



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

Issuance Date: August 12, 2019  
Application deadline: September 13, 2019

Submit Responses to:  
Technical Assistance Grant Fund  
[TAG@ohiohome.org](mailto:TAG@ohiohome.org)  
57 E. Main Street, Columbus, OH 43215

# Section 1: Notice of Funding Availability

## 1.1 Technical Assistance Grant Fund Overview

The Ohio Housing Finance Agency's (OHFA) Technical Assistance Grant Fund expands access to affordable housing in Ohio. Funding is available for projects that provide Technical Assistance (TA) in service of affordable housing endeavors.

A total of \$1.5 million has been committed to support the Technical Assistance Grant Fund from FY 2018 to FY2020. In this funding round, up to \$500,000 will be made available under this Notice of Funding Availability (NOFA). The OHFA Board must approve all final awards.

Proposed projects aim to increase the ability of organizations or regions to carry out activities and/or projects that improve the availability and/or accessibility of affordable housing in Ohio.

## 1.2 OHFA's Requests for Proposals

OHFA seeks innovative proposals for Technical Assistance that will expand Ohio's capacity to create affordable housing developments by addressing one of the following priorities:

1. Improve capacity for organizations to assist or carry out affordable housing development in areas of high opportunity, underserved, or distressed communities.
2. Enhance service provision and housing options for aging adults and individuals with disabilities.
3. Create or enhance organizational capacity to connect affordable housing developers and supportive services including, but not limited to, health care providers, senior care providers, addiction services, and legal services.
4. Improve capacity to preserve affordability, rehabilitate housing, or increase the affordable housing stock in Ohio regions (i.e. builder incentives, purchase/rehab programs, rural development).
5. Implement a technical assistance pilot project focused on innovative housing solutions that expand and/or improve the availability or accessibility of affordable housing in Ohio.

Proposed TA on these priority areas must include, but is not limited to advisory work, technical training, community engagement, peer training, tool development, data analysis, strategic guidance, or project consultation. The agency applying for the TAG should be the organization that is providing the technical assistance.

The following organizations and activities are ineligible: electoral lobbying for initiatives or public offices; direct service provision; individual efforts; capital improvements; rent or operating subsidies; general operating funds; organizations that have received any prior funding from the TAG Fund.

Proposals must identify the current existing need for the proposed assistance and how the proposal will address those needs. This includes identifying the population, groups, regions, or

organizations that will receive the TA and why these targets need this type of TA. Proposals must be local, regional, or statewide in nature. All activities must take place within Ohio; proposals will not be considered if activities are to be conducted outside of Ohio.

Projects are intended to be short-term; all activities must conclude within 12 months of the award. Evaluation of the TA may continue up to six months after the conclusion of the grant period.

Budgets should focus primarily on the creation or implementation of TA. Overhead should be limited to less than ten percent of the total request. Applicants are required to provide a cash or in-kind match of at least 25 percent of the total cost amount sought through this NOFA. Proposals with a cash match will receive priority consideration.

The maximum grant award per application is \$125,000, with a total of \$500,000 available for awards in the FY 2020 August round.

### **1.3 Submitting Written Questions & Prohibition of Verbal Communication**

OHFA will accept questions and inquiries from all potential applicants by email to [TAG@ohiohome.org](mailto:TAG@ohiohome.org) between August 12, 2019 and August 26, 2019. All questions and inquiries must be in writing; no verbal requests will be honored. If an applicant wishes to receive a response by another manner, they must include their preferred method of delivery in their email.

All written questions or inquiries are due by 5:00 pm (EDT) on August 26, 2019. OHFA expects to respond to all questions and inquiries by 5:00 pm (EDT) by August 28, 2019. OHFA reserves the right to decline to respond to any question or inquiry that will cause an undue burden or expense or which OHFA deems unnecessary. OHFA will post all questions or inquiries with answers on its website at <http://www.ohiohome.org>. Verbal communication from any potential applicant regarding this NOFA to OHFA staff and/or OHFA Board members during the NOFA process is prohibited.

### **1.4 Application Deadline & Submission Process**

Applications are due no later than 5:00 p.m. (EDT) on September 13, 2019.

Applicants must submit the application form with responses and supporting documentation (further outlined in Section 2) as one .pdf attachment. Multiple attachments will not be accepted. Proposals must be submitted electronically

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

### **1.5 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.

### **1.6 Errors and Omissions**

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

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## **1.7 Awards**

The NOFA will be awarded to the applicant(s) that provides the most comprehensive, impactful, and feasible proposal, according to the elements outlined in Section 1.2 and detailed in Part II: Project Description.

## **1.8 Grant Agreement**

The applicant(s) selected to provide the services described in this NOFA are expected to execute a Grant Agreement covering the Scope and Terms of this NOFA.

## Section 2: Application

All applicants must complete Parts I, II, III, IV, and V using the templates and formats presented below. All submitted responses must follow the requirements stated in the corresponding section; those that do not adhere to the guidelines will not be reviewed. Supplemental materials, such as supporting documents and resumes, do not count towards total word limits.

### Part I: Organization and Contact Information

Legal Applicant/Recipient Organization:
Executive Director/CEO/President:
Email:
Contact Person/Title (if different from above):
Mailing Address:
Applicant Federal Tax ID Number:
Project Name:
Amount Requested: \$
Total Project Cost: \$
Expected Beginning and Ending Dates:
Priority # of application:
Geographic Area to be Served:
IRS 501(c)(3) Nonprofit? <input type="checkbox"/> <b>Yes</b> (Please attach IRS designation letter) <input type="checkbox"/> <b>No</b>
Co-Applicant Name (if applicable):
Email:
Mailing Address:

## **Part II: Project Description**

### **Section 1 PROJECT OVERVIEW**

*Provide a brief overview of the proposed TA services. Clearly highlight the current gap and/or need that the TA will be addressing. Summarize how the objectives this TA is intended to achieve will further the goal of expanding Ohio's capacity to create affordable housing. (Limit: 500 words)*

### **Section 2 AUDIENCE**

*Describe the intended audience for this TA and how your organization intends to engage this audience. Include why your organization is uniquely suited to engage this audience, including existing connections to and/or relationships, as well as what type of outreach and marketing will be used to engage the audience. (Limit: 250 words)*

### **Section 3 GEOGRAPHY SERVED**

*Describe the geography to be served and why it was chosen. Provide details on your organization's local expertise and networks within your target geography. (Limit: 250 words)*

### **Section 4 IMPLEMENTATION PLAN**

*Provide a detailed description of how the TA will be implemented and delivered to the intended audience. Including an overview of the following (Limit: 400 words):*

- *Delivery format;*
- *Supplemental materials\**
- *Narrative overview of the time required to implement the TA.*

*Use the Timeline Template below to detail key time periods and deadlines for implementation.*

*\*Supplemental materials can be added as an attachment and do not count in the word limit.*

### **Section 5 OUTCOMES AND EVALUATION**

*Highlight the measurable impacts on affordable housing availability and/or accessibility that this TA will address. Detail the metrics that will be used to gauge performance and evaluate the impact of the proposed TA. (Limit: 250 words)*

### **Section 6 STAFFING AND CAPACITY**

*Include evidence for your organization's ability to carry out this type of TA. Highlight how this type of TA has been delivered by your organization in the past. Identify the people who will be responsible for the TA and their qualifications. Describe their specific role in providing the TA and what percentage of their time will be devoted to TA. Attach resumes for all persons on the core project team. If partners will be involved, include the role the partners will play. (Limit: 400 words)*

### **Section 7 BUDGET**

*Provide a narrative for the why your budget is appropriate given project scope, audience, and geography. Use the budget template located below to detail each line item, including a description for each that explains how the total for that item was determined. (Limit: 400 words)*

## Part III: Supporting Documents

The following documents must be submitted for all applicants unless otherwise specified. These documents do not count against any page limitation.

1. Organizational structure
2. 501(c)(3) designation letter, if applicable
3. Resumes (limited to 2 pages per person)
4. Letters of support, if applicable
5. Supplemental materials to be used for the proposed Technical Assistance (e.g. manuals, fliers, etc.)

## Budget Template

Provide a detailed budget using the following template for all funds, including matching funds (if applicable). State each line item, include a description for each that explains how the total for that item was determined.

<i>Project Expenses</i>	TAG funds	Matching Funds	Total
<b>Salaries and wages:</b> Name each principal who would receive funding and nature of support (10% of time; summer salary, etc.).			
Principal 1:	\$ -	\$ -	\$ -
Principal 2:	\$ -	\$ -	\$ -
Principal 3:	\$ -	\$ -	\$ -
<b>Administrative salaries and wages:</b> List job titles and nature of support.			
Administrative 1:	\$ -	\$ -	\$ -
Administrative 2:	\$ -	\$ -	\$ -
Administrative 3:	\$ -	\$ -	\$ -
<b>Student Support:</b> Identify whether graduate or undergraduate and nature of support.			
Student 1:	\$ -	\$ -	\$ -
Student 2:	\$ -	\$ -	\$ -
Student 3:	\$ -	\$ -	\$ -
<b>Consultant/Contract services:</b> Identify, and provide separate breakdown of budget detail.			
Consultant/Contract 1:	\$ -	\$ -	\$ -
Consultant/Contract 2:	\$ -	\$ -	\$ -
Consultant/Contract 3:	\$ -	\$ -	\$ -
<b>Indirect Costs - Employee fringe benefits:</b>	\$ -	\$ -	\$ -
<b>Other Direct Costs:</b>			

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>
<b>Indirect Expenses</b>			
Item 1	\$ -	\$ -	\$ -
Item 2	\$ -	\$ -	\$ -
Item 3	\$ -	\$ -	\$ -
<b>Total Indirect Expenses</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Indirect as % of Total		#DIV/0!	#DIV/0!
<b>Total Project Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Timeline Template

Use the following calendar to outline key activities to be conducted during the grant period. All activities must occur and conclude within 12 months of the award start-date. Expand or reduce the size of the green boxes below to indicate the time periods over which these activities will occur. Additional rows can be added for other Aims and Sub-goals.

Timeline Technical Assistance Grant Proposal												
Activity	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Specific Aim #1	■											
Specific Aim #2		■										
1. Sub-goal #1			■									
Specific Aim #3				■								
Specific Aim #4												