



January 4, 2013

TO: Community Housing Improvement Program Eligible Communities and Stakeholders

FROM: Michael A. Hiler, Deputy Chief, Office of Community Development

SUBJECT:  Housing Planning Work Groups

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The Office of Community Development (OCD) is developing a program strategy intended to compensate for federal budget fluctuations from one program year to the next, increase local programmatic sustainability, and generate greater impact. To that end, OCD is organizing stakeholder Housing Planning Work Groups to identify potential options for the implementation of the Community Housing Improvement Program (CHIP), beginning with the FY 2014 Consolidated Plan. OCD seeks to engage its statewide stakeholders to help in this endeavor.

The Housing Planning Work Groups will consist of individuals representing varying regions around Ohio who have at least three years of experience in administering housing grants as small city and county administrators and CEOs, elected officials, as well as nonprofit organizations. This will enable OCD to assemble a diverse cross section of community participants to gain input and collaborate on shaping the future of OCD's housing programs.

**Timeline**

Below is the proposed timeline for the Planning Work Group activities:

- January 15 RSVP due date for Planning Work Group sign-up.
- January 22 Planning Work Group kick-off meeting. Work group selections and project parameters announced during the OCCD Winter Quarterly Meeting.
- February–June Work groups meet to produce and work on recommendations.
- July 23 Work groups make presentations to their peers and an advisory panel during the OCCD Annual Summer Meeting.
- Fall 2013 OCD will use the Planning Work Group recommendations, in addition to Ohio Development Services Agency priorities, estimated future funding, and other factors, to begin making policy recommendations to the Director of the Ohio Development Services Agency for the FY 2014 Consolidated Plan.

The Housing Planning Work Group initiative will supplement, not replace, the regular FY 2014 Consolidated Plan Public Involvement Process.

**Participation Requirements**

Individuals interested in participating in the Housing Planning Work Groups must be willing to commit 30-40 hours over a five-month period beginning in February 2013 through June 2013. There will be four work groups consisting of 8-10 people. Only one individual per organization/agency may participate. Members of OCD's staff will facilitate individual work groups.

Housing Planning Work Groups are required to have at least two face-to-face meetings at a centralized location to begin the formulation of their ideas. Additional meetings, if required, may be conducted by conference call arrangements. With advance notice, OCD will reserve meeting space for Housing Planning Work Group meetings held in Columbus.

If you are interested in participating in the Housing Planning Work Groups, please complete the enclosed registration form, which is also available online at [http://development.ohio.gov/cs/cs\\_CHIP.htm](http://development.ohio.gov/cs/cs_CHIP.htm). If you have questions, please contact Shana Garrett, Residential Revitalization Supervisor, at (614) 466-4472 or [Shana.Garrett@development.ohio.gov](mailto:Shana.Garrett@development.ohio.gov).