

CITY OF VANCOUVER HOME PROGRAM CHDO OPERATIONS APPLICATION

I. AGENCY INFORMATION:

Name _____

Address _____

Contact Person _____

Title _____

Email Address _____

Phone/FAX
Numbers _____

Signature _____

- HOME funds can be used by a CHDO for operating costs. There is approximately \$40,000 available for CHDO operations. Annually, a CHDO may receive funding support for up to 50% of their organization's total operating budget in the fiscal year, or \$50,000, whichever is greater.
- CHDOs must be certified by the City of Vancouver prior to funding.
- Please note that operating funds and project funds can not be used to support the same activity.
- A Community Housing Development Organization is a non-profit, community-based organization that has obtained or intends to obtain staff with the capacity to develop affordable housing for the community it serves. See CPD 97-11 Guidance on Community Housing Development Organizations (CHDOs) under the HOME Program available through City of Vancouver CDBG/HOME Program, or contact City of Vancouver staff.

2. BUDGET:

- Enter the total amount of HOME dollars requested, round to the nearest hundred dollars.
- Enter the total amount of other resources that will be available to supplement the HOME request.
- Add the above two numbers together to derive the total project cost.
- Please note: the maximum HOME award is 5% of the HOME allocation, approximately \$38,000.

Total HOME/CHDO funds requested: \$ _____

Total dollar value other resources: \$ _____

TOTAL BUDGET: \$ _____

3. ORGANIZATION DESCRIPTION: *45 points maximum – 45% of total*

Describe your efforts to determine if the community supports your organization’s objectives. Include your mission statement, description of clientele and community support.

4. MANAGEMENT ABILITY *30 points possible – 30% of total*

- Describe how your organization can carry out the objectives.
- Describe the management structure and staffing of your organization.
- List any projects you may have in development, provide project status and completion date.
- Non-profit organizations must submit a copy of their Articles of Incorporation and IRS documentation showing qualification as a non-profit corporation under Section 501(c)(3) of the IRS Code, with the proposal application. Place documentation behind SECTION A.
- A copy of the Agency’s most recent, complete Financial Statements and Audit will need to be provided. Complete Financial Statements should include a statement of financial position, statement of activities, cash flow statement, statement of changes in net assets and notes to financial statements if available.

5. COMMITTED AND CONDITIONAL FUNDS *No assigned points*

Fund Source	Committed*	Conditional*	Proposed
State HTF Program	\$		
Other	\$		
Clark County CDBG	\$		
Clark County HOME	\$		
Vancouver CDBG	\$		
Vancouver HOME	\$		
	\$		
Federal	\$		
	\$		
Local Government (nonfederal)	\$		
	\$		
Applicant	\$		
	\$		
Private	\$		
	\$		
Subtotals	\$	\$	\$
TOTAL PROJECT COST	\$		

* Please explain in detail the uses, terms, dates and conditions of conditional commitments

6. CHDO REQUIRED DOCUMENTATION *No assigned points*

The CHDO is intended to respond to a specific community need. Therefore, the structure of the board of directors of a CHDO is viewed as the main indicator of community control over the CHDO. The CHDO Board must be composed as follows:

- At least one-third must be representatives of the low-income community;
- No more than one-third may be representatives of the government;
- The balance is unrestricted, and may include people such as human and social service providers, lenders, individuals with access to philanthropic resources, or others willing to contribute their professional expertise.

Provide a list of names and addresses of your CHDO Board members and identify and document which members constitute the above elements of the CHDO requirement (CHDO Self-Certification form). Fill out the CHDO Board Member form and submit with the application.

Please submit the following information with your application:

- A. a copy of current Charter, or Articles of Incorporation;
- B. current 501(c)(3) or (4) Certificate from the IRS;
- C. a notarized statement by the president or chief financial officer of the organization or a certification from a Certified Public Accountant showing that the CHDO conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems";
- D. the organization's by-laws, resolutions, or a written statement of operating procedures approved by the governing body showing that the CHDO provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects; and

(If Items A through D have been submitted with other City of Vancouver applications you do not need to attach to this application.)

2009 CHDO Board Member Income Self-Certification

Name

Address

City, State Zip

I certify that one of the following is true:

- My family size is _____ persons, and that my family income is less than the income for my family size as shown on the chart below.

Number in Household							
1	2	3	4	5	6	7	8
\$39,200	44,800	50,400	56,000	60,500	64,950	69,450	73,900

- I am a resident of a low-income neighborhood as confirmed by City of Vancouver CDBG/HOME Staff.
- I am an elected representative of a low-income neighborhood or community group that serves primarily low-income individuals or families.

I hereby certify that the above information is truthful and that I am signing this under my own free will.

Signature

Date

Witness

7. OPERATING BUDGET 25 points maximum – 25% of total

Provide a copy of:

- the most recent 5-year Business Plan;
- an Operating Budget for at least the next two years, preferably five years;
- the previous year’s Operating Budget. The operating budget must show all funding sources;
- Itemized operating costs for the year’s operations on the Sources and Uses Form provided; and
- the Committed and Conditional Funds form identifying the committed, conditional, and proposed funding for the project. Explain the terms of conditional commitments and when proposed funds will be available.

8. USES OF FINANCES - ALL FUND SOURCES *No assigned points*

- Use the top half of the **Uses of Finances - All Funds Sources** form to identify all sources of funding for the project, including the amount, terms and conditions of the funds.
- Use the lower half of the **Uses of Finances - All Funds Sources** form to identify each cost item and the funding source for the particular cost item.

The City of Vancouver reserves the right to withdraw funding of an application prior to the signing of the Agreement or Contract if there are material changes in the financial condition of the applicant. Applicant is required to report any changes from the time of admission of the proposal until the execution of the final agreement or contract.

Source	Fund Amount
A. City of Vancouver HOME Funds	\$
B.	\$
C.	\$
D.	\$
E.	\$

OPERATING COSTS							
Itemized Cost	Total Cost	HOME % of Total	A. HOME Funds	B.	C.	D.	E.
Activity							
1.) PERSONNEL COSTS							
A. Salaries							
B. Benefits							
C. Other (Specify)							
D. Other (Specify)							
<i>Subtotal: Personnel</i>							
2.) FACILITY COSTS							
A. Rent/Lease							
B. Utilities							

OPERATING COSTS							
Itemized Cost	Total Cost	HOME % of Total	A. HOME Funds	B.	C.	D.	E.
C. Telephone							
D. Postage							
E. Supplies							
F. Other (Specify)							
G. Other (Specify)							
<i>Subtotal: Facility</i>							
3.) PROFESSIONAL SERVICES							
A. Consultant							
B. Other (Specify)							
<i>Subtotal: Professional Services</i>							
PROJECT TOTALS							

AUTHORIZATION:

Authorized Signature for Project

Title

Date

9. PROPOSAL SUBMITTAL

Please submit one (1) original application. Please use binder clips, do not staple any of the pages or use dividers, use a 10-12 point font, number all pages, and use one inch margins. It is unnecessary to include the application instructions. For additional information, contact the City of Vancouver CDBG/HOME program staff at (360) 487-7952 or 487-7953.

FINAL APPLICATIONS MUST BE RECEIVED

BY:

CDBG/HOME PROGRAM

COMMUNITY PLANNING

MAILING or IN PERSON

1610 "C" STREET, SUITE 203,

VANCOUVER, WA 98663

NO LATER THAN 5:00 PM

TUESDAY, DECEMBER 15, 2009