

## What Can NCALL Do to Help?

NCALL will conduct Pre-Development Grant Application Meetings after receiving approval from Rural Development's National Office. At this meeting, Pre-Development Application Training will be conducted. NCALL also provides "hands on assistance" during this 2/3-day training to:

- establish an initial projection of the number of homes based on the completed initial feasibility;
- discuss marketing and recruitment commitment and ideas;
- discuss affordable design of the house plans;
- develop pre and final application development time schedules;
- develop a preliminary grant budget, and
- develop staffing positions to the specific needs of the agency (including initial job descriptions).

Basic 502 loan program requirements are also covered to enable the staff to be informed when talking to the general public about the mortgage loan program for the families.

NCALL will provide technical assistance to prepare the pre-development application.

Monthly phone calls and emails to prospective grantees will be made to determine updates, identify problems that are being experienced, answer questions, determine if additional on-site assistance is needed to correct or overcome any problem areas, and to deter-

mine ongoing interest. Rural Development staff will be kept informed.

Additional on-site assistance will be provided as needed. This includes assistance with problems associated with the development of the pre-development application, conducting community based outreach meetings to assist in establishing interest in the program and ways to gain community and employer support.

NCALL will assist those multi-funded organizations with establishing an indirect cost rate or a direct cost allocation plan as needed and provide a financial handbook that covers this issue. NCALL will perform a cursory review of the pre-development grant application and provide comments regarding completeness and compliance with RD Instruction 1944-I.

NCALL will publish and distribute the "Self-Helper" newsletter quarterly. NCALL utilizes newsletters and conference calls for networking training information dissemination. The newsletter will be sent to operating, new and prospective grantees, Rural Development and all other interested parties.



## What Can We Expect During the Pre-Application Stage?



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Revised November 2007

| Predevelopment Activities                 |  |  |   |   |   |
|---|--|--|---|---|---|
|   | Month 1  | Month 2  | Month 3   | Month 4   | Month 5   |
| <b>Organizational / Grant Development</b> | <ul style="list-style-type: none"> <li>Receive pre-application and 502 program training</li> <li>Develop pre-application time schedule</li> <li>Contact Rural Development for equivalent value of modest housing</li> </ul>  | <ul style="list-style-type: none"> <li>Decide staff positions</li> <li>Prepare initial job descriptions</li> <li>Prepare wage survey form and list of potential agencies and organizations</li> <li>Preliminary budget expenses investigation</li> <li>Begin development of cost allocation plan</li> <li>Review corporate documents for possible revisions and updates</li> </ul> | <ul style="list-style-type: none"> <li>Conduct wage and benefit survey</li> <li>Preliminary budget expense investigation</li> </ul>   | <ul style="list-style-type: none"> <li>Analyze wage and benefit survey</li> <li>Establish salary scales and fringe benefits</li> <li>Minor changes to By-Laws and Articles of Incorporation</li> </ul>  | <ul style="list-style-type: none"> <li>Develop initial final application and grant time schedule</li> <li>Develop final grant budget</li> <li>Develop predevelopment grant budget</li> </ul>  |
| <b>Families</b>                           | <ul style="list-style-type: none"> <li>Develop Fact sheet/handout/brochure</li> <li>Develop ad copy and posters</li> <li>Develop initial pre-application recruitment plan</li> <li>Develop meeting format for public meetings</li> <li>Develop initial needs/prescreening plan (Where and how to advertise)</li> </ul> | <ul style="list-style-type: none"> <li>Advertise program to families</li> </ul>  | <ul style="list-style-type: none"> <li>Advertise program to families</li> <li>Conduct public meetings</li> <li>Initial screening of interested families (appointments and phone)</li> <li>Survey families for recruitment methods and target market info</li> </ul> | <ul style="list-style-type: none"> <li>Advertise program to families</li> <li>Conduct public meetings</li> <li>Initial screening of interested families (appointments and phone)</li> <li>Survey families for recruitment methods and target market info</li> </ul> | <ul style="list-style-type: none"> <li>Continue to advertise, conduct public meetings, and screen interested families</li> <li>Survey families for recruitment methods and target market info</li> <li>Analyze past advertising efforts</li> <li>Investigate recruitment methods and costs</li> <li>Develop recruitment plan that will reach VLI</li> </ul> |
| <b>Land</b>                               | <ul style="list-style-type: none"> <li>Research local and county land requirements</li> <li>Research Rural Development land requirements</li> </ul>  | <ul style="list-style-type: none"> <li>Research local and county land requirements and building codes</li> <li>Contact Realtors for potential land</li> </ul>  | <ul style="list-style-type: none"> <li>Contact Rural Development Community Development Manager for input on suitable land</li> </ul>  | <ul style="list-style-type: none"> <li>Start completing land analysis form for potential land</li> <li>Investigate ownership and tax status of potential sites</li> </ul>   | <ul style="list-style-type: none"> <li>Conduct windshield survey of potential lots</li> <li>Identify target areas</li> </ul>  |
| <b>Community Support</b>                  | <ul style="list-style-type: none"> <li>List potential local government agencies and community organizations for potential contacts</li> <li>Develop format for meetings</li> </ul>   | <ul style="list-style-type: none"> <li>Publicize program for community support</li> </ul>  | <ul style="list-style-type: none"> <li>Meet with city officials</li> <li>Solicit support letters</li> <li>Meet with employers</li> </ul>  | <ul style="list-style-type: none"> <li>Continue to meet with city officials and other potential supporters</li> <li>Continue to solicit support letters</li> </ul>  | <ul style="list-style-type: none"> <li>Continue to solicit support letters</li> </ul>   |
| <b>House Design</b>                       | <ul style="list-style-type: none"> <li>Research Rural Development acceptable design and feature</li> </ul>   | <ul style="list-style-type: none"> <li>Contact Rural Development Community Development Manager for input on suitable house design requirements</li> </ul>  | <ul style="list-style-type: none"> <li>Gather possible house plans</li> <li>Ensure affordable design</li> </ul>   | <ul style="list-style-type: none"> <li>Determination of family work and subcontracted work</li> <li>Preliminary investigation of construction supplies and subcontracted work in area</li> </ul>  | <ul style="list-style-type: none"> <li>Preliminary investigation of Builders Risk/Homeowners insurance expense</li> <li>Preliminary selection of house designs</li> </ul>   |

\*\* Month 6 should be spent assembling the application and submitting it to NCALL and Rural Development for review.

*The Pre-application stage is designed for new organizations to prove to Rural Development that there is enough interest and land in a certain area, and that your organization is eligible and capable of operating a mutual self-help housing program. NCALL's role is to help you in any way possible in achieving these goals.*