



Notice of Funding Availability  
**Technical Assistance Grant Fund**

Issuance Date: July 31, 2017

Submit to:

Technical Assistance Grant Fund

[TAG@ohiohome.org](mailto:TAG@ohiohome.org)

57 E. Main Street | Columbus, OH 43215

## **Section 1: Guidelines for Notice of Funding Availability**

### **1.1 Overview**

The Ohio Housing Finance Agency's Technical Assistance Grant Fund supports local, regional, and statewide efforts to expand the development of affordable housing in Ohio. Funding will be provided to nonprofit organizations and local governments to obtain or provide advisory, consultative, training, information, and other services ("Technical Assistance") which will assist or carry out affordable housing development activities.

### **1.2 Priorities**

Priority will be given to proposals that support the following activities:

- Assisting counties or localities to create or enhance capacity to build Permanent Supportive Housing (PSH). Priority will be given to geographic areas that can demonstrate a significant need for PSH development.
- Assisting counties or localities to create or enhance capacity to work with affordable housing developers and other supportive service providers including, but not limited to, health care providers, social services, addiction services, and legal services.
- Supporting housing developers, property managers, and local governments to advance a broad acceptance of and adherence to fair housing requirements through training and support systems.
- Building capacity for organizations to assist or carry out affordable housing development in areas of high opportunity, underserved, or distressed communities.
- Supporting community revitalization efforts that include strategies that address blight removal, vacant property reutilization, and foreclosure prevention.
- Assisting OHFA with the expansion and use of the Ohio 811 Project Rental Assistance Program throughout the state.

### **1.3 Funding**

A total of \$1.5 million will be committed to support Technical Assistance over three state fiscal years (FY 2018, 2019, and 2020). Annually, \$500,000 will be made available to support these activities. Applicants are required to provide a cash match of 25% of the total cost of the proposal. In-kind match will be considered on a case-by-case basis, however, a cash match will receive priority consideration. The maximum grant award per application is \$125,000.

#### **1.4 Grant Terms**

Applicants may request funding for one year. All activities must conclude within 12 months of the award.

#### **1.5 Geography Served**

Proposals will be considered that address local, regional, or statewide affordable housing development efforts. All activities must take place within Ohio. Proposals will not be considered if activities are conducted outside of Ohio. Priority will be given to proposals that support statewide activities.

#### **1.6 Eligible Applicants:**

- Non-profit organizations
- Local governments

The following organizations and activities are ineligible:

- Profit-making organizations
- Electoral lobbying for initiatives or public office
- Direct service provision
- Individual efforts
- Capital improvements
- Rent or operating subsidies
- General operating funds

#### **1.7 Deadlines**

Applications will be accepted two times per fiscal year:

- Fiscal Year 2018
  - Funding round 1: August 1, 2017 – August 31, 2017
  - Funding round 2: March 1, 2018 – March 30, 2018
- Fiscal Year 2019
  - Funding round 3: August 1, 2018 – August 31, 2018
  - Funding round 4: March 1, 2019 – March 29, 2019
- Fiscal Year 2020
  - Funding round 5: August 1, 2019-August 30, 2019
  - Funding round 6: March 1, 2020 – March 31, 2020

Applications are due no later than 5pm on the last day applications are accepted for the funding round. The OHFA Board must approve all final awards.

#### **1.7 Submission of Written Questions**

It is OHFA's policy to accept questions and inquiries from all potential applicants. All questions and inquiries shall be in writing; no verbal requests will be honored. Potential applicants may submit questions or inquiries by email to

[TAG@ohiohome.org](mailto:TAG@ohiohome.org). Please include "Technical Assistance Grant Fund NOFA" in the subject line.

All written questions or inquiries are due by 5:00 pm (EDT) by the second Monday of the month during each funding round. OHFA expects to respond to all questions and inquiries by 5:00 pm (EDT) by the third Monday of the month during the funding round. OHFA reserves the right to decline to respond to any question or inquiry that will cause an undue burden or expense for OHFA or which OHFA deems unnecessary for purposes of responding to this NOFA. OHFA will post all questions or inquiries with answers on its website at <http://www.ohiohome.org>. Any applicant that wishes to receive the questions and answers in any other manner must notify OHFA by email to [TAG@ohiohome.org](mailto:TAG@ohiohome.org) of their preferred method of delivery (i.e., email, fax or postal mail).

### **1.8 Submission of Proposals**

Applicants must follow the format outlined in Section 2 of this NOFA. Applications should be typed on standard 8.5X11 inch paper, single-spaced, with one inch margins and a 12-point font. The entire project narrative (Part II) cannot exceed 10 pages. Part I and attachments are not included in the total page count. OHFA reserves the right to request additional information. Proposals must be submitted electronically as one .pdf attachment. Multiple attachments will not be accepted.

### **1.9 Right to Request Additional Information**

OHFA reserves the right to request any additional information to assist in the review process, including requiring oral presentations of proposals to OHFA staff members.

### **1.10 Right to Reject Proposals and Cancel NOFA**

OHFA reserves the right to reject any and all proposals at any time. OHFA reserves the right to cancel, withdraw, modify or reissue this NOFA at any time for any reason.

### **1.13 Verbal Communication Regarding NOFA Prohibited**

Verbal communication from any potential applicant regarding this NOFA to OHFA staff and/or OHFA Board members during the NOFA process is prohibited.

### **1.14 Errors and Omissions**

In connection with this NOFA, OHFA reserves the right to waive any technicalities, make corrections to any errors or omission in this NOFA, and make any award(s) that is determined to be in the Agency's best interest.

---

### **1.13 Awards**

The NOFA will be awarded to the applicant(s) that gives OHFA the most effective combination of qualifications, assurances and availability of key personnel, and costs.

### **1.14 Grant Agreement**

The firm(s) selected to provide the services described in this NOFA are expected to complete and submit an agreed upon Grant Agreement covering the Scope and Terms of this NOFA.

## Section 2: Application

### Part 1: Organization and Contact Information

LEGAL APPLICANT/RECIPIENT ORGANIZATION		
Primary Applicant:		
Executive Director/CEO:		
Email:		
Contact Person/Title (if different from Executive Director):		
Mailing Address:		
Telephone:	Fax:	Website:
Co-Applicant:		
Email:		
Mailing Address:		
Telephone:	Fax:	Website:
Applicant Federal Tax ID Number:		
Project Name:		
Amount Requested: \$		
Total Project Cost: \$		
Beginning and Ending Dates of the Project:		
Geographic Area to be Served:		
IRS 501(c)(3) Nonprofit? <input type="checkbox"/> Yes (Please attach IRS designation letter) <input type="checkbox"/> No		

## Part II: Project Narrative

### **Section 1 PROJECT OVERVIEW**

- (a) Provide a general description of the Technical Assistance services your organization would provide.
- (b) What are the outcomes you hope to achieve with the proposed Technical Assistance? List the goals and objectives.

### **Section 2 AUDIENCE**

- (a) Describe the intended audience for this training and technical assistance.

### **Section 3 GEOGRAPHY SERVED**

- (a) Describe the geography to be served.

### **Section 4 IMPLEMENTATION PLAN**

- (a) Briefly, provide a description of the Technical Assistance you are proposing.
- (b) Describe how the Technical Assistance will be developed. Applicants that propose development of new Technical Assistance must document a history of providing similar activities. If the Technical Assistance was already developed prior to this proposal, please provide a brief description of who developed the training and how it has been used in previous settings. Include as an attachment all supplemental materials that will be used for the training.
- (c) Provide a detailed description of how the Technical Assistance will be delivered to the intended audience. Include information about the training setting, delivery format, supplemental materials, and time commitments.

### **Section 5 OUTREACH AND MARKETING**

- (a) How would your organization conduct outreach to market the Technical Assistance services to your intended audience?
- (b) Describe your existing connections to and relationships with the intended audience.

**Section 6 OUTCOMES**

- (a) Describe the expected outcomes of the technical assistance and training you propose to offer.
- (b) How will you assess whether the Technical Assistance achieved its objectives? What indicators might be used to evaluate the impact of the proposed training?
- (c) What plans, if any, does your organization have for maintaining or continuing the training beyond the grant term?

**Section 7 BUDGET**

- (a) Provide a detailed budget using provided format for all funds, including matching funds. For each line item in the budget please provide a detailed budget narrative.

**Section 8 TIMELINE**

- (a) Provide a detailed timeline.

**Section 9 STAFFING AND CAPACITY**

- (a) Identify the people who will be responsible for the technical assistance and training and their qualifications. Attach resumes for all persons on the core project team.
- (b) What makes your organization well situated to do this work? What previous experience, if any, do the applicant and partner organizations have providing this type of service?

**Section 10 ATTACHMENTS** (does not count against the 10-page limit)

- (a) Organizational structure
- (b) 501(c)(3) designation letter
- (c) Resumes (limited to 2 pages per person)
- (d) Letters of support, if applicable
- (e) Other supplemental materials used for the proposed training (e.g. manuals, fliers, etc.)



**Budget Template**

<i>Project Expenses</i>	OHFA Request, year 1	Other non- OHFA Funds	Total
Salaries and wages:			
Name each principal who would receive funding and			-
nature of support (10% of time; summer salary, etc.)			-
			-
Administrative salaries and wages:			
List job titles and nature of support			-
			-
Student Support:			
Identify whether graduate or undergraduate and			-
nature of support			-
			-
Consultant/Contract services:			
Identify, and provide separate breakdown of			-
budget detail			-
			-
Employee fringe benefits:			-
			-
Other Direct Costs:			
Travel (provide assumptions separately)			-
Supplies and materials			-
Printing, publications, copying			-

Postage, shipping			-
Computer support, telecommunications			-
Equipment (specify)			-
Other (specify):			
			-
<b>Total Direct Expenses</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	-	-	-
Overhead/indirect (_xx_%)			-
<b>Total Project Cost</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	-	-	-