



Notice of Funding Availability
Technical Assistance Grant Fund

Issuance Date: February 26, 2018

Submit to:

Technical Assistance Grant Fund

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 provide technical education and capacity building that can assist or help carry out affordable housing development activities. This technical assistance can take the form of consulting, advisory work, training, information, and other services.

1.2 Priorities

Proposals that focus on development of Technical Assistance that is already developed will be favored. Proposed activities must address at least one of the following priorities:

- 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 such as addressing 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 has been 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. \$343,850 is available to be awarded in Round 2 of FY18. 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
- Organizations that have received prior funding from the Technical Assistance Grant fund

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 5:00 pm 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. 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 (March 12, 2018). 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 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.

Prior to submitting a full proposal, OHFA requests that applicants submit a non-binding statement of interest two weeks prior to the deadline of March 31 2018. This provides OHFA sufficient time to build a comprehensive panel for evaluating submissions. Statements of interest should be emailed to TAG@ohiohome.org.

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: | Website: |
| Co-Applicant: | |
| Email: | |
| Mailing Address: | |
| Telephone: | 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 Technical Assistance.

Section 3 GEOGRAPHY SERVED

- (a) Describe the geography to be served.
- (b) Describe how and why this geography was chosen.

Section 4 IMPLEMENTATION PLAN

- (a) Describe how the Technical Assistance will be implemented.
- (b) If the Technical Assistance was developed prior to this proposal, please provide a brief description of who developed the Technical Assistance, how it has been used in previous settings, and evidence of its efficacy. Include as an attachment all supplemental materials that will be used for the training.
- (c) Applicants that propose development of new Technical Assistance must document a history of providing similar activities.
- (d) 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 and market the Technical Assistance services to your intended audience?
- (b) Describe your existing connections to and relationships with the intended audience. Provide any evidence of established connections with the intended audience.

Section 6 OUTCOMES

- (a) How will you assess whether the Technical Assistance achieved its objectives? What indicators might be used to evaluate the impact of the proposed Technical Assistance?
- (b) If maintenance or continued assistance are required beyond the grant period, how does your organization plan to maintain the Technical Assistance beyond the grant term?

Section 7 BUDGET

- (a) Provide a detailed budget using provided Budget Template for all funds, including matching funds. State each line item, and include a description for each that explains how the total for that item was determined.
- (b) Provide documentation for why this budget is appropriate given population and geography of focus.

Section 8 TIMELINE

- (a) Provide a detailed timeline using provided Timeline Template.
- (b) Provide a narrative overview of key dates and processes for the timeline.

Section 9 STAFFING AND CAPACITY

- (a)** Identify the people who will be responsible for the Technical Assistance and their qualifications. Describe their specific role in providing the Technical Assistance and what percentage of their time will be devoted to the grant activities. 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) Supplemental materials to be used for the proposed Technical Assistance (e.g. manuals, fliers, etc.)

Budget Template

| Project Expenses | 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): | | | |
| | | | - |
| Total Direct Expenses | \$ - | \$ - | \$ - |
| Overhead/indirect (_xx_%) | | | - |
| | | | |
| Total Project Cost | \$ - | \$ - | \$ - |

Timeline Template

| 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 | | | | | | | | | | | | |
| Specific Aim #5 | | | | | | | | | | | | |
| Specific Aim #6 | | | | | | | | | | | | |

Instructions: 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. Incorporate the time periods over which these activities will occur. Additional rows can be added.