

## **MEMORANDUM**

TO: Nonprofit Housing Organizations in West Virginia

FROM: Joe W. Hatfield, Executive Director  
West Virginia Housing Development Fund

DATE: December 1, 2004

SUBJECT: Nonprofit Capacity Technical Assistance and Training Grants Available

The West Virginia Housing Development Fund is pleased to announce a grant program to assist non-profit organizations increase their capacity to develop affordable housing, with funds from the Claude Worthington Benedum Foundation and the Federal Home Loan Bank of Pittsburgh. This is a continuation of a successful grant program initiated by the West Virginia Housing Task Force. The Housing Development Fund has asked the Nonprofit Capacity Grants Governing Committee of the West Virginia Housing Task Force to assist with the review of grant applications.

The grant program will fund a variety of technical assistance activities such as legal and accounting technical assistance and training, strategic planning, grant writing, housing development training, homebuyer education training, and nonprofit management training. A Technical Assistance Request Form is attached. The Committee will review applications on a monthly basis, with those received by the 20<sup>th</sup> of a month receiving a response by the 10<sup>th</sup> of the following month. You may request a specific technical assistance provider and we will do our best to accommodate that request.

Questions regarding the grant program or the application process may be directed to Tara Woods, Technical Assistance Grant Program Manager, at (304) 342-0240 or [tara\\_woods@hotmail.com](mailto:tara_woods@hotmail.com), or to Betty Barrett, Chair of the Governing Committee at (304) 525-5908 or [barrettwv@adelphia.net](mailto:barrettwv@adelphia.net).

We hope that this grant program will be an important catalyst for nonprofit capacity-building and we welcome your participation.

Thank you.

**Non-Profit Capacity Technical Assistance and Training Request Form**

**Please return by the 20th of the month to:**

**Tara Woods**

**(304) 342-0240**

**Technical Assistance Grant Program Manager**

**Fax: (304) 342-0240**

**814 Virginia Street, East  
Charleston, WV 25301**

**E-mail: tara\_woods@hotmail.com**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail: \_\_\_\_\_

County: \_\_\_\_\_

Is your organization a HOME Program originator or a CHDO? \_\_\_ Yes \_\_\_ No

(This is not a requirement for receiving technical assistance.)

Description of the Technical Assistance or Training Requested. Please attach any information that supports your request and include a budget or amount of funding requested, if known.

If you are requesting a specific TA/training provider, please provide the information requested below.

Please attach information about the provider's qualifications and experience.

TA Provider Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ E-Mail: \_\_\_\_\_

What are your target start and end dates for using the TA or Training? \_\_\_\_\_

What are the outcomes you expect to see from having had this assistance? How will you measure them?

## Non-Profit Capacity Training and Technical Assistance Grants General Policies

The Nonprofit Capacity Grants Governing Committee has established several policies regarding the various training and technical assistance grants available. They are listed below.

1. Grant funds will be distributed on a reimbursement basis. No advances of grant funds will be made.
2. Grant funds cannot be used for nonprofit operating costs. This means that the grants will generally not reimburse nonprofits for costs such as:
  - a. nonprofit staff time (as salary, hourly wage or overtime) devoted to a technical assistance or training activity
  - b. customary activities and services of the nonprofit (annual audits, regular accounting or legal work, etc.)
3. Grant funds cannot be used to cover costs of an activity/project that the nonprofit performs/prepares itself. This includes, for example, a training session that one staff member offers to another staff member of the same organization or a technical assistance project that will be performed by the staff of a nonprofit for that same nonprofit.

The goal of the Nonprofit Capacity Technical Assistance and Training Grants is to increase the capacity of a nonprofit agency to develop housing through provision of technical assistance and training by persons outside the organization. This technical assistance may include, but is not limited to, activities such as legal assistance, technology training, board and staff training, special accounting assistance, and project development training.

Although the Technical Assistance Request Form is a simple one-page form, the Committee appreciates receiving as much detail as possible to support a request. This may include a specific budget, a detailed proposal from a consultant, and the results expected from the technical assistance.

This memorandum discusses some general policies regarding the various technical assistance grants available. Each request will be reviewed on a case-by-case basis and may be approved or denied for a variety of reasons not discussed above. Please contact Tara Woods, Technical Assistance Grant Program Manager at (304) 342-0240 or [tara\\_woods@hotmail.com](mailto:tara_woods@hotmail.com) if you have any questions about the Training and Technical Assistance Grants or the request process.

### Travel Grant Policies

Requests for grants to cover expenses associated with attending a housing-related training session or conference will be reviewed under the following policies.

- Funding will be limited to up to \$1,000 for either out-of state or in-state training sessions. These limits will be applied on a “per-organization, per-training session basis”, that is, the limits are not per person.
- Meals are not an eligible expense.
- Costs within the \$1,000 limit will be funding on the following priority basis:

- Tuition costs will be paid first;
- Travel costs from West Virginia (or the home city of the staff/agency) to the training site will be paid with any remaining funds.
- Lodging costs will be paid after tuition and travel costs, subject to the maximum total-costs limits stated above.

The Governing Committee reserves the right to waive any of these funding limits based on financial need or other exigent circumstances, as determined by the Committee.