



Application for Community Housing Development Organization (CHDO) Operating Grant

Program Year 2014

Grant Period	April 1, 2014 – March 31, 2015
Funds Available	\$53,744
Application Available	September 22, 2014
Application Due	October 22, 2014

**City of Colorado Springs – Housing Development Division
30 S. 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.

Purpose

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

Eligible Organizations

- Must be a current City-certified CHDO
- If not a City-certified CHDO, the organization may seek funding specifically to meet the CHDO capacity requirements (*all other CHDO requirements must be met*).
- Must be funded from the CHDO set-aside for a project under development or is reasonably expected to be funded with CHDO set-aside within 24 months.

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. 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 contract period.

Ineligible Operating Expenses

- Project specific costs

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. HDD will monitor project progress and reserves the right to decline additional funding requests based on project progress and CHDO need. HDD 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 HDD.

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 operational support of City-approved, CHDO set-aside project(s)
- Previous performance record (if any) using HOME funds
- Status and progress to date of the approved HOME-funded project(s)
- HDD's overall assessment of the organization and supporting documentation submitted
- In good standing with HDD 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 in order to assure the success of the City HOME-funded project.

Application Submittal Checklist

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

CHDO Operating Grant Application

CHDO Name: _____ Tax ID/DUNS: _____

Is the CHDO Operating Grant requested specifically to meet capacity requirements to become a CHDO?

Yes No

HDD-Certified CHDO Yes No In Progress

State-Certified CHDO Yes No In Progress

The CHDO must have an eligible HDD funded, CHDO set-aside project OR must be expected to have an HDD funded, CHDO set-aside project in the next 24 months in order to receive a CHDO Operating Grant.

Project Name *(for which CHDO certification was received)*: _____

Project Location: _____

CHDO Operating Grant Amount Requested: \$ _____

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>
Total	\$0	
<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		
Total Operational Expenses	\$0	

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

OR

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

City of Colorado Springs - Housing Development 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.

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

Printed Name of Board President

Signature of Board President

Date

Organization Name

Mailing Address

Mailing Address