

# The Hardest Hit Fund Volunteer Program

Request for Proposals Information Session  
February 8, 2011



INDIANA FORECLOSURE PREVENTION NETWORK



**ihcda**   
Indiana Housing & Community Development Authority

# Today's Agenda

- Welcome and Introductions
- Background, Purpose and Rationale
- Program Background of the Hardest Hit Fund
- The NOFA
  - Program Responsibilities
  - Expenditure Requirements
  - Review and Selection Process
  - Timeline
- The Grant Application Instructions
- Questions and Answers

# About Your Facilitator

- **24 years experience** in the nonprofit/public sector
  - St. Vincent Hospital (1987 – 1996)
  - United Way of Central Indiana (1996-2005)
  - Office of Faith-Based and Community Initiatives (2005-2007)
  - Indiana Housing and Community Development Authority (2007-2011)
- **Program Development, Program Management,** organizational development, capacity building, community initiatives, evaluation
- Human services, Affordable Housing and Energy

Indiana Hardest Hit Fund – Structured Volunteer Activities Program

# **THE NOTICE OF FUNDING AVAILABILITY**

# Section I – Hardest Hit Fund Background

- \$213 Million over 3 years
- Funded by the Treasury
- Associated with the Indiana Foreclosure Prevention Network (877-GET-HOPE)
- Indiana's Hardest Hit Fund Plan
  - <http://www.877gethope.org/news/indianas-hardest-hit-funding-update>

# Hardest Hit Fund Goals

- Reduce foreclosure
- Help homeowners during critical early months of new employment
- Create incentives to promote rapid reemployment in jobs with a future
- Help homeowners to help themselves

# Hardest Hit Fund Framework

- Existing networks and infrastructure
- Facilitate intervention ASAP
- Borrowers make meaningful contributions
- Job training or further education
- Sustainable results
- Transparency and fairness
- Evaluation

# Partial Mortgage Payment Assistance

- Unemployed homeowners pay 30% of current income to PITI; HHF dollars cover the balance.
- Homeowner must participate in
  - Job Training OR
  - Education OR
  - Volunteer Activity AND
  - Borrower Counseling



# 2011 Funding Priorities

- Volunteer opportunities should support
- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Family Support Services
- Healthy Futures
- Veterans and Military Families

# Section II – Award Information

- Up to \$144,614, over 3 years, is available to support volunteer opportunities in Madison and Grant Counties
- Volunteer Centers have been targeted for funding
- Other non-profits, public and private, are eligible

# Section III - Responsibilities

- Recruit organizations
- Certify volunteer hours
- Conduct background checks
- Measure progress
- Train participants
- Administer the program

# Section IV – Match and Expenditure Requirements

- No Match Required
- Expenditures should be reasonable, allowable, and allocable
  - Personnel, Transportation, Equipment, Background Checks, Advertising/Marketing, Training, Reimbursement, General Administration
- See Page 9, “IHHF Regional Allocation Table”

# Section V – Application and Submission

- Optional Notice of Intent to Apply
  - Due by Thursday, February 10
  - 1-2 sentences - no narrative is required,
  - Contact person information
- Application Cover Page
  - due to OFBCI by Tuesday, February 15
  - Email is acceptable to [ccraig@ofbc.in.gov](mailto:ccraig@ofbc.in.gov)
- Late applications will not be reviewed

# Section V – Application and Submission

- Narrative
  - 10 pages maximum, double-spaced, 12 point font
  - Send to OFBCI via mail, hand-delivered or email
  - Send with completed application cover page
- Budget

# Section VI – Application Review Information

- Process
  - OFBCI and IHADA staff will review proposals
  - Program Design (50%)
  - Organizational Capacity (25%)
  - Cost Effectiveness/Budget Adequacy (25%)

# Section VII – Award Administration Information

- Timeline
  - February 16-18: Review Documents
  - February 21: Letter of Commitment Sent
  - February 23: Award Documents Sent
- HHF Structured Volunteer Activities Program Guidelines will be released before March 1, 2011
- March 1, 2011 through December 31, 2013



# Section VIII – Agency Contacts

Carey Craig

Chief Financial Officer

Office of Faith-Based and Community Initiatives

[ccraig@ofbci.in.gov](mailto:ccraig@ofbci.in.gov)

# General Notes

- The Volunteer Database Vendor has not been selected
- The HHF Structured Volunteer Activities Program Guidelines will be ready by March 1, 2011
- Anticipated first volunteer enrollment will occur around April 1

Indiana Hardest Hit Fund – Structured Volunteer Activities Program

# **GRANT APPLICATION INSTRUCTIONS**

# Application Cover Sheet

- See Exhibit A
  - Fillable
  - Drop-down menus
  - Note specific amount \$144,614, includes cost of background checks
  - Sign, scan and send as attachment to response

# The Narrative

- 10 pages maximum, Times New Roman, 12-point font, double-spaced
- Program Design
  - Describe the Problem or Need Statement
  - Describe the Solution
  - Plan for training volunteers
  - What will have changed at the end of 3 years? At the end of 1 year? How will you know?
  - **Volunteer Certification Process**
  - **Partners**
  - **Sustainability\***

# Organizational Capability

- Your Organization's history and experience with volunteer management
- Staffing Plan
- Site Selection and Supervision
- Special Circumstances (rural, high poverty, few resources)

# Cost Effectiveness and Budget Adequacy

- Explain how you decided on the budget amounts and budget items
  - Why you need the # of FTEs
- Explain how the budget supports the plan

# The Budget

- See Budget Worksheet, Exhibit B
- Amounts and purposes are defined
- Itemize costs and show calculations
- No fractional amounts
- See OMB Circulars, if applicable
  - A-21, Cost Principles for Educational Institutions
  - A-87, Cost Principles for State, Local Govt
  - A-122, Cost Principles for Non Profit Orgs



# Budget: Program Operating Costs

- Personnel Expenses
- Fringe
- Travel for Staff and/or Participants
- Equipment
- Supplies
- Contractual/Consultant Services
- Training for Staff and/or Participants
- Other Program Operating Costs

# Budget: Administrative/Indirect Costs

- Up to 10% of the amount requested (\$14,461)
- See percentages per county (NOFA, Page 9, Budget Table)
- Can be used for Administrative Staff Positions

# Performance Measures

- Submit only performance measure worksheets for your program design, and attach behind the Narrative
- Create outcomes for Disaster and Family Support Services and attach on separate sheet
- Performance Measurement Toolkit will be included in Program Guidelines

# Performance Measures: Continued

- Measures are collected every six months
- Reports due monthly for
  - Verified/certified volunteer hours
  - Grant expenditures
  - Professional development training/networking for volunteers
  - Other miscellaneous results

# Documents

- Exhibit A (Cover Page)
- Narrative
- Exhibit B (Budget)
- Exhibit C (Performance Outcomes)
- Exhibit D (Terms and Conditions)

# Documents

- 2009 or 2010 audited financial statements
- IRS determination letter
- Indiana Certificate of Incorporation
- By-Laws
- Letters of Support

# Terms and Conditions

- Exhibit D
  - Please read, sign, scan and email with Proposal

# Contacts

- Carey Craig, CFO, Office of Faith-Based and Community Initiatives, [ccraig@ofbci.in.gov](mailto:ccraig@ofbci.in.gov)
- Cecelia Johnson-Powell, Indiana Housing and Community Development Authority, [cjpowell@ihcda.in.gov](mailto:cjpowell@ihcda.in.gov)
- Debbie Pidgeon, Programs Directors, Office of Faith-Based and Community Initiatives, [dpidgeon@ofbci.in.gov](mailto:dpidgeon@ofbci.in.gov)



# Questions?