



Development  
Services Agency

# **FY 2013 Housing Assistance Grant Program Overview and Information**

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Prepared By:  
Ohio Development Services Agency  
Community Services Division  
Office of Community Development

## FY 2013 Housing Assistance Grant Program

### 1. Overview

The Housing Assistance Grant Program (Housing Program) is designed to promote affordable housing opportunities and improve housing conditions for low-income families and individuals. Funding is provided to eligible nonprofit organizations for emergency home repair/handicapped accessibility modifications and homebuyer counseling/down payment assistance for projects that meet the housing needs of low-income families and individuals. Housing Program funds will be awarded on a competitive basis for the period March 1, 2014 through February 28, 2016. Applicants may apply for up to two years of funding with the Office of Community Development. Office of Community Development reserves the right to award either a one-year or a two-year grant to successful applicants and/or fund proposals for less than the requested amount.

Exception: FY 2012 Housing Program award recipients that received a two-year grant are not eligible to apply unless a waiver is requested and received. A waiver may be requested if: the agency has recently expanded an existing funded housing program after January 1, 2012 and/or the agency is planning to expand an existing funded housing program prior to December 31, 2014. Agencies can also request a waiver to address other factors which place future operations in jeopardy. **All waiver requests must be submitted in writing on or before November 15, 2013 by 5 p.m. and addressed to:**

**Michael Hiler, Deputy Chief  
Ohio Development Services Agency  
Office of Community Development  
77 South High Street-26th Floor  
Columbus, Ohio 43215  
Phone: (614) 466-2285**

### 2. Maximum Award Amounts

Applicants may request Housing Program funds for each eligible category for the two-year period beginning March 1, 2014 and ending February 28, 2016. The maximum amount that applicants may request per category is as follows:

<u>Category</u>	<u>Maximum Award</u>	<u>Grant Period</u>
Emergency Home Repair/Handicapped Accessibility Modifications	\$500,000	Two years
Down Payment Assistance/Homebuyer Counseling	\$150,000	Two years

Funding requests must be cost effective and reasonable based on community need, agency capacity, historical level of funding from the Office of Community Development, cost per household served, cost per outcome, etc. Agencies that have already received grant extensions for open grants with any of those activities should adjust their request amount to account for the funds carried over from the extended grant. Agencies requesting significantly more funds from the Office of Community Development than they received in the past must demonstrate an increased need for Housing Program funds based on program expansion, increased utilization of the program, etc. Applicants for programs that have not previously been funded by the Office of Community Development may contact the Office of Community Development for guidance in determining request amounts that take competitive factors into consideration. **Funding requests that are less cost effective and reasonable (taking the reduced amount of funds into consideration) will not score as high during the review process.** The Office of Community Development reserves the right to fund applicants for less than the requested amount.

The following is guidance regarding appropriate funding levels for the various activities under the Housing Program. Please note that this is designed for guidance purposes only and **should not be used as the sole basis of the applicant's request amount.**

## **Emergency Home Repair/Handicapped Accessibility Modifications**

The amount of funds an applicant requests under this category should be related to the population of the program's service area. The recommended maximum two-year request is \$87,500 for populations fewer than 100,000, \$175,000 for populations between 100,000 and 200,000 and \$500,000 for populations greater than 200,000. Requests must be reasonable and only agencies serving large urban or multi-county service areas should request the maximum \$500,000.

Exception: Applicants can request a waiver to exceed the \$500,000 cap for emergency home repair/handicapped accessibility modifications. However, these requests are limited to agencies with large urban or multi-county service areas. Requests must include statistics, such as local housing needs and program waiting lists demonstrating the need to exceed the cap for emergency home repair/handicapped accessibility modifications. **All waiver requests must be submitted in writing on or before November 15, 2013 by 5 p.m. and addressed to:**

**Michael Hiler, Deputy Chief  
Ohio Development Services Agency  
Office of Community Development  
77 South High Street-26th Floor  
Columbus, Ohio 43215  
Phone: (614) 466-2285**

## **Down Payment Assistance/Homebuyer Counseling**

The amount of funds an applicant requests under this category should be related to the population of the program's service area. The recommended maximum two-year request is \$100,000 for populations fewer than 100,000 and \$150,000 for populations 100,000 or greater.

### **3. Match Requirements**

Applicants must provide at least one dollar in local public or private resources for every two dollars in Housing Program funds requested for each category (a ratio of 1:2 other funds to Housing Program funds). An applicant may use any of the following as match, provided the match is properly\* documented:

- Cash resources of the applicant organization;
- Cash in the form of a grant or donation from a third party, including private sector; nonprofit sector; and federal, state and local government sources\*\*;
- Rental income;
- In-kind contribution of a leasehold interest in property;
- Volunteer time, valued at \$10 per hour; and
- Contributed materials needed for the implementation of the program.

\* See Exhibit 9 for the type of supporting documentation needed to properly demonstrate match.

\*\* Funds administered by the Ohio Development Services Agency may not be used to meet the matching requirement.

### **4. Submission Instructions**

Eligible applicants should fully and concisely complete the FY 2013 Housing Assistance Grant Program application and submit the required attachments. Applicants should not include attachments that are not specifically requested (e.g., intake forms, service plans, etc.).

Applicants must use a 10-point or larger font size to complete the application forms. All copies of the application must be placed in separate three-ring binders, with each section tabbed, using a number to match the exhibit number. All attachments must be numbered.

Applicants are asked not to reformat, change or omit any information contained in the original program application. After the final application is assembled, number all pages at the bottom of the page, beginning with Exhibit 1: Applicant Information.

**Submit one original (so marked) and one copy to the Office of Community Development for review.**

Note: **All applicants must include one extra copy of Exhibits 1, 2, 7 and 8.** These exhibits may be placed in a folder and inserted in the pocket of the three-ring binder containing the original application.

**The application submission deadline is 5 p.m. on December 13, 2013.**

Applications must be sent to:

Ohio Development Services Agency  
Office of Community Development  
77 South High Street, 26<sup>th</sup> Floor  
Columbus, Ohio 43215  
Phone: (614) 466-2285

Overnight delivery will be considered timely upon submission of documentary evidence that the application was placed in transit with the overnight delivery service **no later than 5 p.m. on December 13, 2013.** While this information is typically on the mailing label, it is the applicant's responsibility to maintain documentary evidence of timely submission, if needed for future reference. **Applications should not be sent by fax.**