



Mariposa Club Apartments Project

RELOCATION PLAN

Prepared for:

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INTRODUCTION

Mariposa Club Apartments (“Developer”) has authorized the preparation of a Relocation Plan to be undertaken in connection with a proposed rehabilitation project, the Mariposa Club Apartments Project (Project) located at 660 Mariposa Avenue, Mountain View, CA 94041 (Project site). The property is currently improved with 48 units of multi-family market rate housing. The site will be converted to affordable housing upon completion of the rehabilitation of all 48 units.

The Developer plans to complete the interior renovations of the existing 48 units and create an additional leasing office and two new studio units. There will be no loss of units within the building, and the unit sizes will remain the same.

Units will be restricted to tenants with incomes up to 80% of area median income (AMI). Based on tenant data that was updated in February 2021, two households are over-income at this time. There will be no permanent displacement as a result of this project, and all persons will be offered the first right to return after renovations are complete. Rents post-renovations will not be raised until one year after the last tenants have returned to their renovated units, and there will be no economic displacements. No material changes will be made to the conditions in the rental lease agreements.

The nature of the renovations will be significant, thus requiring the temporary relocation or transfer of all households for the duration of the time that the unit is undergoing rehabilitation work. The Developer will utilize private equity to finance the Project.

Overland, Pacific & Cutler (OPC), an experienced relocation consulting firm, has been selected to prepare a Relocation Plan (“Plan”.) The Plan conforms to the requirements of the City of Mountain View Community Stabilization and Fair Rent Act (CSFRA) and as an alternate mitigation request as provided by Section 36.38.45 of the Tenant Relocation Assistance Ordinance (TRAO) and as approved by the City Council on [date]. The Plan also conforms to the requirements of State law, as applicable.

Renovation work in the units will require Project tenants to move out of their units temporarily for approximately 30 days (with a maximum of 60 day in rare instances). The tenants will be provided with the following options, which will also be mentioned in both the Notice of Property Rehabilitation and Temporary Relocation as well as the Notice to Temporarily Vacate: 1) temporarily relocate to a renovated comparable unit on-site or, if none available, temporarily relocate to a comparable off-site extended stay hotel, or 2) receive relocation payment instead of temporary housing, as described in further detail below. All households have the right to return to their original unit after completion of the renovation. In compliance with statutory requirements, this Plan has been prepared to evaluate the present circumstances of affected tenants, any temporary housing requirements of the tenants, and to describe the temporary relocation plan. The needs and characteristics of the residents and the Developer’s program to provide assistance to each affected person are subjects of this Plan.

This Plan is organized in four sections:

1. Project description (**SECTION I**);
2. Assessment of the relocation needs of persons who may be subject to temporary displacement (**SECTION II**);
3. Description of the Developer’s relocation program (**SECTION III**);

4. Administrative Provisions, including description of the Developer's Project timeline and budget (**SECTION IV**).

I. PROJECT DESCRIPTION

A. REGIONAL LOCATION

The Project site is located in the City of Mountain View within Santa Clara County, CA. The Project site is located in the Shoreline West community, northwest of Sunnyvale and southeast of Palo Alto. The site is accessible from Highway 82 and Highway 101. Surrounding communities include Los Altos, Palo Alto, and Sunnyvale (*Figure 1: Regional Project Location*).

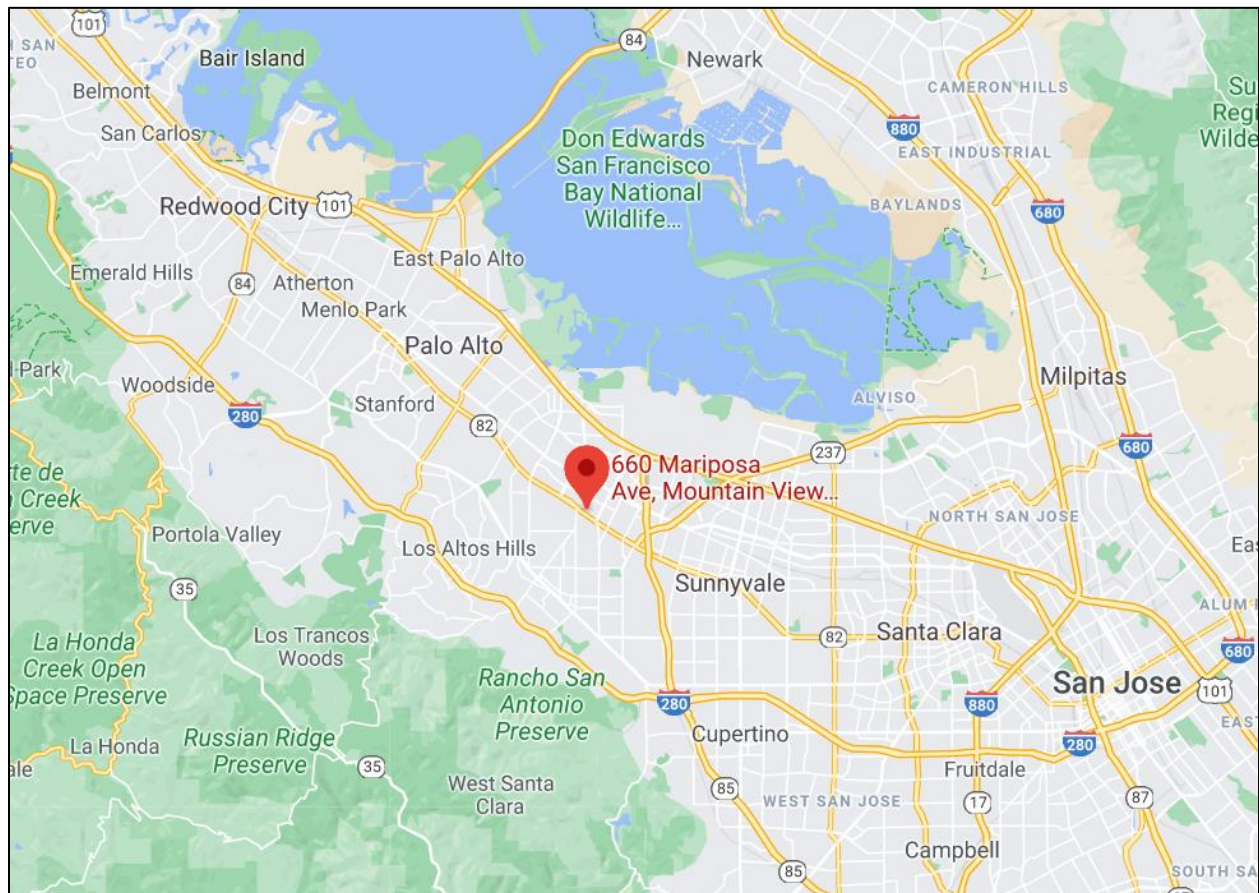


Figure 1: Regional Project Location

B. PROJECT SITE LOCATION AND DESCRIPTION

The Project Site is located at 660 Mariposa Avenue, Mountain View, CA 94041 (1.65 acres) and consists of a single “L” shaped building. The development is generally bordered by Mariposa Avenue, Latham Street, and Chiquita Avenue (*Figure 2: Project Site Location*).



Figure 2: Project Site Location

The property consists of four studios, 22 one-bedroom units, and 22 two-bedroom units. As of the date of this Plan, 44 of the 48 impacted units are occupied, and four units are vacant.

II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

To obtain information necessary for the preparation of this Plan, individual interviews were initially conducted by OPC staff in June 2020. This information was subsequently updated in February and April 2021 by OPC.

B. OCCUPANT DATA

1. Current Occupants

As of the date of this Plan, 43 of the 48 units are currently occupied and will be impacted by the planned construction. The occupied households consist of a total of 177 individuals, with 55 of them being children 17 years or under. Household sizes range from one to six people per unit. There are three households currently occupying studio units, 20 households in one-bedroom units, and 20 households occupying two-bedroom units. The remaining five units are currently vacant.

2. Language

OPC will comply with the City's Limited English Proficiency Plan by facilitating access to any language request by Limited English Proficiency households. OPC assessed that language needs other than English for the Project households include only Spanish. All verbal communication and written notices will be provided in the language understood by the members of the household or an interpreter will be provided. In addition, most of the elderly tenants have English-speaking family members who are able to assist. All written notices will be provided in both English and Spanish.

3. Senior/Handicapped Households

Ten residents within the 43 impacted households are seniors (62 years old or older). At least two households have members with disabilities, including mobility challenges and the need to use walkers and wheelchairs. Appropriate steps will be taken to accommodate any mobility challenges and to provide suitable temporary housing that is ADA compliant and/or accessible. Additional assistance will be provided to senior or disabled tenants during the packing and moving process, and transportation will be provided to the residents, as necessary.

4. Temporary Housing Needs

All Project households will be provided with the option to be temporarily rehoused on-site in newly renovated units, or placed in temporary, comparable off-site units for the duration of their unit renovation. Comparable units will be other studio, one-, and two-bedroom units on-site or at an extended stay hotel with kitchenettes off-site, and the size of the units will be appropriate based on the household size and composition. Hotel kitchenettes include a stove cook-top, refrigerator, and microwave/convection oven. If households choose to forego temporary housing, they will receive a relocation payment instead.

III. THE RELOCATION PROGRAM

The Developer's Relocation Program is designed to be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected households, and consistently apply all criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The Developer will provide the Project residents the assistance, rights and benefits required under the City of Mountain View Community Stabilization and Fair Rent Act (CSFRA). The relocation program will provide both advisory, temporary relocation and financial assistance. Every effort will be made to facilitate relocation arrangements and minimize hardships for residents.

OPC staff will administer the temporary Relocation Program and will be available to assist any affected person with questions about the temporary relocation process, relocation counseling and/or assistance in relocating.

The temporary relocation program consists of three principal constituents: advisory assistance, temporary relocation facilities and/or financial assistance (Relocation Options, as described below).

A. ADVISORY ASSISTANCE

Advisory assistance services are intended to inform displaced households about the Developer's temporary relocation program, provide appropriate temporary accommodations, facilitate claims processing, maintain a communication link with the Developer and coordinate the involvement of outside service providers.

To follow through on the advisory assistance component of the relocation program and assure that the Developer meet their obligations under the law, OPC staff will perform the following functions:

- 1) Distribute appropriate written information concerning the Developer's relocation program;
- 2) Inform the affected households of the nature of, and procedures for, obtaining available relocation benefits;
- 3) Determine the needs of each household (including through personal interviews with the residents);
- 4) Arrange transportation for the temporary displaced household, as needed, to the temporary accommodations at no cost to them;
- 5) Inspect temporary housing to assure it meets decent, safe and sanitary standards;
- 6) Assist affected households in the preparation and submission of relocation assistance claims;
- 7) Provide additional reasonable services necessary to successfully temporarily relocate occupants;
- 8) Make benefit determinations and payments in accordance with applicable laws, regulations and the Developer's adopted relocation guidelines;

- 9) Assure that no household is required to move without a minimum of 30 days' written notice to vacate;
- 10) Inform all households subject to temporary displacement of the Developer's policies with regard to eviction and property management and provide the Mountain View Rental Housing Helpline information for independent counseling by providing email and telephone number: mvrent@mountainview.gov; (650) 282-2514;
- 11) Establish and maintain a formal grievance procedure for use by affected households seeking administrative review of the Developer's decisions with respect to relocation assistance; and
- 12) Provide assistance that does not result in different or separate treatment based on or due to an individual's sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

No resident will be required to move without both adequate notice and access to available affordable decent, safe and sanitary housing provided by the developer. Personal contact will be maintained with all individuals until the renovation process has been completed.

B. RELOCATION OPTIONS

The Developer's planned rehabilitation and scope of work will require 43 households to temporarily relocate to a renovated comparable unit on-site or, if none available, temporarily relocate to a comparable off-site extended stay hotel, for approximately four weeks. Alternatively, households also have the option to receive relocation benefits instead of being provided with temporary housing, and make their own temporary housing arrangements (further discussed below).

The Developer will offer each household the following housing options to minimize the impact of the renovations on the households:

1. A temporary transfer into a newly renovated unit on-site, at the same rent. These unit transfers will be offered on a first-come-first-serve basis and approved by property management based on household size and composition to ensure compliance with occupancy standards. If the on-site unit is available, households will be offered the option to remain permanently in the unit. All reasonable costs associated with the transfer will be paid for by the Developer, including moving costs.
2. A temporary transfer to an extended stay hotel unit off-site at no additional cost to the household (other than the rent due for the rental unit). All expenses related to the temporary hotel are covered by the Developer. All reasonable costs associated with the temporary relocation will be paid for by the Developer, including moving costs.
3. Receipt of a relocation payment equal to the cost of the temporary housing unit being provided by the Developer instead of moving into developer's provided temporary housing. Households have to make their own temporary housing arrangements. An initial payment will be provided within a week of the tenants indicating their choice of relocation payment instead of temporary housing and will be the equivalent of three weeks stay at an extended stay hotel at a rate of \$1,085 per week. If the tenants' temporary displacement exceeds three weeks, the Developer will provide an additional \$1,085 per week. The full

additional weekly expense of \$1,085 will apply to any duration over the initial three weeks or per week thereafter and will not be pro-rated on a daily basis. For example, if a tenant is temporarily displaced one to seven additional days beyond the initial three weeks, the full \$1,085 will be paid for the fourth week, and each week thereafter that the tenant continues to be displaced. All costs associated with temporarily moving or storing the tenants items will be paid for by the Developer.

All households, regardless of benefit option selected, have the first right to return to their original unit once renovations are complete, unless, depending upon availability, they opted to permanently transfer to an alternative renovated unit on-site. Upon return to the renovated unit, rent will not be raised on any of the tenants until one year after the last tenants have returned to their renovated units. No material changes will be made to the conditions in the rental lease agreements. All households will be reimbursed for necessary and reasonable costs during the temporary displacement, including moving costs.

A survey of nearby hotels with kitchenettes allowing longer-term stays was conducted. Three hotels within two miles were identified with weekly rates of \$910 - \$1,260 (additional sleeper sofas are also available at one of the hotels). All three hotels have ADA rooms available and hotel kitchenettes include a stove cook-top, refrigerator, and microwave/convection oven. The Developer has found there is adequate comparable temporary housing available for the temporary relocation of the households.

Developer provided temporary housing will be inspected to assure it is decent, safe and sanitary and meets the needs of the residents regarding mobility challenges. If residents receive services or are normally transported to off-site facilities during the days they will be in temporary housing, arrangements will be made to continue the services and/or transportation of the resident to and from the temporary housing at no cost to the resident. The temporary units identified are in mixed-use neighborhoods with access to the same type of retail stores, public services and amenities as the Project site.

C. ADDITIONAL RELOCATION BENEFITS

In the course of a personal interview and follow-up visits, each household will be counseled as to available options and the consequences of any choice with respect to financial assistance. The specific needs and relocation plan will be tailored to each household on an individual basis dependent on which of the housing options they elect. Relocation benefits will be provided in accordance with the provisions of the Developer's program and procedures pertaining thereto.

All households who elect to relocate to a temporary on-site or off-site would continue to pay their existing rent and utilities to the Developer, and the Developer would directly pay the full housing cost of the temporary accommodations.

Regardless of the options selected by the tenant household, the Developer will pay directly, at no additional cost to the tenants, for the following benefits:

- Transportation to the temporary off-site unit, if needed, and back to the Project unit.
- Any temporary accommodations and professional moving and storage services, including moving trucks and off-site storage units.

- Professional movers to move the tenant households' furniture and belongings to storage and/or the temporary unit on-site or off-site, if applicable, and back into the tenant households' permanent unit once construction activities are completed. Households who move to a permanent on-site unit will also be provided with professional moving services.
- Packing/unpacking services, if requested.
- Any reasonable and necessary out-of-pocket costs associated with the temporary relocation, including but not limited to, all temporary housing and moving costs, storage costs, transportation costs, and miscellaneous costs such as telephone, Wi-Fi, cable, parking and laundry fees.

All relocation activities will conform to the requirements of the state and local Regulations and Laws. All households will be given a formal Notice of Property Rehabilitation and Temporary Relocation, at the start of the renovation process of the property, to explain the renovation and relocation process as well as a written Notice to Temporarily Vacate at least 30 days in advance of the actual move date. Advisory services will be provided throughout the relocation process. OPC staff will provide all required relocation assistance to the Project households during site renovations.

The Developer will directly pay for temporary housing and move-related costs. Therefore, no tenant household should incur any out-of-pocket costs associated with the temporary relocations. However, in the event a household does incur a cost related to the temporary relocation, the Developer will reimburse all eligible, reasonable and necessary costs.

The Developer will process advance payment requests to mitigate hardships for tenants who do not have access to sufficient funds to pay any unanticipated temporary relocation related costs. Approved requests will be processed expeditiously.

D. GENERAL INFORMATION ON PAYMENT OF RELOCATION COSTS

Within one week of households expressing their choice to receive relocation payment instead of temporary housing, OPC will process payment. Claims and supporting documentation for other relocation costs occurred due to the temporary relocation must be filed with the Developer within two months from the date the resident has returned to their permanent unit.

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

- 1) Tenants(s) will provide all necessary documentation to substantiate eligibility for assistance;
- 2) Assistance amounts will be determined in accordance with the provisions of this relocation plan;
- 3) Required claim forms will be prepared by OPC staff and reviewed with tenants. Signed claims and supporting documentation will be maintained in tenant files;
- 4) OPC will review all claims for payment and determine whether to approve, deny, or seek additional information;

- 5) The Developer will issue benefit checks for moving payments for distribution to tenants;
- 6) All correspondence, back-up documentation, claims, receipts of payment and notices will be maintained by OPC in the relocation case file.

E. COORDINATION WITH THE CITY OF MOUNTAIN VIEW

The Developer will work with the City to ensure tenant relocation project compliance and reimburse the City for staff time associated with monitoring this relocation plan.

OPC will work closely with the City and provide updates on every change status of each affected household during the renovation process by sending weekly updated rent rolls with status of the affected households to andrea.kennedy@mountainview.gov.

F. PROGRAM ASSURANCES AND STANDARDS

Adequate funds are available to temporarily relocate the 44 impacted households. Relocation assistance services will be provided to ensure that the temporary displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any other arbitrary or unlawful discrimination.

G. LAST RESORT HOUSING

There will be no permanent displacements, therefore there will be no need for housing of last resort. Comparable temporary accommodations are available for the 43 impacted households.

H. GRIEVANCE PROCEDURES

The Developer's Relocation Appeals process will be consistent with the Provisions of Article 5 of the State relocation guidelines (Appendix A) and 6150-6176. The right to appeal shall be described in all relocation explanatory material distributed to displacees.

As required under the State relocation guidelines, displacees will have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, payment amounts, and the failure to provide comparable replacement housing referrals or the Developer' property management practices.

Requests for administrative review and informal hearings will be directed to the relocation consultant, OPC, and/or the Developer's Director of Compliance. The Developer/OPC will inform the City of Mountain View's Housing Department (andrea.kennedy@mountainview.gov) on each claim received and the follow up actions taken..

IV. ADMINISTRATIVE PROVISIONS

A. NOTICES

Each notice, which the Developer is required to provide to a Project occupant, shall be sent by regular, certified mail and posted on the tenants' doors. Each notice will be written in plain, understandable language. Notices will also be provided in the Spanish language.

Limited English Proficiency households will be provided with appropriate translation and counseling. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are two formal notice requirements:

1. *Notice of Property Rehabilitation and Temporary Relocation (Exhibit A).*

This is an informational notice sent to all households before the start of the renovation process and contains the following information:

- The name and address of the current property owner and/or developer of the project on the property;
- The name and contact information of the relocation consultant;
- An estimated timeline for project completion;
- An explanation of the relocation assistance available to affected residential households and the procedure for submitting claims for relocation assistance payments.

2. *Notice to Temporarily Vacate (Exhibit B).*

This is a notice that each household will receive at least 30 days in advance of the specific start date of the temporary relocation.

For the duration of the renovation process of the property, the developer/OPC will regularly update all households on the progress of the renovations.

B. PRIVACY OF RECORDS

All information obtained from displaced households is considered confidential and will not be shared without the consent of the displacee or the Developer. Developer staff will comply with regulations concerning the safeguarding of relocation files and their contents.

C. EVICTION POLICY

1. Just Cause for Eviction in accordance with the CSFRA may cause the forfeiture of a tenant household's right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.
2. Eviction may be undertaken for one or more of the following reasons and must be in accordance with the Section 1705 of CSFRA:
 - (a) Failure to pay rent;

- (b) Breach of Lease;
- (c) Nuisance;
- (d) Criminal Activity;
- (e) Failure to Give Access;
- (f) Necessary and Substantial Repairs Requiring Temporary Vacancy;
- (g) Owner Move-In;
- (h) Withdrawal of the Unit Permanently from Rental Market; or
- (i) Demolition

D. RESIDENT PARTICIPATION

As the process for considering the Project moves forward, the Developer will observe the following protocol:

1. Provide affected tenants with full and timely access to documents relevant to the relocation program;
2. Encourage meaningful participation in monitoring the relocation assistance program; and
3. Provide technical assistance necessary to interpret elements of the relocation program and other pertinent materials.

E. PROJECTED DATE OF TEMPORARY DISPLACEMENT

The Developer anticipates that a Notice of Property Rehabilitation and Temporary Relocation will be issued by May 25, 2021. This notice informs tenant households of their relocation options and provides an overview and projected timeline of the rehabilitation project.

The Developer anticipates that a date specific Notice to Temporarily Vacate will be issued no earlier than early June 1, 2021. This notice gives tenant households at least 30 days advance written notice of their specific temporary move out date. The Developer anticipates that the total renovation will be completed by June 1, 2022.

F. ESTIMATED RELOCATION COSTS

The total budget estimate for temporary relocation-related payments and planning services for this Project, including a 10% contingency, is **\$235,105.00**. Consulting costs for this Project are estimated to be **\$76,000.00**.

The estimated relocation budget does not include any payments related to rehabilitation or consultant services related to implementation.

If the Project is implemented, and circumstances arise that should change either the number of residential occupants, or the nature of their activity, the Developer will authorize any additional funds that may need to be appropriated. The Developer pledges to appropriate, on a timely basis, the funds necessary to ensure the successful completion of the Project.

EXHIBIT A

Notice of Property Rehabilitation and Temporary Relocation

Notice Of Property Rehabilitation and Temporary Relocation

<<DATE>>

<<HEAD OF HOUSEHOLD NAME>> and all other occupants

<<ADDRESS>>

Mountain View, CA 94041

Re: Notice of Property Rehabilitation and Temporary Relocation

Dear <<NAME>>:

Dear Occupants:

The Prometheus Real Estate Group, Inc. (called here the “Property Owner”) plans to rehabilitate the property you currently occupy at 660 Mariposa Avenue, Mountain View, CA 94041. The Property Owner has retained the professional firm of Overland, Pacific & Cutler, LLC (OPC) to assist in the temporary relocation process.

As an impacted household under the City of Mountain View Community Stabilization and Fair Rent Act (CSFRA), you will be eligible for temporary relocation assistance as outlined below.

This letter is NOT a Notice to Vacate your apartment.

The Property Owner will provide each household with a separate written Notice to Temporarily Vacate the rental unit at least 30 days in advance of the actual move out date.

Estimated Timeline for Rehabilitation.

The Property Owner has estimated the following timeline for the project:

- The estimated start date of the renovations of the property is **June 2021**.
- Renovations are estimated to take approximately 30 days per unit (with potential some renovations taking up to 60 days).
- Once renovations are complete, households have a first right to return to their original renovated unit or if available, a comparable vacant unit on-site.
- The estimated completion date for renovations of the property is **June 2022**.

The above dates are estimates and are subject to change. These dates are NOT vacate dates. Tenants will receive a separate formal Notice to Temporarily Vacate from the property owner at least 30 days before the actual move out date.

Relocation Benefits.

The Developer will offer each household the following housing options to minimize the impact of the renovations on the households:

1. A temporary or permanent transfer into a newly renovated unit on-site, at the same rent. These unit transfers will be offered on a first-come-first-serve basis and approved by property management based on household size and composition to ensure compliance with occupancy standards. All reasonable costs associated with the transfer will be paid for by the Developer, including moving costs.
2. A temporary transfer to an extended stay hotel unit off-site at no additional cost to the household (other than the rent due for the rental unit). All expenses related to the temporary hotel are covered by the Developer. All reasonable costs associated with the temporary relocation will be paid for by the Developer, including moving costs.
3. Receipt of a relocation payment equal to the cost of the temporary housing unit being provided by the Developer instead of moving into developer's provided temporary housing. Households have to make their own temporary housing arrangements. An initial payment will be provided within a week of the tenants indicating their choice of relocation payment instead of temporary housing and will be the equivalent of three weeks stay at an extended stay hotel at a rate of \$1,085 per week. If the tenants' temporary displacement exceeds three weeks, the Developer will provide an additional \$1,085 per week. The full additional weekly expense of \$1,085 will apply to any duration over the initial three weeks or per week thereafter and will not be prorated on a daily basis. For example, if a tenant is temporarily displaced one to seven additional days beyond the initial three weeks, the full \$1,085 will be paid for the fourth week, and each week thereafter that the tenant continues to be displaced. All costs associated with temporarily moving or storing the tenants items will be paid for by the Developer.

All households, regardless of benefit option selected, have the first right to return to their original unit once renovations are complete, unless, depending upon availability, they opted to permanently transfer to an alternative renovated unit on-site. Upon return to the renovated unit, rent will not be raised on any of the tenants until one year after the last tenants have returned to their renovated units. No material changes will be made to the conditions in the rental lease agreements. All households will be reimbursed for necessary and reasonable costs during the temporary displacement, including moving costs.

A survey of nearby hotels with kitchenettes allowing longer-term stays was conducted. Three hotels within two miles were identified with weekly rates of \$910 - \$1,260 (additional sleeper sofas are also available at one of the hotels). All three hotels have ADA rooms available and hotel kitchenettes include a stove cook-top, refrigerator, and microwave/convection oven. The Developer has found there is adequate comparable temporary housing available for the temporary relocation of the households.

Developer provided temporary housing will be inspected to assure it is decent, safe and sanitary and meets the needs of the residents regarding mobility challenges. If residents receive services or are normally transported to off-site facilities during the days they will be in temporary housing, arrangements will be made to continue the services and/or transportation of the resident to and from the temporary housing at no cost to the resident. The temporary units identified are in mixed-use neighborhoods with access to the same type of retail stores, public services and amenities as the Project site.

All reimbursement claims for costs made during the temporary relocation must be filed utilizing the procedure below:

- Tenants(s) will provide all necessary documentation for relocation expense reimbursements;

- Reimbursement claim forms for relocation expenses will be prepared by OPC staff and reviewed with tenants. Signed claims and supporting documentation will be maintained in tenant files;
- The OPC will review all claims for payment and determine whether to approve, deny, or seek additional information;
- Reimbursement amounts will be calculated and payments distributed by OPC;
- The OPC will issue checks to tenants;
- All correspondence, back-up documentation, claims, receipts of payment and notices will be maintained by OPC in the relocation case file.

Language. Spanish translation of written documentation will be provided and access to any other language limited English proficiency households is available by request.

Relocation Assistance Information. OPC has been hired as the contact person for households and to provide information, accept applications for costs disbursements and process payments. They will be in contact with you soon. You can contact them as follows:

Contact information for OPC	City of Mountain View contact information:
<u>Maria Villegas</u> <u>415-696-9492</u>	Andrea Kennedy Housing and Neighborhood Services Division
<i>Para asistencia en español</i> <u>Maria Villegas</u> <u>415-696-9492</u>	Andrea.kennedy@mountainview.gov (650) 903-6125

Sincerely,

<<NAME>>
<<TITLE>>
<<ORG>>

EXHIBIT B

NOTICE TO TEMPORARILY VACATE

NOTICE TO TEMPORARILY VACATE

<<DATE>>

<<HEAD OF HOUSEHOLD NAME>> and all other occupants

<<ADDRESS>>

Mountain View, CA 94041

Re: Notice to Temporarily Vacate

Dear <<NAME>>:

As you know, Prometheus Real Estate Group, Inc. (the "Developer") will be renovating the unit you currently occupy at <<ADDRESS>>, Mountain View, CA 94041 (Project Site). In order for the renovations to be completed, it will be necessary for you to temporarily relocate from the Project site.

It has now been determined by the Developer that it is necessary for you to vacate your current rental unit on <<DATE>>. We have identified a temporary housing for you to occupy, if you so choose. It is located at the <<NAME/ADDRESS>>. The Developer will pay for the cost of the temporary accommodations and moving costs during your temporary stay. Alternately, if you have chosen to receive relocation payment instead of being provided temporary housing, the relocation staff will contact you regarding payment.

Relocation staff, OPC, will be contacting you shortly to coordinate and finalize the details of your move and the benefits which you have selected. You will receive moving assistance and advisory services throughout the relocation process.

In order not to delay the rehabilitation process, it is very important that we work together to help you move, because you must move out of your current unit by midnight on <<DATE>>.

Once the rehabilitation of the Project site units has been completed, you have the first right to return to your existing renovated unit or any available comparable Project unit if you so choose. If you have any questions regarding this or any other relocation issues, please contact your relocation agent, <<NAME>> at <<NUMBER>>.

Sincerely,

<<NAME>>

<<TITLE>>

<<ORG>>