



**CITY OF COLORADO SPRINGS**

**Application for  
Community Housing Development  
Organization (CHDO)  
Operating Grant**

**Program Year 2015**

<b>Grant Period</b>	<b>April 1, 2015 – March 31, 2016</b>
<b>Funds Available</b>	<b>\$41,250</b>
<b>Application Available</b>	<b>August 4, 2015</b>
<b>Application Due</b>	<b>November 30, 2015</b>

**Housing and Community Initiatives Division  
30 South Nevada Avenue, Suite 604  
Colorado Springs, CO 80903  
Telephone:719.385.5608  
Fax:719.385.5475**

**NOTE: Prior to applying for a CHDO Operating Grant, the organization must be certified as a CHDO by the City of Colorado Springs. An organization can only qualify as a CHDO if has been approved or funded for a CHDO set-aside development project.**

## Purpose

The City can allocate up to 5 percent of its annual HOME allocation to offset a portion of general operating expenses for certified CHDO's that are receiving CHDO set-aside funds for affordable housing development. The funding is intended to assist CHDO's that can demonstrate a need for general operating support.

## Eligibility

- Must be a City-certified CHDO funded from the CHDO set-aside for a project under development;  
**OR**
- CHDO must be approved for a HOME CHDO-set aside funded project.
- A CHDO may only receive two (2) operating grants for each qualifying project.

## Eligible Operating Expenses

- Salaries, wages, benefits, and other employee compensation
- Employee education, training and travel
- Rent and utilities
- Communication costs
- Technical assistance
- Contracted professional services (not project specific)
- Taxes and insurance
- Equipment, materials and supplies

HOME assistance for operating expenses in each fiscal year may not exceed \$50,000 or 50% of the CHDO's total annual operating expenses for that year, whichever is greater. This includes all CHDO Operating grants from all other jurisdictions. Total funds available are based on the HOME funds allocated in the Annual Action Plan.

Eligible expenses include only those operational costs that have been incurred within the grant period.

## Ineligible Operating Expenses

- Project specific costs incurred by a CHDO while operating in the capacity of a subrecipient of HOME funding or contractor under the HOME program.
- Pre-development cost such as engineering, architecture, land purchase options, marketing, market studies, etc.

## Funding Availability & Reimbursement

Funds are available beginning April 1 and are awarded through a competitive process.

The City pays CHDO operating grant expenses on a reimbursement basis. The CHDO must be able to provide documentation that the work, services, or cost occurred within the grant period and the expenses were paid appropriately by the CHDO.

CHDO set-aside projects, for which CHDO Operating was received, must make progress on a reasonable timeline. Any project that has not started construction within 12 months from the beginning of the initial CHDO Operating grant period may not be eligible for a second year of CHDO Operating. The City will monitor project

progress and reserves the right to decline additional funding requests based on project progress and CHDO need. CITY reserves the right to recapture CHDO Operating Grants in the case where projects have not made adequate progress.

## Financial Monitoring

CHDO Operating Grants are subject to financial monitoring by the City.

A compliance monitoring may review the following:

- An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions
- Written position descriptions that describe the responsibilities of all key employees
- A written policy manual specifying approval authority for financial transactions and guidelines for controlling expenditures
- Written procedures for the recording of transactions, as well as an accounting manual and a chart of accounts
- Adequate separation of duties to assure that no one individual has authority over an entire financial transaction
- Hiring policies to ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job
- Control of access to accounting records, assets, blank forms, and confidential records are adequately controlled, such that only authorized persons can access them
- Procedures for regular reconciliation of its financial records, comparing its records with actual assets and liabilities of the organization
- Accounting records/source documentation
- Cash management procedures
- Procurement procedures
- Property controls
- Annual Audit

## Funding Decisions

Funding decisions will be based on the following criteria:

- Availability of HOME CHDO operating funds at the time of application
- Demonstrated need for general operational support
- Previous performance record (if any) using HOME funds
- Status and progress to date of the approved HOME-funded project(s)
- CITY's overall assessment of the organization and supporting documentation submitted
- In good standing with CITY and the State Division of Housing

CHDOs with outstanding audit findings, IRS findings, City monitoring findings or other compliance issues are not eligible for CHDO operating assistance. Please note that the City will work with all interested parties, where appropriate, toward the resolution of unresolved matters.

The City reserves the right to disapprove an application for CHDO operating assistance where there is not a clear financial need for the assistance.

## Application Submittal Checklist

<input type="checkbox"/> Completed, signed application	<input type="checkbox"/> Provide a copy of the organization's current balance sheet
<input type="checkbox"/> CHDO Certification	<input type="checkbox"/> Explanation of need (see Need section below)
<input type="checkbox"/> Copy of the organization's current business or 3-year strategic plan	<input type="checkbox"/> Copy of organization's profit and loss for current year and previous year
<input type="checkbox"/> Copy of most current financial audit	

## CHDO Operating Grant Application

CHDO Name: \_\_\_\_\_ Tax ID/DUNS: \_\_\_\_\_

CITY-Certified CHDO  Yes  No

State-Certified CHDO  Yes  No  In Progress

The CHDO be funded for a CITY funded, CHDO set-aside project OR must be approved for a City funded, CHDO set-aside project to receive a CHDO Operating Grant.

Project Name (CHDO set-aside project): \_\_\_\_\_

Project Location: \_\_\_\_\_

CHDO Operating Grant Amount Requested: \$ \_\_\_\_\_

Please list the amount of CHDO Operating Grants received from *other* jurisdictions:

\_\_\_\_\_

\_\_\_\_\_

### Contact Information

Executive Director Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Organizational Budget

In the chart below please provide the current budgeted operational revenues/match and expenses for the CHDO. This must exclude project specific funding and costs.

<i>Projected Annual Operational Revenue Sources (insert rows as need)</i>		
<i>Revenue Sources (please list)</i>	<i>Amount</i>	<i>Comments</i>
<b>Total</b>	<b>\$0</b>	
<i>Projected Annual Operational Expenses (insert rows as need)</i>		
<i>Expenses</i>	<i>Amount</i>	<i>Comments</i>
Salaries, benefits, and payroll		
Rent/Mortgage/Utilities/Phone		
Property Insurance/taxes		
Liability Insurance		
Travel/Training		
Postage/Supplies/Equipment		
Public Relations/Marketing		
Membership/Misc		
Other, please specify		
<b>Total Operational Expenses</b>	<b>\$0</b>	

Please explain any “other” expenses:

## Need

Explain why CHDO Operating Assistance is needed and how it will be used. Specifically address the CHDO's financial need for this assistance in order to assure that the HOME-funded project can be successfully completed, and why not funding your organization would create a hardship on your organization.

Please submit the enclosed certification form and attachments electronically to [bdiana@springsgov.com](mailto:bdiana@springsgov.com)

**OR**

If you cannot submit the documents electronically, provide 1 copy to:

City of Colorado Springs - Housing and Community Initiatives Division  
Attention: Beth A. Diana  
30 S. Nevada Avenue, Suite 604  
Colorado Springs, CO 80903

Please direct questions to Beth Diana at (719) 385-5341 or via email at [bdiana@springsgov.com](mailto:bdiana@springsgov.com).

I certify that the submission of this application has been approved by at least a 2/3 vote of the Board of Directors.

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Printed Name of Board President

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Signature of Board President

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Date

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Organization Name

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Mailing Address

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Mailing Address