

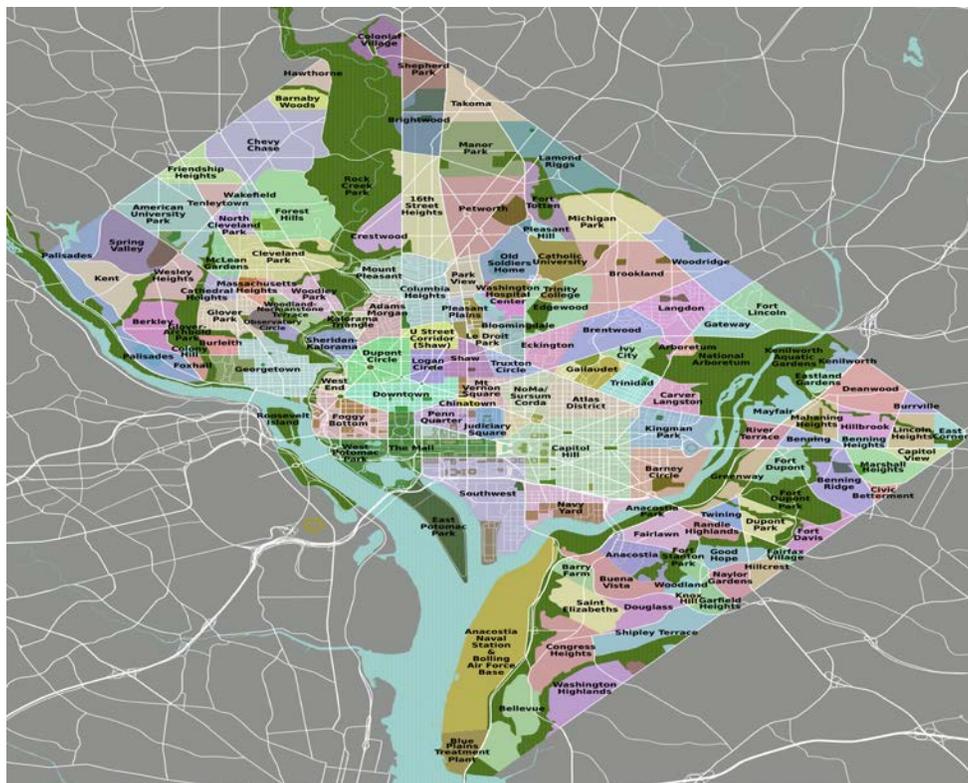


Community Housing Development Organizations (CHDOs)

District of Columbia Department of Housing and Community Development

2014 -2015 Guidelines and Application Form

For HOME CHDO Operating Assistance Grants (OAG)



OVERVIEW

Community Housing Development Organizations (CHDOs) that are certified by the District of Columbia Department of Housing and Community Development (DHCD), and which have been approved for a Tenant Based Rental Assistance (TBRA) HOME-funded affordable housing project are eligible to apply for specified operating support. **These funds are intended to assist eligible, qualified CHDOs that can demonstrate a need for such operating support during the development of the approved TBRA HOME funded project.**

DHCD receives HOME funds through its HOME Investment Partnerships Agreement with the U.S. Department of Housing and Urban Development (HUD) to develop programs, projects, and activities that support and preserve affordable housing in the District. The HOME Regulations which govern this Agreement permits DHCD to spend up to 5% of its fiscal year HOME allocation on operating expenses for qualified CHDOs. However, it is not mandatory that the DHCD allocates 5% of its allocation for operating expenses to CHDOs. District-based non-profit organizations can become CHDOs by completing a HUD-sanctioned certification process which is administered by DHCD. Certified CHDOs are then eligible to develop affordable housing using HOME CHDO set-aside funds. If approved, the CHDO becomes eligible to receive operating funds in the form of grants. CHDOs must demonstrate the need for operational support for their affordable housing efforts.

The CHDO Operating Assistance Grant (OAG) agreement will stipulate per Federal HOME regulations (24 CFR Part 92) that the grantee must receive HOME funds for a housing project from DHCD within 24 months of grant execution. DHCD does have the authority to require a CHDO to have an executed agreement for a housing project before receiving HOME operating funds. The regulations further stipulate that no HOME CHDO operating grant can be more than 50% or \$50,000 (whichever is greater) of that organization's operating expenses for the year. However, a Participating Jurisdiction (PJ) also has the authority to determine the maximum amount that a grantee will receive based on the availability of funds. A grantee will have to reapply for operating funds in relationship to the project if an additional year of funding is needed and funds are available. A grantee will not receive more than two years of operating funding for a particular development project.

DHCD has determined that CHDO Operating will be awarded to approved CHDOS that are developing TBRA units with HOME funds awarded by DHCD.

GRANT 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 for completion of DHCD-approved TBRA HOME-funded project
- Operating Budget Report has to be submitted and correlates with a TBRA HOME funded project
- Proof of Directors and Officers Insurance
- Good previous performance record (if any) using HOME funds

- Status and progress to date of the approved TBRA HOME-funded project(s)
- DHCD's overall assessment of the applicant organization and supporting documentation submitted
- In good standing with DHCD and the District of Columbia

ELIGIBLE COSTS

Operational costs are the only eligible expenses under these grants. Eligible expenses include:

- Salaries, Wages, and Benefits
- Rent and Utilities
- Training and Travel
- Technical Assistance
- Equipment and Supplies
- Internet Access and Communications
- Contracted Professional Services (non-project specific)

Expenditures such as architectural costs, construction monitoring costs and other project-specific costs; are not considered eligible costs under these grants.

Eligible costs include only those operational costs that have been incurred within the contract period. DHCD pays CHDO Operating grant expenses on a cost-reimbursement basis. Grantees 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 and the expenses are in relationship to the development of the project stated in the written agreement.

FINANCIAL MANAGEMENT

CHDOs which receive these operating grants must ensure compliance with federal and local regulations and requirements pertaining to the following key areas of financial management.

- Allowable costs
- Source documentation
- Internal controls
- Budget controls
- Cash management
- Accounting records
- Procurement
- Property asset controls
- Audits

GRANT TERM

All CHDO Operating grants are for a period of one year or less. Associated projects must make progress on a reasonable timeline according to the approved work plan. 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 Assistance (CAO) and may be required to repay any operating funds that were disbursed by DHCD. DHCD will monitor the TBRA project progress and reserves the right to decline second-year funding requests based on project progress and overall CHDO funding needs. DHCD reserves the right to recapture CHDO Operating grants in the case where TBRA projects have not made adequate progress and/or the CHDO has not met the financial requirements. CHDOs will be required to submit detailed quarterly progress reports of the project and any activities of the CHDO in relationship to the project, when submitting request for reimbursement of eligible cost items. If selected to receive CHDO Operating Assistance, the program year will be October 1, 2014 until September 30, 2015.

REQUEST FOR HOME CHDO OPERATING GRANT ASSISTANCE

1. Provide basic information about your organization as Attachments in the order that is listed.

Affirmative Marketing Plan Directions (form included in application)(Attachment A)
Affirmative Marketing Plan (form included in application) (Attachment B)
Articles of Incorporation and Bylaws (Attachment C)
Assurances (Attachment D)
Certificate of Good Standing from DCRA (obtained within the past three months) (Attachment F)
Certifications (Lobbying, Drug-Free, etc.) (Attachment G)
Copy of the Directors and Officers Insurance Policy (Attachment H)
Equal Opportunity Certification (EO) (form included in application) (Attachment I)
Federal tax-exempt status determination letter (Attachment J)
Letter from DHCD indicating Certification as a CHDO (Attachment K)
Letter from DHCD indicating that the organization has been approved for a current Home-eligible housing project (Attachment L)
Copy of the Operational Budget of the CHDO (Attachment M)
Organizational Chart (Attachment N)

Provide evidence that there is a need for operational support for your organization's efforts to develop affordable housing in the District. (Attachment O)
Section 504 Certification Form (form is included in application) (Attachment P)
Paid Staff Positions (Attachment Q)
Name and location of the HOME funded approved project with DHCD (Attachment R)

APPLICATION FORM

2. Please complete the application by submitting (2) hard copies of the required information to:

Johnette M. Powell
Program Analyst
1800 Martin Luther King, Jr. Avenue, SE
Room 234
Washington, DC 20020

Telephone: (202) 442-7232
Email: Johnette.Powell@dc.gov

If proper copies are not submitted along with the all of the required documentation, the application package will be returned to the providing organization.