

# Quarterly Review Newsletter

FLORIDA NON-PROFIT HOUSING, INC.



Spring 2019, Issue 1

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## ***FNPH and Self-Help Program: Technical Assistance***

The Florida Non-Profit Housing Inc. is here to help grantees accomplish their Self-Help Program goals. Below are all the things; as cited and defined in **§1944.403(n)**, we can do to help all succeed:

(n) Technical assistance. The organizing and supervising of groups of families in the construction of their own homes including:

(1) Recruiting families who are interested in sharing labor in the construction of each other's homes and assisting such

families in obtaining housing loans.

(2) Conducting meetings of the families to explain the self-help program and subjects related to home ownership, such as loan payments, taxes, insurance, maintenance, and upkeep of the property.

(3) Helping families in planning and developing activities that lead to the acquisition and development of suitable building sites.

(4) Assisting families in selecting or developing house plans for homes which will meet their needs and which they can afford.

(5) Assisting families in obtaining cost estimates for construction materials and any contracting that may be required.

(6) Providing assistance in the preparation of loan applications.

(7) Providing construction supervision and training for families while they construct their homes.

(8) Providing financial supervision to individual families with Section 502 Rural Housing (RH) loans which will minimize the time and effort required by Rural Development in processing borrower expenditures for materials and contract services.

(9) Assisting families in solving other housing problems.

## **§1944.405 Authorized use of grant funds.**

(a) Payment of salaries of personnel as authorized in the Agreement.

(b) Payment of necessary and reasonable office expenses such as office rental, office utilities, and office equipment rental. The purchase of office equipment is permissible when the grantee determines it to be more economical than renting. As a general rule, these types of expenses would be classified as indirect costs in multiple funded organizations.

(c) Purchase of office supplies such as paper, pens, pencils, and trade magazines.

(d) Payment of necessary employee benefit costs including but not limited to items such as Worker's Compensation, employer's share of social security, health benefits, and a reasonable tax deferred pension plan for permanent employees.

(e) Purchase, lease, or maintenance of power or specialty tools such as a power saw, electric drill, saber saw, ladders, and scaffolds, which are needed by the participating families. The participating families, however, are expected to provide their own hand tools such as hammers and handsaws.

(f) Payment of liability insurance and special purpose audit costs associated with self-help activities. These would be considered direct costs, even though the grantee's general liability insurance cost and the cost of audits for the organization are generally indirect costs.

(g) Payment of reasonable fees for training of grantee personnel including board members. This may include the cost of travel and per diem to attend in or out-of-state training as authorized by the board of directors and, when necessary, for the employee to do the current job. These costs are generally direct costs.

(h) Payment of services rendered by a sponsor or other organization after the grant is closed and when it is determined the sponsor can provide the necessary services which will result in an overall reduction in the cost of assistance. Typically, this will be limited to new grantees and an existing grantee for the period of time that its size or activity does not justify a full staff. A full staff is a full or part-time director, project worker, secretary-bookkeeper, and a construction supervisor. This type of cost is generally direct.

(i) Payment of certain consulting and legal costs required in the administration of the grant if such service is not available without cost. This does not include legal expenses for claims against the Federal Government. (Legal costs that may be incurred by the organization for the benefit of the participating families may be paid with prior approval of the State Director).

(j) Payments of the cost of an accountant to set up an accounting system and perform audits that may be required. Generally, these costs are indirect.

(k) Payments of reasonable expenses of board members for attending regular or special board meetings. These costs are indirect.

#### **§1944.406 Prohibited use of grant funds.**

(a) Hiring personnel specifically for the purpose of performing any of the construction work for participating families in the self-help projects.

(b) Buying real estate or building materials or other property of any kind for participating families.

(c) Paying any debts, expenses, or costs which should be the responsibility of the participating families in the self-help projects.

(d) Paying for training of an employee as authorized by Attachment B of OMB Circular A-122.

(e) Paying costs other than approved indirect (including salaries) that are not directly related to helping very low- and low-income families obtain housing consistent with the objectives of this program.

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### ***SELF-HELP SPOTLIGHT***



Take advantage of the Self-Help Spotlight. Efforts continue to provide current information in a user-friendly format. Visit the Spotlight at <https://www.selfhelphousingspotlight.org>. Update your agency's information, visit other grantee's profile and take the opportunity to network and share ideas. The Spotlight now has an SSL certificate to ensure that the site remains secure. Please note that the URL now begins with "https:" instead of "http:" The "s" symbolizes that the site is secure. This is primarily to encrypt information sent over the website, such as a contact form. However, the biggest benefit for all grantees is that the site should now rank higher in search results. The website now has a Google Translate button. This bright orange translate button is at the bottom corner of the site. The button translates all text between English and Spanish.

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### ***NATIONAL RURAL HOUSING COALITION***

Are you a member of the National Rural Housing Coalition (NRHC)? Did you know that the NRHC:

- Analyzes federal policies and programs considering the need for better housing and community facilities in rural America;
- Works with Members of Congress and federal agencies to design new programs to serve the rural poor and improve existing ones;
- Advocates for adequate funding for rural housing programs; and
- Supports non-profit organizations that operates rural housing and community development programs.

Visit the NRHC at [www.ruralhousingcoalition.org](http://www.ruralhousingcoalition.org) or follow them on  @RuralCoalition or on  @Facebook.com/NationalRuralHousingCoalition and join TODAY! New members will receive a special rate. If you were a member, but forgot to pay your dues, it's okay! Contact NRHC today (202) 393-5229.

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***News from Sebring, FL – Sebring, Florida is home to FNPH. We are excited that the Highlands County Housing Authority Inc. is developing 50 units of affordable rental housing serving low and very low individuals in this rural area. Financing was provided by the Florida Housing Finance Corporation (the State Housing Finance Agency) and these units will remain affordable for years to come. Completion is slated for late Fall and FNPH will post pictures of the completed project. Way to go!!!***

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<http://flhome.org/>

Florida Home Partnership (FHP), a **Self-Help Program**, Affordable housing for ownership, and Multi-family housing provider, located in Ruskin FL and serving communities in Hillsborough and Pasco Counties. FHP, formally known as Homes for Hillsborough, Inc. was founded in 1993, by the late Dorothy Duke a pioneer and champion for affordable housing. Since being in existence, they have produced more than 850 units of housing and currently they have over 41 units of quality affordable housing projects under construction.

As part of FHP's holistic approach to community revitalization, they have incorporated cultural arts while developing quality affordable housing. On December 21, 2018, a press release announced that Community Foundation of Tampa Bay awarded FHP a \$10,000 grant to fund the painting of a mural on one of the buildings in the new Bayou Pass Village Phase 4 amenity center.

Congratulations FHP! To learn about FHP or the Community Foundation of Tampa Bay, click the following Media Release:



PSA - 12-21-18  
Community Foundatio

Florida Home Partnership has been a Self-Help provider since the 90's and have effectually created tools that can be used by all for the administration of the Self-Help program. They've been gracious to share one of their handy dandy tools. Click on the .pdf to reveal the full tool. Thanks Mike Morina, Executive Director and your Fantastic Team at FHP!!



FHP 12 Self Help  
Step Process.pdf





## Spring Cleaning with Bob Villa Spring Home Maintenance Checklist



Congrats on completing your *Self-Help Program* home and achieving affordable home ownership! Having a home also requires that it is maintained for long-term sustainability. With the help of Bob Villa (<https://www.bobvila.com/articles/2355-spring-home-maintenance-checklist/>), below is a checklist of areas around the home that should be part of a spring cleaning regimen:

### EXTERIOR INSPECTION

- ✓ **Roof.** You don't need to climb up there yourself; with binoculars and a keen eye, you can probably spot trouble.
- ✓ **Chimneys.** If you have a masonry chimney, check the joints between bricks or stones.
- ✓ **Exterior Walls.** Whether you have wood siding, stucco or brick, look for trouble spots, especially under eaves and near gutter downspouts.
- ✓ **Foundations.** When inspecting the exterior of your home, be sure to examine the foundation from top to bottom for masonry cracks.
- ✓ **Windows.** Spring-clean your windows—inside and out—with a store-bought or homemade window cleaner (one cup rubbing alcohol, one cup water and a tablespoon of white wine vinegar will work just fine) and either a squeegee or a soft cloth.

### INTERIOR MAINTENANCE

- ✓ **General Cleaning.** Spring is a good time to clean areas of the house that often go neglected. *Dust or vacuum* chair rails, window casings, tops of wall-mounted cabinets and ceiling fans. *Launder or dry-clean* fabric draperies and use a damp cloth to clean wood and vinyl blinds. *Vacuum* upholstered furniture and mattresses and consider renting a carpet cleaner—anything you can do to remove settled dust, mites, and allergens will make for a cleaner, and healthier, home. If you detect grease residue in the kitchen, *consider washing* cabinets, backsplashes and walls with warm water and mild detergent. The same is true in the bathroom, where soap residue and fluctuations in heat and humidity combine to create the perfect breeding ground for mold and mildew. While you're cleaning tile, look for areas of worn or missing [grout](#), as these may lead to more serious water damage if not repaired.
- ✓ **Air Conditioning.** Change the filter, check hose connections for leaks, and make sure the drain pans are draining freely. In addition, vacuum any dust that has settled on the unit and connections; over time it can impact the air conditioner's effectiveness.
- ✓ **Leaks.** Spring is a good time to check for leaky faucets, clogged drains and sweaty pipes. Check under the kitchen and bathroom sink to make sure connections on pipes and hoses are properly sealed and look for any wetness around the dishwasher that could signal an existing or potential problem. The same is true of your [laundry room](#); check washer machine hoses for cracks, bulges or dampness. The same is true for hot water heaters, which may show sign of corrosion and leaks.

### OUTDOORS

- ✓ **Lawns.** Rake the lawn to remove any branches, debris and leaves that you might have missed in the fall; if left, they can suffocate the grass beneath.
- ✓ **Grills.** If your gas [grill](#) has remained idle over the winter months, check burner jets for clogs and obstructions, and be sure that gas hoses and connections are sound and secure. You'll also want to check for propane. For charcoal grill owners, make certain your grill is clean of ash and free of grease residue. It's a good habit to adopt throughout the grilling season, not just in the spring.