

**EXHIBIT 4.02  
PROJECT NARRATIVE**

Project Name: \_\_\_\_\_

**NOTE:** IF YOU PLAN TO RE-TYPE THIS EXHIBIT, PLEASE TYPE THE QUESTIONS IN BOLD PRINT, MAINTAIN SECTIONS IN THEIR ORIGINAL ORDER AND PUT THE DOCUMENT NAME IN THE HEADERS. YOU MAY ADD ADDITIONAL PAGES AS NEEDED.

In addition, provide information for the following:

**1. General Information**

A. Provide a narrative of the purpose and the scope of your project.

B. Identify the neighborhood you will serve. Attach a map and identify boundaries.

C. Summarize the condition of the housing stock in the neighborhood.

D. Document neighborhood services (public transportation, schools, shopping, etc.)

E. Discuss any other relevant issues regarding land use.

**2. Fair Housing**

Explain how the project affirmatively promotes fair housing.

**3. Targeting**

Indicate the number of units targeted for the categories indicated in the table below.

Population Served	Large Families (3 or more Bedrooms)	Elderly	Homeless	Single-room Occupancy	Handicapped
No. of Units					

**NOTE:** Total of units listed in categories above may exceed total units.

**4. Neighborhood Revitalization**

- A. Describe the appropriateness of the design, unit mix and any special features that meet the occupants’ needs.

B. Describe how the project will address the identified housing priorities in the Consolidated Plan for the jurisdiction in which the project is located.

C. Is the proposed project in an impacted census tract? How will the project positively impact the neighborhood?

**5. Collaboration**

Describe the extent to which the project will involve community organizations, other than the project sponsor(s). Attach letters of endorsement, if available.

**6. Innovation**

Describe the extent to which the project involves a new or innovative approach (either physical, financial, or managerial) to meet the housing needs for very low and low-income persons.

**7. Other**

State anything else that you would like OC Housing and Community Development to know that is pertinent to this application. Please limit comments to one page.

**Certification**

**The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned’s knowledge.**

\_\_\_\_\_  
Authorized Signature (Board Officer)

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed