



Ohio CDC Association

33 N Third St. Ste 200
Columbus, OH 43215

Phone 614-461-6392

Fax 614-461-1011

www.ohiocdc.org

Notice of Funds Available

August 6, 2009

Technical Assistance for CHDO Projects

The Ohio CDC Association has secured funds to provide technical assistance to Community Housing Development Organizations (CHDOs) to plan, complete or manage HOME*-funded housing projects. Resources are being provided by a CHDO Technical Assistance grant from the U.S. Department of Housing and Urban Development, and from the Office of Housing and Community Partnerships (OHCP) of the Ohio Department of Development through a training and technical assistance grant from the CDC Grant Program of the Ohio Housing Trust Fund.

Assistance, in the form of OCDCA staff or consultants paid by OCDCA, will be provided to locally or state-designated CHDO nonprofit organizations that meet at least one of the following criteria:

- Newly designated CHDO,
- HOME*-funded project(s) in concept development stage,
- Completing HOME*-funded project(s), or
- Already completed and own HOME*-funded housing development(s).

HOME*-funded projects must benefit low-to-moderate-income residents of the neighborhood or community. Technical assistance will be a maximum of approximately \$3,000 per group.

To request assistance you must submit the following to OCDCA:

- 1) **Technical Assistance Description:** A letter that requests technical assistance and specifically describes the type(s) of assistance needed. This letter should not be more than one page. Explain how the assistance would contribute to a successful affordable housing development project, and who would benefit from the assistance. The request must be on your organization's letterhead and signed by your executive director or other appropriate supervisor. If there is a specific consultant you would like, please request them by name in this letter. Although final consultant selection will depend upon the consultant's schedule, geographic concerns, and the consultant's expertise relative to your technical assistance need, efforts will be made to pair you with the consultant you seek. A list of technical assistance providers can be found on the OCDCA website, www.ohiocdc.org.

- 2) **CHDO Certification Letter:** A verification letter from your Participating Jurisdiction stating that your organization is a CHDO. This can be either the State or your local PJ, although a letter from your local PJ is preferred.
- 3) **HOME Funds Verification Letter:** Provide a letter from your Participating Jurisdiction stating that your CHDO is a recipient or intended recipient of HOME funds. This can be either the State or your local PJ, although a letter from your local PJ is preferred. It also may indicate, at the PJ's option, subject areas of assistance that are most important to the PJ. If you do not yet have the letter from your PJ, please provide documentation that the letter has been requested.
- 4) **Self Assessment Form:** A self-assessment form on your organization/local government. This form asks for information about your CHDO activities. The self assessment form can be found on the OCDCA website, www.ohiocdc.org.

In the event that requests exceed funds available for assistance, a competitive review process will be enacted, and a committee will determine the selection. The actual delivery time of technical assistance varies, depending upon the organization or local government and the technical assistance provider.

Once assistance is secured you must:

- 1) Work with the Ohio CDC Association staff to create an Assessment Report as well as a Technical Plan for Assistance. This process allows us to establish your organization's readiness, steps for assistance, the technical assistance consultant, timeline and objectives.
- 2) Enter into a contract with the Ohio CDC Association (the Technical Plan for Assistance) to cooperate with the technical assistance provider and the Association, and to follow through on recommendations from the technical assistance consultant.

Technical assistance can be requested in any of the following applicable areas:

- A. **PROJECT DEVELOPMENT AND MANAGEMENT**
(For example, funding applications, project management, project concept, site selection, site control, choosing a development team, feasibility analysis, financial structuring, construction management, asset management planning, Asset Management Plan, etc.)
- B. **ORGANIZATIONAL DEVELOPMENT**
(For example, assistance in meeting the CHDO standards being developed by OHFA and the Ohio CDC Association)
- C. **OTHER TECHNICAL ASSISTANCE NEEDS**

Examples of recent technical assistance received include:

- Revised marketing plan for completed HOME-funded project owned by CHDO.
- Site selection review and assistance in pre-development evaluation of a potential HOME-funded project.
- Development of marketing plan, materials, presentation and contracts for Universal Designed homes to the disabled for a HOME-funded project in the completion stage.
- Feasibility Study.
- Succession planning, budgeting and diversifying income sources of existing CDHO..

TIMELINE:

Thursday, September 3, 2009 5pm

Requests due to Ohio CDC Association

SUBMITTING YOUR REQUEST

- 1) In order to assist your organization in the request for technical assistance submission a “Technical Assistance Request – Applicant Checklist” can be found on the OCDCA website, www.ohiocdc.org.
- 2) Email is the preferred method of submission. E-Mail your request for assistance accompanying documents to agriffith@ohiocdc.org.
- 3) If unable to email documents, send via fax or mail to:

Amy J. Griffith
Director of Training and Technical Assistance
Ohio CDC Association
33 N. Third Street, 200
Columbus, Ohio 43215
Email: agriffith@ohiocdc.org
Phone: 614-461-6392 ext. 204
Fax: 614-461-1011

If you have questions or need additional information, please contact Amy J. Griffith at the above contact information.

Depending on receipt of grant awards, we plan to offer additional funds mid-year 2010.

*** HOME-Funded project or an Ohio Housing Trust Fund funded project from OHFA through the HDGF Program**