



Development
Services Agency

2016 Housing Assistance Grant Program Application Instructions

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2016 Housing Assistance Grant Program APPLICATION INSTRUCTIONS

Program Description

Select **Program Description** in the left hand column under **Grant Request** and click on the **Add Program Description** icon (). Using the drop down menu, select **Housing Assistance Grant Program (HAGP)**, then enter the **Program Name** in the box provided. For **Program Name**, enter HAGP Program. Under the **Counties in Service Area** heading, check the appropriate box(es) that best represents your service area.

Program Narrative: (3,000 Character Limit) Provide a program narrative which includes, at a minimum, the following:

- Agency/Applicant name;
- Activity (e.g., emergency home repair and handicapped accessibility modifications, down payment assistance and homebuyer counseling);
- Service area (i.e., county(ies) served);
- Population served (e.g., homeowners age 60 and older at or below 50% AMI);
- Maximum level of assistance (applicable only for down payment assistance projects); and
- Outcomes, including projected number of households and people to be served for each service activity.

Samples:

Sample: Emergency Home Repair/Handicapped Accessibility Modifications

Agency Gamma will provide emergency home repair/handicapped accessibility modifications for homeowners age 60 and older who are at or below 50% of Area Median Income in A, G and E counties. The program will serve (number) households consisting of (number) persons.

Sample: Down Payment Assistance & Homebuyer Counseling

Agency Beta will provide down payment assistance to households who are at or below 65% of Area Median Income (AMI) in C County. Maximum assistance may not exceed \$3,000 per unit. The program will serve (number) households consisting of (number) persons.

Housing Assistance Details

Click  to complete the chart for each applicable project. Enter the number of households and persons projected to be served according to the agency's 2014 HAGP Program grant agreement in the space provided for **Projected Households** and **Projected Persons**. In the spaces provided for **Actual Households**, and **Actual Persons**, enter the number of households and persons actually served from March 1, 2015 through September 30, 2016.

Financing Data

Applicants should enter each source of leveraged funds. HAGP applicants are required to meet the match requirement of at least one dollar in local public or private resources for every two dollars in HAGP funds. To begin adding sources of leveraged funds, click on the **Add Leveraged Fund** icon ()

Leveraged Fund Provider: Enter source of leveraged funds.

Example: “Beta County United Way”

Example: “Volunteer Hours”

Leveraged Fund Category: From the drop down menu, select one of the following options: **Other Federal, Other Funds, Private Funds, State and Local Funds** or **Federal ARC** funds. Please note that these options are consistent with the categories found on the Office of Community Development’s Status and Final Performance Reports.

Example: “Beta County United Way” select Other Funds

Example: “Volunteer Hours” select Private Funds

Leveraged Fund Type: From the drop down menu, select one of the following options: Grant, Loan, In-Kind, or Cash.

Example: “Beta County United Way” select Grant

Example: “Volunteer Hours” select In-Kind

Project Details

Click  to begin adding project details.

Project Type: From the drop down menu, select the appropriate **Project Type** from the following options: **Home Repair, Down Payment Assistance**.

Project Name: (35 Character Limit) Applicants can simply enter Home Repair Program or Down Payment Assistance Program in the **Project Name** field.

Project Budget: Enter the total amount of grant funds requested for the project. Do not include other sources of matching funds.

Income Eligibility: Home Repair projects will automatically default to **50% AMI and below**. For Down Payment Assistance projects, select either **50% AMI and below**, or **65% AMI and below**.

To add an additional project, click on the **Add Project Details** icon () and then enter the requested project information.

Activity Information

To begin adding activities, select a project from the **Project Type** drop down menu.

Click on the Add Activity icon () to begin adding activities to the selected project.

Activity Class: Select **Housing** from the **Select Activity Class** drop down menu.

Activity Name: Select **Activity Name** from the option(s) presented in the drop down menu. For **Home Repair** projects, select **Home /Building Repair**—the only option. **Down Payment Assistance** projects can select either --**Down Payment Assistance**, or **Hsng . Dev. / Info / Counseling**.

Activity Budget: Enter the total amount of HAGP funds requested for the activity. Do not include any other source of funding in the activity budget.

NOTE: The **Activity Budget** for each activity added to a **Project** will be tabulated and presented as an Activity Subtotal next to the Project Type drop down menu. This subtotal should match the dollar amount in the selected project.

Activity Outcomes and Leveraging

To add outcomes, select an activity from the **Activity** drop down menu and click on the **Add Outcome** icon ()

Outcome Type: Select **Total number of Households Assisted**, from the drop down menu.

Project Outcomes: Enter the number of **Projected Outcomes** in the space provided.

Estimated Total Beneficiaries: The **Estimated Total Beneficiaries** will populate automatically with the **Total Number of Households Assisted** multiplied by 2.7.

Percent LMI: The **Percent LMI** will populate automatically with 100%.

If leveraged funds are to be used for the activity, click the **Add Leveraged Funds** icon ()

Leveraged Fund Amount: From the drop down menu, select a leverage source previously identified under the **Financing Data** section of the application. In the space provided, specify the amount of cash or in-kind donations the selected source has committed to the activity.

Grant Request Documents

The first grid in OCEAN identifies attachments for which a template exists. The second grid in OCEAN allows the grantee to upload other attachments for which a template does not exist, as well as any other supporting documentation necessary.