

## **Homekey+ Program Relocation Assistance Narrative Template No Displacement Expected**

The Homekey+ Notice of Funding Availability (NOFA) Section 300 (xvii) Threshold, requires that Homekey+ applications include a Relocation Assistance Narrative. NOFA Section 507 includes further information about the Homekey+ Relocation requirements.

The Homekey+ NOFA Section 300 (xvii) reads:

*“Relocation Assistance Narrative. Applicant shall submit a concise, sufficiently detailed narrative to demonstrate its consideration of, and early engagement with, applicable relocation assistance laws and requirements. An Applicant’s unsupported conclusion that relocation law does not apply or that the Project Site is vacant does not sufficiently demonstrate such consideration and engagement. The Applicant must support any representation that relocation law does not apply or that the Project Site is vacant by including either an explanation that supports this representation or supporting documentation that establishes that the property is vacant. This Relocation Assistance Narrative will be evaluated by HCD to determine whether a relocation plan is required by law or whether a certificate of no-relocation can be issued. The Relocation Assistance Narrative does not take the place of these two documents. Grantee shall submit either a relocation plan or a certificate of no-relocation as a condition of disbursement.”*

If the proposed Homekey+ Project is **not expected to displace** any persons, businesses, or farm operations please use this template for guidance to submit a Relocation Assistance Narrative with the Homekey+ application. Upload the Relocation Assistance Narrative with your completed Homekey+ application. Pages 3 through 6 below include examples of relocation narrative content.

Applicant's Relocation Assistance Narrative shall include or identify the following:

**Project Name:**

**Project Address:**

**County:**

**Eligible Applicant:**

- a. The projected dates of any Homekey+ funded acquisition, construction, rehabilitation, demolition, or similar development activities at the Project site.
- b. A description of any persons, businesses, or farm operations that will, or may, be displaced from the Project site by the foregoing development activities. Specify whether any such displacement will be permanent or temporary (lasting less than 12 months).
- c. A statement that expressly confirms that the Applicant's eligible use(s) of the funds will not result in the displacement of any persons, businesses, or farm operations from the Project site.

Additionally, please attach:

- d. Clear, recent, high-resolution photographs of the Project site and all improvements thereon (e.g., buildings, parking lots, billboards, etc.).
- e. A diagrammatic sketch of the Project site that illustrates the boundaries of the Project Site and all existing improvements thereon.
- f. (If applicable) supporting documentation that established the property is vacant.

## EXAMPLE NARRATIVE

**Project Name:**

**Project Address:**

**Eligible Applicant:**

Project Summary: (Applicants may include a summary to provide a clear overview of the proposed Homekey Project.)

The Project encompasses the procurement and installation of 32 single-occupancy/non-congregate modular living units on an existing parking lot for operation as non-congregate interim housing with supportive services for people experiencing homelessness.

The County owns the site located at XXX ADDRESS, which is operated by the Department of Health and Human Services and provides the following services to individuals and families experiencing homelessness: outreach services, intake and assessment services, case management, as well as referrals to shelters and other social service programs. The Project site is approximately 40,000 square feet and houses a 20,000 square foot facility, 5,000 square foot outdoor open space, 15,000 square foot parking lot with 54 parking spaces and exterior landscaping and fencing. Exhibit A depicts the current site conditions and project location

1. Include the projected dates of any Homekey+ funded acquisition, construction, rehabilitation, demolition, or similar development activities at the Project site.

### EXAMPLE

Existing Conditions:

The following Project schedule is anticipated to complete the Project. The grant timeline is 8 – 12 months from time of grant agreement execution.

Site Survey: Completed

Schematic Design: Completed

Project Procurement: May – June 2025

Project Final Design/Construction Drawings: May – July 2025

Grant Agreement Execution: July – August 2025

Plan Check/Permits: July – September 2025

Awarding of Contracts: July – September 2025 Construction

Period: October 2025 – March 2026

Project Closeout: March 2025 – May 2026

2. Describe any persons, businesses, or farm operations that will or may be displaced from the Project site by the foregoing development activities. Specify whether any such displacement will be permanent or temporary.

**EXAMPLE:**

Exhibit A depicts the Project's current site conditions. As demonstrated in the attached Project site photograph and diagrammatic sketch, the Project will not displace any persons, businesses, or farm operations. The Project site will be built on the 15,000 square foot existing parking lot, which is owned by the County, and therefore does not trigger relocation.

3. Conclude this narrative by including a statement that expressly confirms that the Applicant's eligible use(s) of the funds will not result in the displacement of any persons, businesses, or farm operations from the Project site.

**EXAMPLE:**

Relocation is not required since this Project involves development on a vacant parking lot at a County-owned facility that has no tenants, including business operations such as parking lot operator, there are no existing tenants that will be affected by the Project. As a result, no individuals, businesses, or farm operations will be displaced because of this Project.

4. Clear, recent, high-resolution photographs of the Project site and all improvements on the site (e.g., buildings, parking lots, billboards).

**EXAMPLES:**

Below we have provided example photos from various Project types. It is understood that every Project is unique. Photos should be detailed enough so the department can confirm there are no displaced residents, businesses, or farm operations. You may use recent photos from environmental reports or appraisals here.







5. Attach a diagrammatic sketch of the Project site.

