by signing a new lease. If you do not select an apartment by signing a lease, you will be automatically assigned to a Replacement Apartment at Management’s discretion. The lease will have the same key lease terms, including the same number of bedrooms, same Rent-Stabilized Rent, same security deposit, same number of parking spaces, and same housing services.
- e. Step 5: Moving. You and Management schedule the move date into the Replacement Apartment. You are prepared for and move on the scheduled date with the moving benefits you have chosen. If you have chosen a moving benefit payment, you will receive that payment after the completed move and submission of receipts, if required. Most moves will take no more than one day.

Right of Return Commitments. These commitments apply when you are exercising your right of return to the Euclid Improvement Area. You are not required to exercise your right of return; you can permanently stay in your Replacement Apartment.

9.) Right of return requirements: There are three categories of tenants who have a right of return into the Euclid Improvement Area after the Euclid Improvements are constructed: (i) Tenants who chose Option A and moved into a Replacement Apartment; (ii) Tenants who chose Option B with an Off-Site Move, but who declined a Relocation Payment; and (iii) Tenants who moved out of the Euclid Improvement Area between December 2018 and October 2019. Tenants who chose Option C to receive a Relocation Payment do not have a right of return. We anticipate that the Euclid Improvements will be complete in 2024. In order to exercise the right of return, you must:

- a. Communication. Complete the letter of interest and submit it to the Management Office, following the instructions in the letter. You must select one of the Right of Return Apartments that is offered to you by signing a new lease.

- b. Moving. Move on the scheduled move day.

We commit to work with tenants who have not met one or more of these requirements and to give such tenants an opportunity to fix the problem(s) so they can meet the requirements and exercise their right of return.

10.) Right of Return Apartments: Each tenant with a right of return will be offered a newly-constructed apartment with the same number of bedrooms and comparable square footage. Comparable square footage means within +/-5% of the existing square footage. The new apartments will be in brand-new condition and they will be offered on a first-come, first-served basis within the Euclid Improvement Area. Although we can guarantee an apartment with the same number of bedrooms and comparable square footage, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces and the same housing services associated with the Right of Return Apartment as you currently have under your existing lease. If any other housing services are not specified in your lease, we will make a good faith effort to provide the same housing services with the Right of Return Apartment.

11.) Right of Return Apartment choice steps:

- a. Step 1: Notice. The Management Office delivers a “Right of Return Notice,” which includes a form letter of interest.
- b. Step 2: Submission and Processing. You submit a completed letter of interest to the Management Office, signed by all tenants on the lease. Once completed, the Management Office provides you with a time and date stamped copy of the submitted letter. Letters of interest are processed in the order in which they are received. The deadline will be listed in the Right of Return Notice. We expect that the deadline will be about 30 days after the estimated date on which the City of East Palo Alto determines that the new buildings are finished.
- c. Step 3: Touring. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day. On the tour date, you are offered two Right of Return Apartment options.
- d. Step 4: Selection. You have one week after the tour to select the Right of Return Apartment. You select the Right of Return Apartment by signing a new lease. The lease will have the same key lease terms, including the same number of bedrooms, same Rent-Stabilized Rent, same security deposit, same number of parking spaces, and same housing services. You and Management schedule the move date into the Right of Return Apartment.
- e. Step 5: Moving. You are prepared for and move on the scheduled date with the moving benefits you have chosen. If you have chosen a moving benefit payment, you will receive that payment after the move and after submitting receipts, if required. Most moves will take no more than one day.
- f. Step 6: Anti-displacement Incentive. You receive a \$1,000 Anti-Displacement Incentive after completing your move into the Right of Return Apartment.

Relocation Payment Commitments. These commitments apply when you decline a Replacement Apartment and decline a right of return but instead choose a Relocation Payment. You are not required to seek a Relocation Payment. Instead, you may stay in a Woodland Park apartment.

12.) Timing. You have the choice to select a Relocation Payment and move out of the Woodland Park apartments when you receive the “Tenant Choice and Replacement Apartment Notice.”

13.) Relocation Payment Requirements: Tenants who choose to receive a Relocation Payment must move out of their Woodland Park and they do not have a right of return.

14.) Relocation Payments: Woodland Park will calculate Relocation Payments in accordance with Municipal Code section 14.08.060(A) for each adult and emancipated minor. The calculation will be made based on information in the Tenant’s lease and other relevant and accurate information, including information submitted by the Tenant. The payment will be provided to tenants who are required to move as a result of the Euclid Improvements. In the case of a dispute, Woodland Park would place the disputed amount in an escrow account with the City until the dispute is resolved. The base Relocation Payment for a tenant with less than two years of occupancy is \$9,910.82. The base Relocation Payment for a tenant with two or more years of occupancy is \$13,214.42. A tenant’s total Relocation Payment may also include one or more Qualified Tenant Benefits. The benefit is \$3,303.61 for each additional payment category that applies to a tenant receiving a Relocation Payment. A Qualified Tenant is a tenant who is Low-Income, Disabled, Elderly, Dependent, or Terminally Ill. These amounts reflect the 2021 amount. The actual amounts will be adjusted by the Consumer Price Index for the year prior to the payment date.

15.) Relocation Payment choice steps:

- a. Step 1: Notice. The Management Office delivers a “Tenant Choice and Replacement Apartment Notice,” which includes a worksheet requesting Tenant information, including the date you plan to vacate your apartment.
- b. Step 2: Submission and Processing. You submit the completed worksheet to the Management Office, signed by all tenants on the lease. Once completed, the Management Office provides you with a time and date stamped copy of the submitted worksheet. Worksheets are processed in the order in which they are received. The deadline will be listed in the Tenant Choice and Replacement Apartment Notice.
- c. Step 3: Notice of Relocation Payment Amount. Management notifies you of the Relocation Payment amount and you receive 50% of the Relocation Payment 30 days prior to the move.
- d. Step 4: Moving. You move out of the Woodland Park apartment on the scheduled date with the moving benefits you have chosen. If you have chosen a moving benefit payment, you will receive that payment after the move and after submitting receipts, if required.
- e. Step 5: Payment. When you return the keys, Woodland Park provides you with the date that the remaining 50% of the Relocation Payment will be provided.