

Red Font Denotes a Change

Table of Contents

Applicability 2
General Information..... 2
Application Requirements 3
Minimum Threshold Requirements 4

Applicability

HOME Program Community Housing Development Organization (CHDO)

General Information

- IHFA awards CHDO Operating Assistance Grants based on an application scoring & NOFA process. The timing of each year's NOFA is dependent on when the annual HOME allocation is received.
- Grants cannot exceed fifty percent (50%) of the CHDO's total annual operating expenses for that year or a maximum of \$50,000. If fifty percent of the CHDO's expenses exceed \$50,000, the CHDO may be eligible for the maximum \$50,000, if funding is available to support the maximum award. If fifty percent of the CHDO's expense is less than \$50,000, the award is adjusted to fifty percent of the estimated expenses, as available from CHDO Operating funding. The HOME Department is not obligated to award the amount requested, or the maximum permitted by CHDO regulations, and reserves the right to reduce any amount requested.
- Applications missing required documentation or which are otherwise deemed ineligible (see minimum threshold requirements), may not be scored.
- Individual grant amounts are determined by:
 - (1) The total amount of grant funds available divided by total of all points scored by all CHDOs (monetary point value) and
 - (2) Individual CHDO score is multiplied by the monetary point value.
 - (3) If funding is available to provide the amount requested by each CHDO; or, the maximum funding of fifty percent (50%) of the organizations operating costs, or \$50,000, to each CHDO which applied and qualified for a CHDO Operating Grant, the HOME Department may opt to forego the scoring system in favor of providing the maximum award requested or allowed by the regulations, or as determined reasonable by the HOME Department.
 - (4) The financial need of the CHDO based on operating budgets and request of funds being necessary for the development of single family housing.
- IHFA reserves the right to recapture any unexpended grant funds to reallocate or award to CHDO-eligible projects.
- Officers and employees of a governmental entity cannot be officers (e.g. CEO, CFO, or COO) or employees of a CHDO.
- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Owner agrees to comply with disclosure requirements of 24 CFR 5.105(b) and prohibitions of 31 U.S.C. § 1352 and implementing regulations at 24 CFR Part 87 and 2 CFR 200.450; and the requirements for funding competitions established by the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3531 et seq.).

Application Requirements

- When submitting for CHDO Certification and the CHDO Operating Assistance Grant application, all necessary supporting documents for CHDO Certification and the Operating Grant Application (except the actual application for the CHDO Operating Grant) must be uploaded to the CHDO Certification folder in Procorem. **Only the Operating Assistance Application document itself should be uploaded to the grant application folder.** ~~CHDO Certification and CHDO Operating Assistance Grant application must be submitted through the assigned Procorem work center into the designated folders. NO HARD COPIES.~~
- All applications are required to be complete by the submission deadline. The HOME Department *may* contact a nonprofit ~~one (1) time via a post in Procorem~~ to request missing items or additional clarifications *if reasonable*. HOME reserves the right to deny applications which:
 - Are incomplete;
 - Deficiencies are too great to overcome;
 - HOME has determined requirements cannot be met;
 - Contain repeat deficiencies from previous applications submitted by the same organization; or
 - At HOME's sole discretion.

~~The nonprofit will have five (5) business days to submit requested documents or information. If not received within five business days, and no acceptable request for extension is received by IHFA before the deadline, the certification and application will be declined without further notice.~~

- Clearly label documents to correspond with the Full CHDO Certification checklist
- All items on the checklist must indicate where they can be found in the specified document. Applications which do not include the location of the specific requirements may not be reviewed.
- Every item on the checklist must be submitted every year, even if they have been submitted in previous applications (i.e. Articles of Incorporation, By-laws, etc.). This is the nonprofit's certification that IHFA-HOME has the newest version of the document(s) available. HOME will not pull docs from previous years. ~~however, the nonprofit may pull items from the previous year's work center if they are still valid and the previous year's work center is still open.~~
- Please use the Scoring criteria sheet for the Operating Grant application and provide your own scores based on the nonprofits activities for the last 12-24 months. The HOME Department will **complete final** scoring **for eligibility**.
- Direct Deposit Authorizations (Attachment C) must be submitted with the first draw every year. A voided check must be attached. Salary/Wage Billing Rate Calculations (Attachment D) and new pay stubs for each individual must accompany the first draw on which **salaries** are requested.

Minimum Threshold Requirements

- Full CHDO Certification Checklist (Verify locations of all requirements are specified as instructed)
- Articles of Incorporation
- By-Laws
- IRS Certificate and Current IRS Standing
- Proof of conformance with 2 CFR 200 Part D, **per one of the following:**
 - Notarized statement from board president or CFO
 - Certification from third party Certified Public Accountant
 - HUD approved audit summary
- Organizations financial policies and procedures
- Most recent financial and/or single audit - **Must be within 12 months. IHFA may request interim financials at their sole discretion.** HOME will ensure the organization has adequate financial management systems and sufficient financial resources to carry out a proposed project(s) to completion.
- Organizations policies and procedures for internal controls
- Proposed operating budget for the year in which funding is requested
- Resumes for ALL staff who bring development experience to the organization
- Resumes and agreements for consultants hired by a first year CHDO to build capacity (applicable only to new CHDO's – Consultants must be approved by IHFA)
- Statement which documents at least one year serving the community in CHDO's geographic service area (new CHDO's only)
- Proof of continued to service to the community in CHDO's geographic service area **within the last 12 months (recertifying CHDO's)**
- Conflict of Interest statements from all board members, **and all organizational staff who will be associated with the project (i.e. Executive Directors and other operational staff who help manage and run the development of federally assisted housing)**
- Written and approved Formal process adopted by the organization, which outlines how low income beneficiaries can advise the organization regarding design, siting, development, and management of HOME assisted housing activities, evidenced by one of the following:
 - By-Laws
 - Board Resolution
- Proof of adherence to formal process allowing low-income beneficiaries to advise the organization.
- Training Certificates/Attendance for development/organizational staff for the previous 12 months
- Board Resolution or statement authorizing application for CHDO Operating Assistance Grant
- CHDO Grant Application
- UEI #
- Statement or Organizational Plan outlining the CHDO's organizational and development related goals for the next 12-24 months – for development, provide any supporting information available in regards to siting, proposed plans, funding, etc.