



FEBRUARY 24, 2009

Indiana  
Neighborhood Stabilization Program  
Application Webinar

# NSP Webinar Overview



OBJECTIVES  
AGENDA  
IHCDA STAFF

# Objectives



- To assist potential applicants with the process of applying for NSP funding.
- To provide guidance on the information required for a successful application.
- To understand the level of detail applicants are required to submit.
- To provide a forum for questions to be answered.

# Agenda



- **Successful Application Submission**
  - Due Dates and Format
  - Checklist
- **Important Items**
  - Key Issues to Address
  - What to Avoid
- **What Happens After Submission**
  - Review Criteria
  - Review Process
- **Question and Answer Forum**

# IHCDA Staff



- **Peter Austen Hunt, NSP Manager**
- **Community Development Representatives**
  - Megan Maxwell and Emily Duncan
  - Mike Recker and Lisa Weathers
  - Alan Rakowski and Jennifer Snider
  - Talisha Bradley and Carmen Lethig
- **IHCDA Management**
  - Mark Young, Chief Operating Officer
  - Cecelia Johnson-Powell, Com Dev Manager
  - Brian Philps, Com Dev Asst Manager
- **Becky Richardson, Funds Management**

# Successful Application Submission



**DUE DATES AND FORMAT  
THE APPLICATION CHECKLIST**

# Due Dates and Format



- **Due Dates**

- Applications are due in the IHCDAs Offices by 5:00 pm EST, on Friday, March 13, 2009.
- Late applications will not be accepted

- **Submission package components**

- 1 original hard copy of the application and appendices/attachments
- 3 additional hard copies of the application
- 1 CD of all documents in electronic form

- **The application is a narrative proposal with supporting documents**

- Use Microsoft Word 2003 or 2007 software
- Proposal format details are in the RFP
- Include the checklist, which can be downloaded from the HCDA website at [www.ihcda.in.gov/nsp/checklist](http://www.ihcda.in.gov/nsp/checklist)

# The Application Checklist



- Assists with the production of the application.
- Provides a final check that everything has been included.
- Template will be circulated by the end of this week.
- Include the Checklist with application documents.

# Important Items



KEY ISSUES TO ADDRESS  
WHAT TO AVOID

# Key Issues to Address



- **The Business Case**

- *Reasons and justification based on risk/benefit ratios*

- **Impact**

- *Degree of change and sense of improvement*

- **Deliverability**

- *Can the project be delivered to time, budget and quality?*

# Key Issues to Address



- **Administration**

- *Project management and reporting*

- **Risk Management**

- *Management of potential risks, contingencies*

- **Value for the Money**

- *How much benefit is being purchased?*

# What to Avoid



- **Generalizations**
  - Don't drift from the purpose or use global environments
- **Assumptions**
  - We don't know what you know, so include project details
- **Comparisons**
  - Use the situation in the target area to justify selection
- **“Death by Statistics”**
  - Use data AND maps, photos, testimonies
- **Overly Elaborate Explanations**
  - Conciseness counts

# What Happens After Submission



THE REVIEW PROCESS  
REVIEW CRITERIA

# The Review Process



- **Proposals are reviewed for completeness**
  - Incomplete proposals are withdrawn from review and returned to applicant
  - Complete proposals are forwarded to review panel
- **Review panel meets to make funding recommendations**
  - IHEDA staff support the review panel
  - Review panel forwards information to IHEDA Executive Team
- **Executive Team presents recommendations to Board**
  - Board makes funding decisions on Thursday, May 28
- **Applicants are notified on Friday, May 29, 2009**
  - Grantees are notified by phone. List posted on website

# Review Criteria



- **Neighborhood Revitalization Plan**
  - Viability, comprehensiveness, securing leverage
- **Areas of Greatest Need**
  - Foreclosure/abandonment data, selection/solutions processes
- **Development Team Capacity**
  - Expertise, experience, completeness, readiness to proceed
- **Housing Opportunity**
  - Housing solutions for <50% AMI population

# Summary



- Narrative Proposal and Attachments
  - Due to IHADA by Friday, March 13, 2009, 5:00 PM EST
  - Answers Questions: What? Where? Why? Who? How? When?
- Application Checklist
- Outside Review Panel Process
- Board Decisions on Thursday, May 28
- Awardees Notified via phone, email on Friday, May 29

## For More Information



- Peter Austen Hunt, NSP Manager,  
[phunt@ihcda.in.gov](mailto:phunt@ihcda.in.gov)
- Local Consultants
- LISC, Enterprise, HUD
- Local Community Development Representatives