# Displacement Avoidance Plan

## Narrative Plan

### Applicant Information

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| Lead Applicant |  |
| Jurisdiction |  |
| Proposal Name |  |

### Plan Details

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| Plan Lead Entity |  |
| Organization Type |  |
| Partners |  |

### Instructions

* For the **Displacement Avoidance Plan**, Applicants must provide a **Narrative Plan** using the template provided in this document. The template outlines the overall plan structure and information required for the Displacement Avoidance Plan. The narrative plan will be attached to the grant agreement of awarded Applicants.
* **Word counts** are listed for each question. Responses that exceed the word count limit will not be reviewed. Use the Word Count tool to check responses.
* **Maps, figures, and pictures** may also be included as part of the responses. Note that explanations and captions for any visual aids will still count towards the Word Count.
* **Formatting** such as bullet points (●, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting so that responses are easy to read.
* **Naming conventions** for all Application materials have been provided in the TCC Round 4 Implementation Grant Application Instructions.

### Checklist

Use the checklist below to ensure all materials have been submitted as part of the Application.

☐ **Narrative Plan** (this Word document)

☐ **Plan Workbook** (Excel document)

☐ **Supporting Documentation**

#### Summary

1. Summarize the overall plan to prevent the displacement of low-income households and small businesses in the Project Area that will be undertaken as part of the TCC Project Implementation. **(500 words)**
2. Outline each responsible party’s (Lead Entity and Partners) role in implementing the Displacement Avoidance Plan.

*Example:*

|  |  |
| --- | --- |
| **Responsible Party** | **Role in Displacement Avoidance Plan**  **(50 words each)** |
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1. For anti-displacement policies that require a vote from the local jurisdiction, include a timeline of when each policy is expected to go before an elected body.

#### Displacement Avoidance of Low-Income Households

1. Describe the displacement vulnerability among existing households within the Project Area. See resources in the Guidelines Appendix C to support with developing this analysis. **(200 words)**
2. Provide information about the existing policies that are in place to prevent the displacement of existing households in the Project Area.
   1. List and describe the existing policies, plans, ordinances, and programs that are currently in place. List the date when these policies or programs are expected to expire, whether they are currently being implemented and how, and the relevant jurisdictional code or supporting documentation. If your responses do not fit in a table, you may expand briefly below.

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| **Current policies, plans, and ordinances** | **Jurisdictional code or link to supporting documentation** | **Anticipated expiration date (if any)** | **Current implementation status** |
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| **Current programs** | **Jurisdictional code or link to supporting documentation** | **Anticipated expiration date (if any)** | **Current implementation status** |
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* 1. If existing policies or programs are expected to expire during the grant period, what is the anticipated impact on the Project Area, and how will any negative impact be addressed? **(200 words)**

1. Describe the overall plan to prevent the displacement of existing households within the Project Area. Describe at a high-level the policies and programs that will be pursued and why they were selected to address the specific displacement vulnerabilities of households in the Project Area. **(200 words)**
   1. List the additional policies and programs that will be pursued to avoid displacement among existing households within the Project Area. Applicants must select at least three (3) new policies or programs to prevent the displacement of very low and low-income households from the table in Appendix C of the TCC Guidelines or from comparable policies or programs. The policies and programs must include a combination of short- and long-term strategies (defined in Appendix C). Applicants are encouraged to include both activities that promote the adoption of new policies, and programmatic activities that are not contingent on political processes. Priority will be given to applications that show how each displacement avoidance strategy will lead to tangible results.

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| **New Program or Policy Selected** | **Policy Category from TCC Guidelines**  **(Short or Long-Term Strategy)** | **Responsible Entity Name and Role (Lead Applicant or Co-Applicant)** |
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* 1. For each program or policy above, discuss the reasons for selecting these policies and programs, specifically addressing: **(200 words each)**
     1. How they address the displacement vulnerability identified;
     2. How these policies and programs will provide additional protections beyond the existing policies; and
     3. How each of the selected policies will be successful at preventing the displacement of existing households within the Project Area.

1. Discuss potential challenges that might arise during implementation of the proposed displacement avoidance policies and programs for existing households. How will these challenges be addressed? **(200 words)**

#### Displacement Avoidance of Small Businesses

1. Describe the displacement vulnerability of small businesses within the Project Area. See resources in the Guidelines Appendix C to support with developing this analysis. **(200 words)**
2. Provide information about the existing policies that are in place to prevent the displacement of small businesses within the Project Area.
   1. List and describe the existing policies, plans, ordinances, and programs that are currently in place. List the date when these policies or programs are expected to expire, whether they are currently being implemented and how, and the relevant jurisdictional code or supporting documentation. If your responses do not fit in a table, you may expand briefly below.

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| --- | --- | --- | --- |
| **Current policies, plans, and ordinances** | **Jurisdictional code or link to supporting documentation** | **Anticipated expiration date (if any)** | **Current implementation status** |
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| **Current programs** | **Jurisdictional code or link to supporting documentation** | **Anticipated expiration date (if any)** | **Current implementation status** |
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* 1. If existing policies or programs are expected to expire during the grant period, what is the anticipated impact on the Project Area, and how will any negative impact be addressed? **(200 words)**

1. Describe the overall plan to prevent the displacement of small businesses within the Project Area. Describe at a high-level the policies and programs that will be pursued and why they were selected to address the specific displacement vulnerabilities of small businesses in the Project Area. **(200 words)**
   1. List the additional policies and programs that will be pursued to avoid displacement among small businesses within the Project Area. Applicants must select at least two (2) new policies or programs to prevent the displacement of small businesses from the table in Appendix C of the TCC Guidelines or from comparable policies or programs. The policies and programs must include a combination of short- and long-term strategies (defined in Appendix C). Applicants are encouraged to include both activities that promote the adoption of new policies, and programmatic activities that are not contingent on political processes. Priority will be given to applications that show how each displacement avoidance strategy will lead to tangible results.

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| --- | --- | --- |
| **New Program or Policy Selected** | **Policy Category from TCC Guidelines**  **(Short or Long-Term Strategy)** | **Responsible Entity Name and Role (Lead Applicant or Co-Applicant)** |
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* 1. For each program or policy above, discuss the reasons for selecting the program or policy, specifically addressing: **(200 words each)**
     1. How do they address the displacement vulnerability identified;
     2. How will these policies provide additional protections beyond the existing policies; and
     3. How each of the selected policies will be successful at preventing the displacement of small businesses within the Project Area.

1. Discuss potential challenges that might arise during implementation of the proposed displacement avoidance policies and programs for small businesses. How will these challenges be addressed? **(200 words)**

#### Budget Narrative

1. Provide a high-level budget narrative that summarizes the overall project costs. For each budget category, justify how and/or why the requested budget items help to meet the project deliverables. Organize the budget items under the following cost categories **(500 words)**:
2. Personnel
3. Benefits
4. Travel
5. Equipment
6. Other Direct Costs
7. Subcontractors
8. Indirect Costs
9. Contingency

*Example Budget Items:*

* ***Personnel***  ***Total: $XX,XXX***

Describe the anticipated responsibility of each personnel, as well as the breakdown of personnel time spent across project tasks (e.g., [Personnel Title] will spend XX% of their time coordinating with partners, XX% processing reimbursement requests, etc.). Personnel expenses should be fully burdened labor rates; burdened labor rates refer to the full wages plus overhead costs and any other fees you pay directly to an employee who works for your business.

* ***Travel Total: $XXX***

Define the project staff that are anticipated to travel, the anticipated distance of regular travel (e.g., city, region, or State), the purpose of the travel, and the frequency of travel. During the grant term, travel expenses will be compensated at the [California Department of Human Resources Travel Reimbursement rates](https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx).

* ***Equipment Total: $X,XXX***

Describe the pieces of equipment that would be purchased for the project and how that equipment would support completion of the project goals. Please note that all single pieces of equipment with values equal to or in excess of $5,000 must be accompanied by specific justification and documentation.

* + - ***Subcontractors*** ***Total: $XXX,XXX***

All projects that include subcontractor costs equal to or in excess of $100,000 must be accompanied by specific justification and documentation for the subcontractor expenses.

* + - ***Contingency*** ***Total: $XX,XXX***

All Projects may optionally include a contingency equaling 10% of the Project’s total estimated cost. If a larger contingency is desired, the applicant must provide justification for the requested contingency amount.

**END OF DOCUMENT**