

**OHFA/ODMH Permanent Supportive Housing Capital Investment Pilot Program
(OHFA/ODMH PSH CIPP)**

Background/Purpose

ODMH has been providing capital funds since the late 1980's for housing for persons with severe and persistent mental illness. It is estimated that since that time 4800 units of permanent supportive housing have been created. As the existing housing stock continues to age, preservation becomes critical so as not to risk loss of units within Ohio's housing portfolio.

ODMH and OHFA are pleased to announce a pilot program through the Housing Development Gap Financing Program for the Permanent Supportive Housing Capital Investment Program. OHFA has set aside approximately \$1 million dollars to assist ODMH mortgaged properties with minor renovation and deferred maintenance projects.

Eligible Applicants:

Non-profit 501(c)(3) organizations that have:

1. an existing Permanent Supportive Housing Project and
2. An existing ODMH contract, mortgage and note for the proposed property/properties.

Ineligible Applicants:

ADAMH/CMH Boards or other units of government/quasi-government;
Projects that have not already been identified as Permanent Supportive Housing.

Eligible Activities:

Eligible activities include:

- minor renovations that will preserve the life and efficiency of the building (roofs, windows, kitchen upgrades)
- items that improve the living environment for tenants (central air, new paint, durable flooring)

Ineligible Activities:

Ineligible activities include:

- major rehabilitation or preservation (total gut of unit)
- cosmetic repairs
- furniture

Award Amount:

Applicant may apply for a maximum amount of **\$250,000** per applicant/owner.

Funds can be requested for one site (single address). However, applicants may submit up to three applications if more than one building is in need of assistance.

All projects will be scored and prioritized for funding. Once the \$1 Million has been awarded, a waiting list will be created. If additional funds become available or if a project does not move forward, OHFA will move to the next project on the waiting list.

Program Dates

July 1-August 1, 2011

Experience and capacity reviews. OHFA will notify applicants once reviews are complete.

July 15-September 1, 2011

After successful completion of the experience and capacity review, applications must be submitted to OHFA, with ODMH performing initial threshold review and OHFA performing a second review. Once an application meets threshold reviews

by both Departments, that application will undergo a complete review. Site review may occur during this time.

Sept 1, 2011

Applications are due to OHFA by close of business 5:00pm

September 26

September 26th- applications are reviewed by both departments and projects selected will be notified a fact to face meeting to discuss application.

October 3-28, 2011

Face to face meetings occurred between applicant, ODMH and OHFA staff to further discuss the proposal.

November 10, 2011

OHFA will release announcement of awards including the projects that will be on a waitlist.

November - December

OHFA/ODMH will meet with selected applicants to review details of the grant, including but not limited to the Approval Process, Draw Process, Local Government Notification and legal documents.

Projects can begin renovations once the closing documents have been executed/recorded.

All projects must be completed by June 30, 2013.

Experience and Capacity Review - Deadline: August 1, 2011

1. A brief narrative describing the experience of the organization with regard to the development of subsidized and/or affordable housing, including the number of projects and units that have been completed and placed into service.
2. A spreadsheet summary of all projects under construction in an state (or stage of completion), including their present status and expected completion date.
3. Full organizational chart, staff roster, and resumes of key development staff within the organization, focusing on their affordable housing development experience.
4. The most recent audited financial statements for the organization. If an organization is not required to prepare audited financial statements, then statements that have been reviewed or compiled by a third-party accountant may be submitted. The most recent internally prepared financial statements are acceptable only if audited, reviewed or compiled statements are not available.

NOTE: If the management company is a not the applicant, information will be required for them, as well.

Application Requirements - Deadline September 1, 2011:

Successful completion of OHFA Experience and Capacity review

Excel Application

Required Narratives

- Description of the population being served
- Description of services provided and how those are being paid

- Description of how the applicant arrived at the project budget
- Description of how the replacement reserves have been used and the remaining balance
- History of the project, including its operations, financial position over the years.
- Description/history of the applicant
- Proposed Project Budget
- Scope of Work
- Project Proforma
- Letter of support and Resolution from the non-profit Board and the local ADMH Board supporting the application for funding and agreement to sign a 4 way agreement.

Submission Requirements:

- Application must be received by September 1, 2011. Applications must be submitted on disc to:

Ohio Housing Finance Agency
57 East Main St.
Columbus, OH 43215
Attn: HDAP Manager

Anyone wishing to hand-deliver an application must contact OHFA on or before August 26, 2011 to make arrangements. Applicants may contact either Virgie Vaido (614-995-4511) or Sally Mitchell (614-466-4393).

- **Application for funding are in excel format and must be submitted by disc. All documents must be clearly labeled or will not be reviewed.**
- Application must have a letter of support from local MH Board
- ODMH MH number must be included in the application
- ADAMH/CMH Boards will be required to submit a letter of support and will be part of the funding agreement.
- The application and narrative responses MUST identify the property address requesting funds.
- Applicants awarded funds will be required to enter into a mortgage with OHFA securing the project remains restricted for permanent supportive housing for persons with mental illness.

Selection Process:

- Applications will be submitted to OHFA
- ODMH will review each applicant for experience and capacity
- OHFA will review each applicant for experience and capacity
- OHFA will conduct a Threshold Review
- Applicants will be notified by email of any Threshold Deficiencies prior to the proposal meeting. Deficiencies must be cured prior to the meeting.
- OHFA and ODMH will conduct a site visit.
- Staff from OHFA and ODMH will attend the proposal meeting
- Applicant will be required to present their project and answer questions
- OHFA and ODMH will make selections based on OHFA's policy objectives

Legal Documents for approved projects:

- Mortgage
- Note: pro-rated forgiveness
- Deed restriction for both income and occupancy (population being served)
- Funding Agreement/MOU
 - OHFA
 - Recipient
 - Local Board

- ODMH