

Narrative Required with Rental Applications

This is your opportunity to describe your project and give us information that may be contained elsewhere in the application. In other words, draw us a picture, brag about your project, tell us things about your project you feel we should know.

A. PROJECT DESCRIPTION

1. 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? Please include size and scope of project.

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.

2. State the number of persons who will benefit and their income levels (indicate data sources).
3. State the percentage of the funds that will benefit low income and very-low-income households.
4. Documentation of Rent and Utility Allowance calculations
5. Does this project require any waivers?

B. A STUDY OF NEEDS - (Indicate data sources)

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. 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.

Data used to support an application must be cited in the application.

Applicants may use data derived at the city or county level if they can satisfy WCDA that the data is accurate and will not give the applicant unfair advantage over other applicants.

The methodology used, sample size, data sources, etc., must be submitted to WCDA with the application if other than federal or state information is used.

C. MATCH REQUIREMENTS - list your match sources for HOME funds.

Match funds are the local contribution to the partnership. 25% of the HOME dollars requested must be matched with non-federal funds. For FY 2024, 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.

The match obligations can be met with:

- a. Cash from a non-federal source
- b. Value of waived taxes, fees or charges
- c. Value of donated land or real property
- d. Cost of infrastructure improvements associated with HOME projects
- e. Below market interest rate loans.
- f. Banked Match from WCDA (this is not actual cash)

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

D. LEVERAGING: List and describe all resources that will be leveraged by the requested HOME, NHTF, and/or Tax Credit funding.

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.

E. RESULTS: Describe the results you expect to achieve.

Explain how the proposed activities directly impact meeting community needs and creating safe affordable housing, including direct and indirect results of the proposal. 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. Quantify whenever possible.

F. PROJECT MANAGEMENT: Describe your organization's management ability and management plan for this project.

Describe the mission, management structure and staffing of your organization. Provide a detailed description of your organization's experience and ability in implementing and managing low-income or special needs housing assistance programs or related activities. Explain any past or current experience with federal or state award or loan programs. Provide an organizational chart showing the staffing and line of authority for the key personnel to be used in the project.

Give a brief job description of the overall duties of the staff assigned to manage the program during each phase, a description of related experience, and how the management plan will be structured. If staff has not been hired, provide a job description for each vacant position. If a third party will be involved in management, describe their role. If Davis Bacon and other Labor Laws, or Uniform Relocation Act apply, include experience with meeting these requirements.

G. FINANCING:

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.

***NOTE:** HOME and NHTF funds as described in this application are anticipated funding. Final HOME allocation amounts are subject to change based upon the receipt of Federal Award.

Final NHTF allocation amounts are subject to change and are contingent upon approval from HUD of WCDA's NHTF Allocation Plan.

H. AFFIRMATIVE MARKETING PLAN:

Based on criteria outlined in Attachment "E", HOME Program Description, Section XIII, Item "A" and/or Attachment "I", NHTF Program Description, Section VIII, Item "A", describe how you will market your project to minority populations, special needs, or hard-to-reach very-low-income households.

Inconsistent information between the core application, Narrative Attachment, Market Study or other documents may result in the application being rejected.