

REQUEST FOR APPLICATIONS

NEIGHBORHOOD-BASED ACTIVITIES  
FY 2010

**HOME CHDO Operating Grant**

**APPLICATION FORM**

1. Provide basic information about your organization.

Name of Organization	
Year Established	
Overall Organizational Service Area	
Primary Contact Person/Title	
Site Address	
Mailing Address (if different)	
Phone	
Fax	
Email	

<b>Mission</b>	
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**Application Certification:**

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Signature of Authorized Representative (staff) Date

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Signature of Governing Board President or Chair Date

**NOTE: per Selection Criteria, a maximum of 10 points will be available for meeting general requirements of the Request for Applications**

2. Please provide the date of the certification letter for CHDO designation received from DHCD.	Word Limit: N/A	Points Available: 10
<i>(insert date of CHDO designation letter here. Provide certification letter as an Attachment.)</i>		

3.(a). Please provide the following financial information about your organization.	Word Limit: 300 words	Points Available: 20		
		Score:		
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Annual Operating Budget				
Operations Surplus (deficit)				
Total Assets				
Net Assets				

3. (b). Provide evidence that there is a need for operational support for your organization's efforts to develop affordable housing in the District.

<insert response here>

3.(c) Please provide a brief budget for this proposed HOME CHDO Operating Grant in the space below (add additional steps as necessary).

Budget			
Cost Categories	Required DHCD Funding	Other Funding	Total Costs
Personnel			
Consultants			
Space & Utilities			
Consummable Supplies			
Lease/Purchase of Equipment			
Other Costs			
Total Costs			

<p>4.(a). Describe your organization's service area and the population the organization serves. What are the greatest needs of your organization's service area? Expand cell to additional page as necessary.</p>	<p><b>Word Limit:</b> 300 words</p>	<p><b>Points Available: 20</b></p> <p>Score:</p>
<p>&lt;insert response here&gt;</p>		

4(b). Provide information about your organization's recent activities in the community. Highlight any recent affordable housing projects completed. Add additional rows and expand cells as necessary.

Activity Name	Partner Organizations	Budget	Target Population	Start/End Dates	Outcomes/Deliverable Products



5(a). Provide information about the key staff at your organization who will have responsibility for this activity (add additional rows if necessary).				Points Available: 20
				Score:
Key Staff	Name	Title	Job Responsibilities	Years with organization
Number of Full-time Staff	2006	2007	2008	2009
Number of Part-time Staff				
Number of Staff Departures (excluding interns)				

5(b). Provide information about your organization's Board of Directors. Add additional rows and expand cells as necessary.

Name	Role	Home Address	Stakeholder representation	Profession	Memberships	Length of Tenure
					Average Tenure:	

5 (c). Provide information to demonstrate that your Board possesses: (1) skills and/or experience related to affordable housing (2) legal, business, and management skills required to oversee a significant Neighborhood Based Activity in partnership with the District government. As appropriate, describe key Board initiatives within the past three years that demonstrate these capabilities

<insert response here>

5 (d). Provide contact information for three references from funding sources or other entities who are well acquainted with your organization's ability to achieve positive outcomes within a budget and who are willing to provide detailed information about your organization's capacity and performance<sup>1</sup>.

	Organization	Contact Person	Telephone
a.			
b.			
c.			

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<sup>1</sup> DHCD reserves the right to act as its own reference (in addition to those listed) for any applicant.

<p>6. (a) Describe in detail the Home-assisted project(s) your organization proposes to undertake, through responding to this RFA. Provide some detail on the process by which these projects will be completed including important timeframes. Explain why you believe these projects have the potential to increase the stock of affordable housing units in your organization's service area.</p>	<p><b>Word Limit:</b> <b>800 words</b></p>	<p><b>Points Available: 20</b></p> <p><b>Score:</b></p>
<p>&lt;insert response here&gt;</p>		

**6.(b)** Please provide a brief work plan and budget for the proposed activity in the space below (add additional steps as necessary).

Major Tasks	Start Date	Complete Date
1.		
2.		
3.		
4.		
5.		
6.		