PROGRAM NARRATIVE

Please provide a detailed description of the proposed scattered-site program in the fields below. Programs are defined as proposals where subject properties have not yet been identified, including but not limited to examples such as acquisition, rehabilitation, urban revitalization, rapid-rehousing assistance, and tenant and homebuyer programs.

Development Name:	
Applicant Name:	

Program Goals and Needs

1. Provide a detailed description of the proposed scattered-site program, including a clear description of the program goals and objectives, the specific affordable housing need(s) to be addressed, and the geographic location in which the program will operate. For first-time and other homebuyer programs, provide a detailed description of the pre- and post-purchase counseling/training that will be provided. Identify the party that will conduct such counseling/training and its relevant experience.

2. Describe the target beneficiary group of the proposed program, including targeted income or other eligibility criteria. If the program includes the provision of services, describe how these services are being funded, which funding source will pay for such services, and the projected amount of households to be assisted. Include a description for qualifying recipients such as eligibility requirements, funding ranges, per unit funding limits, the type of assistance (grants, loans, forgivable loans), allowable uses of the funding, the underwriting criteria to be used, affordability requirements, collateral requirements, and the rate and terms of assistance.

3. Describe the amount of financial assistance requested for the program and describe the anticipated number of units/households to be assisted and provide quantifiable evidence demonstrating such need. Describe all non-CHFA/DOH funds and resources committed to the program, the status of such funds, and any associated funding restrictions.

Program Schedule

1. Identify the proposed start and completion date for the program. Describe all steps that must be taken prior to the commencement of the program and any contingencies that might delay commencement. Provide a schedule for the expenditure of all program funding with specific milestones identifying the dates by which 25%, 50%, 75%, and 100% of funds will be expended and all other programmatic and performance milestones. Describe the extent to which the program is ready to proceed, with specific reference to staffing, existing commitments for financial resources, existing commitments from any necessary partners, the status of program policies and processes and transaction documents.

Staffing and Program Operation

1. Describe the organizational history and experience of the major program partners and consultants, which demonstrates the development teams' ability to carry out the program as proposed. Identify specific staffing needs, including roles and projected weekly hours to be dedicated to the program, and which staff members will be responsible for various program components, and the timeframes for any necessary staff hiring and training. Estimate the number of transactions to be undertaken and under the program and describe how the volume of transactions will be managed. Identify the roles of all parties assisting in the administration of the proposed program.

2. Describe the day-to-day operation of the proposed program, including, for example, marketing, application intake and review, financial underwriting, decisions to provide assistance, project oversight, HQS monitoring, legal oversight and enforcement of rights.

3. Describe the internal processes to assure compliance with environmental, flood plain, legal and other site and building issues.

Long-Term Oversight

1. Describe the administration and enforcement of all long-term project requirements, including, for example, compliance with affordability and occupancy requirements, and all other rights and responsibilities under applicable law and transaction documents such as notes, mortgages, and restrictive covenants.