



Community Housing Development Organization (CHDO)

OPERATING EXPENSES GRANT APPLICATION

Neighborhood Housing and Community Development Office & The Austin Housing Finance Corporation
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_____ Name of Applicant Organization		
_____ Address		
_____ City	_____ State	_____ Postal Code
_____ Contact Person	_____ Position with Organization	
_____ Telephone Number	_____ Email Address	
_____ DUNS Number (REQUIRED)	_____ Federal Tax I.D. Number	

PROGRAM OVERVIEW

The Community Housing Development Organization (CHDO) Operating Expenses Grant Program is designed to provide operating funds to CHDOs based on financial need and conditioned upon the award of HOME CHDO funding for a HOME-eligible project.

ELIGIBLE EXPENSES: Operating expenses means reasonable and necessary costs for the operation of the CHDO. Eligible costs will be reimbursed within the terms of each Grant Agreement that will run for a 12-month period. Such costs include:

- salaries, wages, and other employee compensation and benefits;
- employee education, training, and travel;
- rent; utilities; communication costs; taxes; insurance;
- equipment; materials and supplies.

LOCAL REQUIREMENTS:

1. **Financial Need.** The CHDO must have net assets of no more than two million dollars, **AND** the CHDO's ratio of net or unrestricted assets to liabilities must be no more than 2.0. Please attach a copy of the CHDO's most recent audit. (Please note: most recent audit must be no earlier than CHDO's 2010 Fiscal Year). Newly certified CHDOs without an audit should refer to Section 3.02 of the CHDO Operating Expenses Grants Program Guidelines.

Fiscal Year of most recent audit _____
 Net or unrestricted assets _____
 Total liabilities _____
 Ratio: Net assets ÷ Total Liabilities = _____

HUD REQUIREMENTS:

- Certification.** The organization must be certified as a CHDO. Please attach copy of current CHDO certification.
- Funded Project.** CHDO must have a HOME CHDO-funded project underway or is expected to have a HOME CHDO project funded within 24 months. Please provide the following information about proposed or current projects.

Name or address of project(s)	Rental or Ownership		# of Units		Expected Completion Date

- Maximum award.** The maximum grant amount is \$25,000 per organization. CHDO Operating Expenses Grants may not exceed 50% of the CHDO’s total annual operating expenses.

Based on the most recent audit, please indicate the CHDO’s annual operating expenses for the most recent year: \$_____

STATEMENT OF CERTIFICATION

I hereby certify that all statements I have provided in this application and in the attachments herein are true; that I am authorized to sign this application, and to make these statements, on behalf of the applicant organization; and that the organization understands that misrepresentation of any facts which lead to the improper allocation and expenditure of public funds may result in legal action against the organization for retrieval of any such funds and appropriate penalties.

Signature

Title:

Name: (typed or printed)

Date

**This application must be submitted to AHFC as an original.
 No copies, fax or emails will be accepted.**