

2013 9% lihtc application narrative



Project Name:

Project Address:

The Narrative provides an opportunity for the applicant to describe the characteristics of the project and why the applicant believes it should be selected above others for an award of credit. The applicant should document the project's strengths and address its weaknesses. It must include a description of the project as proposed; detailed type of construction; population being served; bedroom mix; location; amenities; services, if provided; description of energy efficiencies; type of financing; local, state, and federal subsidies; etc.

In addition, the narrative should address the following:

1. Identify which guiding principles in Section 2 of the Qualified Allocation Plan (QAP) the project meets and why it meets them:
2. Identify which housing priority in Section 2 of the QAP the project qualifies for:
3. Describe how the project meets the criteria for approval in Section 2 of the QAP:
 - a. Market conditions:
 - b. Readiness-to-proceed:
 - c. Overall financial feasibility and viability:
 - d. Experience and track record of the development and management team:
 - e. Cost reasonableness:
 - f. Proximity to existing tax credit developments:
 - g. Site suitability:

4. Provide the following information as applicable:
 - a. Justification for waiver of any underwriting criteria (minimum operating reserve, minimum PUPA or high PUPA, first year debt coverage ratio below 1.15 or above 1.30, minimum replacement reserve, vacancy rate below CHFA's minimum):
 - b. Justification of the financial need for CHFA's DDA credit up to 130 percent of qualified basis:
5. Address any issues raised by the market analyst in the market study submitted with your application:
6. Address any issues raised in the environmental report(s) submitted with your application and describe how these issues will be or have been mitigated:
7. In your own words describe the outreach that you have conducted within the proposed community and demonstrate local support for the project (including financial support):
8. For acquisition/rehab or rehab projects, provide a detailed narrative that describes the proposed rehab plans and relocation plan (if applicable). Address the 10-year rule; capital expenditures over the past two years; previous related party relationships; past local, state, or federal resources invested in the project; obvious design flaws; obsolescence issues; safety issues; and any significant events that have led to the current need for rehabilitation (i.e., fire, nature disaster).

You may also provide additional documentation that supports your narrative by attaching it to the narrative or submitting it on a CD. Each supporting document should briefly describe what is contained in the attachment.

Example 1: Additional documentation to support the Market Conditions Criteria could be labeled to as follows: *Attachment Market Conditions* or *Market Conditions.pdf*, etc.

Example 2: Soft funds documentation to support that amount of soft funds listed in the Application can be secured could be labeled as follows: *Attachment Overall Financial Feasibility and Viability* or *Overall Financial Feasibility and Viability.pdf*, etc.