



Homekey Round 3

Relocation Assistance Narrative Template

Displacement Expected

The Homekey Round 3 Notice of Funding Availability (NOFA) Section 300 (xix) Threshold, requires that Homekey applications include a Relocation Assistance Narrative. NOFA Section 504 includes further information about the Homekey Relocation requirements.

Section 300 (xix) reads:

“Applicant shall submit a concise, sufficiently detailed narrative to demonstrate its consideration of, and early engagement with, applicable relocation assistance laws and requirements. This Relocation Assistance Narrative will be evaluated by the Department 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 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 10 below include examples of relocation narrative content.

The Relocation Assistance Narrative must include:

Project Name:

Project Address:

Primary Applicant:

1. The projected dates of any Homekey-funded acquisition, construction, rehabilitation, demolition, or similar development activities at the Project site.
2. 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).
3. A description and evidence of attempts made to maintain the tenure of existing residents that may qualify under the criteria for the target population.
4. A description of the aggregate relocation needs of the persons, businesses, or farm operations that will or may be displaced by the Homekey-funded activities.

5. A brief description of how those relocation needs will be met, as well as the Applicant's projected timeline for fully meeting those needs, including the dates of planned notices to displaced persons, businesses, or farm operations.
6. Identification of the Applicant's relocation consultant and/or relocation services provider in connection with the Project site. Applicant shall also attach legible copies of its services contract or letter of intent with or to the relocation consultant and/or relocation services provider to the narrative.
7. A cost estimate (and associated funding strategy) for providing relocation assistance and benefits to the persons, businesses, or farm operations that will or may be displaced by the Homekey-funded activities.

Additionally, please attach:

1. Clear, high-resolution photographs of the Project site and all improvements thereon (e.g., buildings, parking lots, billboards).
2. A diagrammatic sketch of the Project site.

EXAMPLES:

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

The DEVELOPER is in the process of acquiring the XYZ Motel located at XXX ADDRESS. ("Project site"). The Project site will be converted to a permanent housing site, providing housing for people experiencing homelessness. The Project will require rehabilitation of the existing structure. XYZ Motel contains 48 units. We have prepared the following relocation assistance narrative in conjunction with our Homekey application.

This narrative details the Developer's intent and early engagement with applicable relocation assistance laws and requirements. This document does not replace the Relocation Plan that we will commission from our relocation consultant if the Homekey funds are awarded to the Project. The Relocation Plan will conform with the applicable provisions of the California Code of Regulations, § 6038, California Relocation Assistance Law (California Government Code, § 7260 et seq.), and the Relocation Guidelines (California Code of Regulations title 25, chapter 6). The Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, and the implementing provisions of Handbook 1378 of the Department of Housing and Urban Development (HUD) (collectively, the URA Requirements) are also applicable to the Project and will be discussed in detail by the Relocation Plan. The commitment letter to provide relocation services is included in this letter as Exhibit C.

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

Anticipated Project Timeline:

Milestone	Date
Apply to Homekey	1/28/2022
Homekey award	3/15/2022
Close on land purchase	1/15/2022
Initiate Relocation	6/15/2022
Complete Relocation	7/15/2022
Start Rehabilitation	8/1/2022
Begin PSH Lease Up	9/1/2022
Complete Rehabilitation	10/31/2022
Furnish units	11/15/2022
Obtain full occupancy	12/1/2022

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

EXAMPLE:

XYZ Motel is considered to be temporary lodging. After careful examination of the “90-day Log of Check in Registry” and records of the motel, it has been determined that five visitors consider the Motel their domicile and qualify for relocation. The registry clearly shows that the majority of hotel guests stay only one night, with small percentages of guests staying 2-5 nights. There are five residents in the last 90 days who have stayed longer than five nights, along with other information that supports that the hotel is their domicile.

3. Description and evidence of attempts made to maintain the tenure of existing residents that may qualify under the criteria for the target population.

EXAMPLE:

We identified five potential long-term guests. We will knock on doors and speak to occupants prior to construction since long-term residents of motels often overlap with the target populations targeted by Homekey, and the Applicant’s first preference is to welcome the residents into the facility once it is renovated. If necessary, temporary relocation will be provided and will include moving expenses to and from the temporary location, payment of temporary housing costs, payment of storage expenses, and a guarantee to return to the subject property upon renovation.

4. Description of the aggregate relocation needs of the persons, businesses, or farm operations that will or may be displaced by the Homekey-funded activities.

EXAMPLE:

Upon Homekey award, our relocation consultant will go door to door and check with potential residents and determine their tenure, income, and well-being. We will determine the size of families, whether they are elderly, handicapped, have ADA needs, interest in homeownership, and determine their current employment, medical, recreational, school, transportation, and supportive service needs.

If any residents qualify for permanent or temporary relocation, the projected number of required units by bedroom size will be calculated by comparing current data for household size with the jurisdiction's replacement housing occupancy standards.

While the rooms at XYZ Motel do not have kitchens, a nook with a microwave and refrigerator is included. Therefore, the replacement units would include studio apartment units and/or one-bedroom apartment units. We will work with any households on their desire to stay within the area in order to find/maintain employment and school.

5. Brief description how those relocation needs will be met, as well as the Applicant's projected timeline for fully meeting those needs, including the dates of planned notices to displaced persons, businesses, or farm operations.

EXAMPLE:

If residents may qualify for the Homekey target population, they will be temporarily relocated as mentioned. If it is found that any of the residents do not qualify to live in the property after it is renovated, the relocation consultant will lead the process to permanently find alternative lodging and calculating compensation, if any. Our consultant [name of relocation consultant] is a statewide expert in motel relocation, and we will rely on their judgment and skill to resolve any permanent relocation.

If relocation is required, notices will go out to residents 90 days prior to the commencement of relocation, on or around March 15th, 2022. All occupants will be engaged in accordance with the relocation plan, and relocation is expected to complete June 15th, 2022. Relocation benefits will be provided in accordance with the provisions of the URA, State Relocation Law and Guidelines, and City rules, regulations and procedures pertaining thereto. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with the City's normal administrative procedures.

6. Identification of the Applicant’s relocation consultant and/or relocation services provider in connection with the Project site. Applicant shall also submit legible copies of its services contract or letter of intent with, or to, the relocation consultant and/or relocation services provider.

No example provided, please attach your agreement to the narrative.

7. Provide a cost estimate (and associated funding strategy) for providing relocation assistance and benefits to the persons, businesses, or farm operations that will or may be displaced by the Homekey-funded activities.

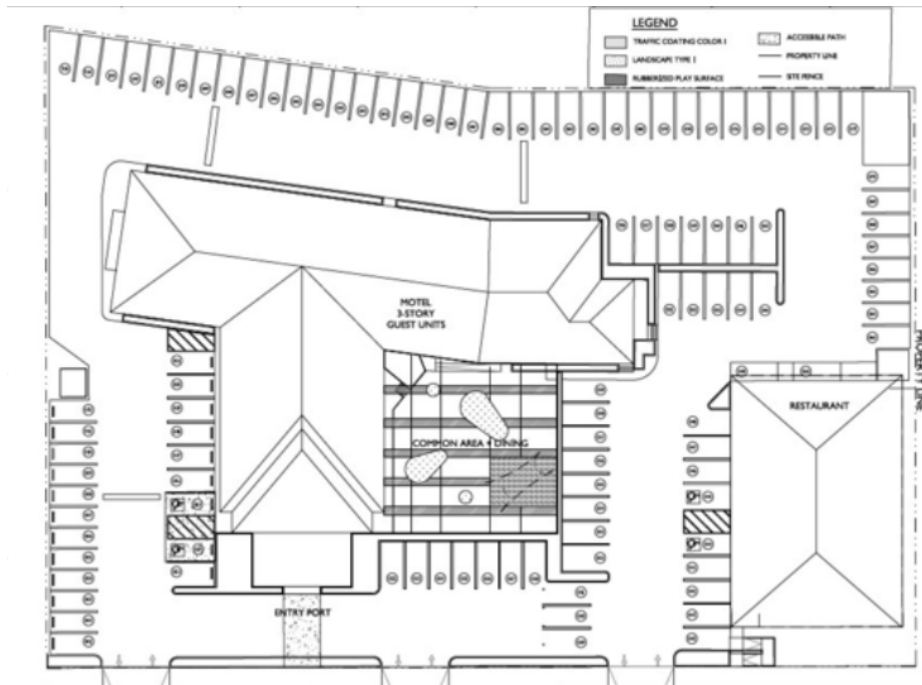
EXAMPLE:

We have set aside \$XXX for investigations and reporting by our consultant.

Based on our preliminary discussions with our relocation consultant, we believe that number is more than sufficient to address all contingencies. If relocation assistance is required for the five longer-term hotel guests, the total cost is estimated to be \$XXX. We intend to fund this with Homekey project funds (if awarded) and a local match from the County.

8. A diagrammatic sketch of the Project site.

EXAMPLE diagrammatic sketch of the Project site:



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

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 if there are any displaced residents, businesses, or farm operations. You may use recent photos from environmental reports or appraisals here.







