

What Can NCALL Do to Help?

NCALL will conduct Final Application Training after the Pre-Development application has been approved. NCALL has a Final Application Training Guide developed that will ensure complete and consistent training is provided to all organizations. In addition to Final Application training, in-depth training on 502 Loan Program & 502 Loan Processing, as well as marketing and recruitment will be provided to the individual who will be performing these job functions.

NCALL also provides “hands on assistance” during this 2/3-day training on development of the time schedule for the preparation of the final application; the overall grant process and schedule; the production schedule; development of the Family Membership Agreement and fine tuning the grant budget. NCALL will provide technical assistance in preparation of the application.

Monthly phone calls and emails to pre-development 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 determine ongoing interest.

Additional on-site assistance will be provided to pre-development grantees as needed. These include but are not limited to:

- Additional assistance with the development of the construction schedules to

build each group of houses, participant recruitment schedules, loan processing and closing schedules, land acquisition time schedule, and program benchmarks for ongoing internal grant oversight.

- Assisting with feasibility issues or problems associated with the development of the Technical Assistance Grant.
- Conducting outreach meetings for the recruitment of families.

NCALL will perform a cursory review of the grant application for the grantee and comment back to the grantee 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, and 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 Final Application Stage?



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Final Application Activities

Month 1

Month 2

Month 3

Month 4

Month 5

Month 6

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Organizational	<ul style="list-style-type: none"> • Receive Final Application Training • Develop final application preparation planning schedule 	<ul style="list-style-type: none"> • Optional: Receive training on Site Development / Subdivision Approval process 	<ul style="list-style-type: none"> • Prepare draft of or review current personnel policies and personnel forms for compliance with grant requirements • Establish travel guidelines 	<ul style="list-style-type: none"> • Finalize personnel policies and forms for board approval • Finalize hiring schedule • Review job descriptions and salary ranges for any final changes prior to advertising and including in the application • Define hiring and interview process • Advertise for staff positions 	<ul style="list-style-type: none"> • Develop the monthly activity schedule for the final application • Interview potential staff and make selection • Review and finalize grant budget for final application • Cost Allocation Plan • Obtain necessary resolutions from board of directors 	<ul style="list-style-type: none"> • Assemble information on availability of prospective employees • Obtain fidelity bonding • Prepare and finalize grant docket items • Develop accounting guidelines • Submit final grant application first to NCALL then to Rural Development
Families	<ul style="list-style-type: none"> • Receive 502 Processing Training • Meet with Rural Development and coordinate 502 processing schedule • Establish in-house 502 processing procedures and format • Make arrangements for obtaining credit reports for applicants • Contact potential applicants from preapplication list and set up appointments for application interviews • Modify recruitment plan based on information gained from the initial preapplication survey • Continue to publicize program and prescreen potential applicants 	<ul style="list-style-type: none"> • Conduct application interviews, meetings with prescreened applicants • Document eligibility from likely participants • Order credit reports and employment verifications • Continue to publicize program and prescreen potential applicants • Continue to schedule application interviews with new contacts 	<ul style="list-style-type: none"> • Begin to submit complete documented 502 loan packages to Rural Development for determination of eligibility • Continue to conduct application interview meetings with prescreened applicants • Continue to publicize program and prescreen potential applicants • Continue to interview new contacts, document eligibility from likely applicants, and order credit reports and employment verifications 	<ul style="list-style-type: none"> • Rural Development begins to determine applicant eligibility • Develop preconstruction meeting schedule and meeting formats (use NCALL's manual for assistance) • Develop participant membership agreement • Continue to conduct application interviews, publicize program, prescreen potential applicants, interview new contacts, document eligibility, and order credit reports and employment verifications • Continue submitting 502 loan packages to Rural Development for determination of eligibility 	<ul style="list-style-type: none"> • First group determined eligible / group association formed • Preconstruction meetings started • Continue to conduct application interviews, publicize program, and prescreen potential applicants • Continue to interview new contacts, document eligibility from likely applicants, and order credit reports and employment verifications • Continue submitting 502 loan packages to Rural Development for determination of eligibility 	<ul style="list-style-type: none"> • Preconstruction meetings continue • Continue to conduct application interview meetings with prescreened applicants • Continue to publicize program and prescreen potential applicants • Continue to schedule application interviews with new contacts, documenting eligibility from likely applicants, and order credit reports and employment verifications • Continue submitting 502 loan packages to Rural Development for determination of eligibility
Land	<ul style="list-style-type: none"> • Complete land analysis for best possible sites • Select potential sites • Review potential sites with Rural Development 	<ul style="list-style-type: none"> • Prepare "Option to Purchase" agreements • Negotiate lot prices and option agreements for first group • Secure building lots for first group 	<ul style="list-style-type: none"> • Determine if the lots can accommodate your house plans and identify any site issues that need to be addressed • Check on availability of utilities and site services 	<ul style="list-style-type: none"> • Finalize negotiation on price and option agreements for first group • Survey available land for remaining participants to be served by the grant 	<ul style="list-style-type: none"> • Participants select lots, plans and design amenities 	<ul style="list-style-type: none"> • Obtain surveys for the first group of participants • Obtain plot plans for the first group of participants
House Design / Construction Planning	<ul style="list-style-type: none"> • Select house designs • Submit house plans for certification • Submit house plans to Rural Development state architect for review 	<ul style="list-style-type: none"> • Prepare Description of Materials • Determine which jobs are to be subcontracted • Establish office policies and procedures for obtaining and awarding bids • Receive Construction Planning training, if needed 	<ul style="list-style-type: none"> • Prepare request for bids for each subcontracted task • Prepare request for bids for materials cost • Issue request for bids 	<ul style="list-style-type: none"> • Bid packages out • Prepare a detailed construction schedule for the first group and for the entire grant period • Prepare construction contracts to be used between participants and contractors and addendum between contractors and agency • Determine land and other variable costs 	<ul style="list-style-type: none"> • Evaluate and award bids for subcontractors / suppliers (with participant involvement) • Prepare cost estimates for each house design for final application • Prepare construction contracts for each participant in the first group 	<ul style="list-style-type: none"> • Check with local building authorities on building requirements • Order or request temporary services such as electric, water, dumpster, port-a-john • Conduct a site visit with approved subcontractors to discuss scheduling and contract issues

The Final Application stage is where an organization proves to Rural Development that it has all of the necessary puzzle pieces in place to start a Mutual Self-Help Housing Program. NCALL's role is to help you in any way possible in achieving these goals.