**Project Narrative**

PROJECT DESCRIPTION

Completely describe the proposed program activities: Does the project involve the use of existing property; is demolition involved; what are the sitework requirements (slope, detention ponds etc.); what work has already been completed on the site and/or building; is the property privately or publicly owned; standard or substandard; occupied or vacant? For special needs housing projects, describe in detail the services that will be provided or coordinated for the property's residents and how client outreach will occur.

Describe how the housing units and/or services proposed will be marketed to eligible participants and what kind of screening procedure, if any will be used. Outline the relationship of this proposal to establish local housing and community development plans, policies, and strategies and cite date of adoption. Provide any evidence of local support that will add to the assurance of successful program implementation. Describe any known opposition to this proposal. Give enough detail to clearly illustrate all activities associated with the proposed project.

A STUDY OF NEEDS

Given the nature of the proposed project, provide as much measurable/objective information as needed to adequately describe the problem or need this project is designed to address. Describe the target population and discuss the magnitude and duration of the problem and its impact on the target population and the community-at-large. State the number of persons who will benefit and their income levels (indicate data sources). State the percentage of the funds that will benefit low income and very-low income households. Examples of data that may be used are housing needs studies, the State's Consolidated Plan for Housing and Community Development, condition surveys, market studies, agency service records, census data, and information from local housing and community development plans.

Explain how the proposed activities are directly related to the problem and need described and what the anticipated direct and indirect results of the program will be. Include information on length of commitment to the original target population, the continued affordability of the assisted housing in terms of monthly rent or mortgage costs, and other program results that help illustrate the overall benefit of the proposal. If permanent or temporary displacement or relocation will occur a General Information Notice should already have been sent to each tenant per HUD requirements and you must discuss this process and provide proof of delivery to each tenant. You will need to describe the process used for relocation, the availability of comparable replacement units, and how and with what source these activities will be funded.

FINANCING

Describe and quantify all resources that will assist with project implementation and management. Include a discussion that identifies whether commitments are firm or tentative and when and under what circumstances tentative commitments will become actualized. Briefly describe the general terms and conditions of other sources and give their expiration date. Explain the organization's ability to access other funds or in-kind contributions and the overall attempts to obtain additional resources. For non-cash contributions, please detail how dollar amounts were calculated.

Briefly summarize why HOME, NHTF, and/or Tax Credit dollars, are necessary for project implementation and why the proposed activities cannot occur without the award of funds. List unsuccessful requests your organization has made for other resources for this project, including source, amount, and if known, reason for rejection. Explain why no other source of funds can replace HOME, NHTF, and/or Tax Credit resources. Discuss whether the project could be implemented at a lower level or smaller scale without the HOME, NHTF, and/or Tax Credit award. Describe known public and private projects that address a similar need in your area and explain how this project differs from each of the others.

If requesting HOME funds, also state how the match requirements will be met. Match funds are the local contribution to the partnership. 25% of the HOME dollars requested must be matched with non-federal funds. For FY 2019, applicants will only be required to provide a match of 5% because WCDA has been able to accumulate banked match over the past several years. Match obligations can be met with:

* 1. Cash from a non-federal source
	2. Value of waived taxes, fees or charges
	3. Value of donated land or real property
	4. Cost of infrastructure improvements associated with HOME projects
	5. Below market interest rate loans.
	6. Banked Match from WCDA (this is not actual cash)

 **NOTE: Owner's cash or equity in the project is not an eligible source of match.**