

PROJECT NARRATIVE GUIDELINES

The following outlines the required information to be detailed in the project narrative:

- 1. Agency Experience**

Provide a brief history of the agency and their resources. Describe experience with previous grants and whether all deadlines were met. Describe current workload. Include a narrative of the experience of each key staff member. Describe experience in providing services to the qualifying population.
- 2. Agency Capacity**

Provide a summary of the agency's capacity to complete the proposed project. Describe the roles each key staff member will have in the project. State how the agency will support the ongoing management of the project.
- 3. Developer Experience** (for new construction and rehabilitation)

Summarize the developer's most recent experience with developing the proposed project type. Identify the location, number of units, and type of financing utilized in previous projects.
- 4. Data and Fiscal Management**

Describe the agency's ability to manage grant funds. Discuss the applicant/owner's ability to support the project as a cost reimbursement grant.
- 5. Project Need**

Summarize the community needs with data sources both qualitative and quantitative. Identify the location of the property and whether there are similar projects in the area. Describe the qualifying population that will be best served by the proposed project.
- 6. Project Budget**

Identify all sources of funds needed for the completion of the project and a timeline for securing all funds. If awaiting a decision from other sources of funds, explain what plans are in place if the other sources of funds are not approved.
- 7. Operating Budget**

Discuss the funding resources that will be utilized to cover operation expenses for the project throughout the affordability period.
- 8. Tenant Relocation**

If the project involves acquisition of property that currently has tenants, summarize any actions that have already taken place to assist temporary or permanent displaced tenants.
- 9. Permanent Supportive Housing** (*NCS Projects Only*)

If the applicant intends to convert the Non-Congregate Shelter to Permanent Supportive Housing at the end of the Minimum Use Period, provide details on the timeline of the conversion, the funding sources that will be used for the conversion, and the plans for rental subsidies and/or PSH operating costs funding.
- 10. Federal Compliance**

Discuss the applicant/owner's ability to maintain compliance with the following federal regulations:

 - a. **Section 3.** If the HOME-ARP request exceeds \$200,000, it will be subject to Section 3 requirements. Describe how the project will track labor hours and undertake

qualitative actions to provide employment opportunities for Section 3 business and workers.

b. **Davis Bacon.** If the HOME-ARP project consists of twelve (12) or more units, it will be subject to Davis-Bacon requirements. Does your construction budget account for Davis-Bacon Wage Rates?

c. **Affirmative Marketing and Minority Outreach.**

Summarize the type of outreach the applicant/owner will conduct to address affirmative marketing.

11. Other

Discuss any other items that may be relevant for MHC's reviewers to know about the proposed project.