

# NEW YORK STATE HOUSING FINANCE AGENCY

## SHORT FORM APPLICATION REQUIREMENTS FOR MEDICAID REDESIGN TEAM “MRT” HOUSING CAPITAL PROGRAM

---

### Project Narrative Guideline

The Project Narrative is intended to summarize the various aspects of the Project. Applicants are asked to use this guideline in preparing the Project Narrative for their Project.

### Project Information:

- Type of Project- multifamily, supportive, seniors, mixed use, mixed income.
- The number of total supportive units, NY/NY III units
- Description of the building- how many buildings, floors, square footage, elevators, number of units, unit type, superintendent unit, total residential square footage.
- Amenities- laundry facilities, community room, storage facilities, other services.
- Type of Utilities provided, access to municipal facilities.
- Type of parking available to the Project and state whether it's open to the public or for tenants only.
- Description of commercial space square footage, and its intended use.
- Number of supportive units and a description of the targeted population.
- Description of the social services to be provided at the Project

### Project Design and Use Information:

- Design of building, shape, type of building material, (i.e.: brick, wood frame, etc.).
- Descriptions of the grounds, seating areas, open space.
- Energy efficiency Project ( i.e.: green elements, energy star appliances, etc.).

### Land Information:

- Description of current use of land, existing buildings on site.
- Description of current ownership of land.
- Description of site control.
- Description of fee simple or lease, (i.e.: Ground Lease).
- Description of land issues, (i.e.: easements).
- Description of source of funds to pay for land acquisition /or lease.
- Description of environmental issues.
- Description of zoning requirements and status of local approvals.

**Project Location and Market Information:**

- Description of Project area, (i.e.: major services, transportation, health care facilities, etc.).
- If Housing is for the elderly or handicapped, provide a brief description of outside services available to this population.
- Provide a brief overview of market conditions, as it pertains to the project, (i.e.: public housing, existing affordable housing, Section 8, etc.).

**Project Financing Information:**

- Description and status of financing, (i.e.: grants, loans, providers).
- Description and status of real estate tax abatement, PILOT Agreement and/or exemption.