**FISCAL YEAR 2024-2025**

**HOME INVESTMENT PARTNERSHIP (HOME) APPLICATION**

**Finance Dept. ~ Neighborhood Development Division**

**Hamilton, OH 45011**

**Phone: 513-785-7020**

The HOME Investment Partnerships (HOME) Application may be downloaded from the City of Hamilton’s website at <http://www.hamilton-city.org/> *(search ‘HOME Application’)* or request via email to: duronna.smith@gmail.com or tomika.hedrington@gmail.com .

**MANDATORY TECHNICAL ASSISTANCE SESSION\* AND PUBLIC INPUT OPPORTUNITIES SCHEDULE:**

***\*\*Applicants: Please NOTE date & time for MANDATORY technical assistance session. \*\****

**The MANDATORY** **Technical Assistance Session** along with a **Public Input Meeting** will be held **via Microsoft Teams Thursday, August 24, 2023** **from 11:00 am – 1:00 pm via Microsoft Teams at:**

**https://teams.live.com/meet/9320662414423?p=Hj6TnRS1PEftiObM,** and will be promptly followed by a brief **Subrecipient Session for current Fiscal Year 2023-2024 Subrecipients.**

**Bring ideas, input, and questions for NDD staff or feel free to submit prior to this session.**

*Kindly provide 48 hour notice to the Neighborhood Development Division if reasonable accommodations are necessary for your participation at the Public Input and Technical Assistance Meetings.*

**The Neighborhood Development staff will not be responsible for typing or writing any proposals. Individual technical assistance appointments may be requested and would be provided via Microsoft Teams or similar virtual method.**

Please note:

1

1. Applications will only be accepted from non-profit organizations/agencies.
2. Please review carefully prior to completing. Revisions may have been made to this HOME Application.
3. Recertification of each organization is necessary each Fiscal Year for both CHDOs and Non-CHDOs. See Section I of this application for specifics.
4. All requests submitted will be in competition for funding.
5. Area social service organizations may be asked for input and/or information related to any application submitted.
6. Organizations should be prepared to locate/identify matching funds. The ability of the agency to identify matching funds in its application may be a deciding factor in a recommendation to fund a request.
7. Be prepared to provide additional written documentation of all statements/assertions made in application.
8. If your organization wishes to submit more than one (1) application, please numerically prioritize applications with #1 as your organization’s top priority and so forth in the upper right hand corner of the application.
9. Applications must be received by the Neighborhood Development Division **by 4:00 p.m. on Thursday, September 28, 2023.** Follow the instructions in the application carefully. Late applications cannot be accepted. Completed applications may be submitted via email to: duronna.smith@gmail.com or tomika.hedrington@gmail.com , in person, or mailed to the above address. ***Verification of receipt will be provided upon request only. Please retain a copy for your records.***

*\*The purpose of the following information is to explain what activities are eligible to be assisted under the HOME Program and to help non-profit corporations/agencies prepare the HOME grant application:*

1. *Homeowner rehabilitation: HOME funds may be used to assist existing owner-occupants with the repair, rehabilitation or reconstruction of their homes.*
2. *Homebuyer activities: PJs may finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.*
3. *Rental housing: Affordable rental housing may be acquired and/or rehabilitated, or constructed.*

***HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM* PRIORITY #**

# GRANT PROPOSAL

**FISCAL YEAR 2024-2025**

Applications must be typed and limited to space provided in application form *without cover letters, folders, binders, or other extraneous items.* Additional documents may be submitted as Exhibits if referenced in application and identified as Exhibit A, B, C, etc. The Neighborhood Development Division must receive applications by no later than ***4:00 p.m. on Thursday, September 28, 2023.*****This application may be downloaded from the City’s website at** <http://www.hamilton-city.org/> *(click on ‘HOME Application’)* **and may be requested via email to** **duronna.smith@gmail.com** **or** **tomika.hedrington@gmail.com** **. Completed applications may be submitted via email to the Neighborhood Development Division at the same email address(es), or mailed. Verification of receipt is provided upon request only.**

Organization:  Federal Tax ID No.

UEI (Unique Entity Identification) Number:

Address:

Contact Person/Title:

Phone:  Fax: Email:

Is your Organization a Faith Based Organization? Yes ☐ No ☐

**Project Title:**  Type: Acquisition ☐ Construction ☐ Rehab ☐ Rental ☐ Homebuyer ☐

Requested Role in this Project: ☐ CHDO\* ☐ Developer ☐ Sponsor ☐Owner ☐Subrecipient

*\*If applying as CHDO, check the requested role also.*

Amount of HOME Funds Requested: $

Amount Matching Funds: $

Source(s):

Can this Project or Program be phased over more than one-year? Yes ☐ No ☐

Using 2020 Census Tract(s), state tract(s) and partial tract(s) the Proposed Project would serve:

Has this project or program been funded in previous years? Yes ☐ No ☐

If yes, which year/s:

Number of Exhibits Attached, if Any:

## FOR NDD OFFICE USE ONLY

### CHDO Designation: ☐Given ☐Pending

Organization Previously Funded: ☐Yes ☐No

Project Type/Description: Acquisition ☐ Construction ☐ Rehab ☐ Rental ☐ Homebuyer ☐

HOME Funds Requested: Operating Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project/Activity: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matching Funds:

Comments: CFDA #14.239

1. **CHECKLIST OF REQUIRED DOCUMENTS: Agencies need to submit all documents listed below regardless of whether or not the organization has been funded in past or current fiscal year.**

***Items #13-15 are forms provided in the identified Sections of this application.***

####  Attached Documents

 ☐ 1. Articles of Incorporation and Bylaws

 ☐ 2. State and Federal Tax Exemption Determination Letters

 ☐ 3. Employee Identification Number

 ☐ 4. List of Board of Directors, their titles and contact information

 ☐ 5. Board of Directors’ Authorization to Request Funds

 ☐ 6. Board of Directors’ Designation of Authorized Official

 ☐ 7. Organization Chart

 ☐ 8. Resume of Chief Program Administrator

 ☐ 9. Resume of Chief Fiscal Officer

 ☐ 10. Financial Statement and Most Recent Audit Report

 ☐ 11. Matching Funds Commitments Documentation

 ☐ 12. Program/Project staff job descriptions

 ☐ 13. CHDO Checklist, Section VII

 ☐ 14. CHDO Staff Experience & Organizational Capacity Checklist, Section VIII

 ☐ 15. Non-CHDO Developer, Owner, Sponsor, or Subrecipient Capacity Checklist, Section IX

1. **ORGANIZATION’S EXPERIENCE NARRATIVE: Please describe the specific types of services and length of experience of your organization in implementing the proposed project, including project sponsor and supportive service organizations. Please provide at least one (1) reference\* that could attest to your organization’s experience in carrying out a project/activity similar in scope/size/funding for which you are applying.**

 **\* Reference/s:**

1. **CAPACITY/HISTORY OF ORGANIZATION: Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations including CDBG or HOME funded projects? Yes ☐ No ☐ If “No”, explain:**

 **Are you aware whether your organization or any member of your board appears on any local, state, or federal debarment list? Yes ☐ No ☐ Explain if Yes:**

 **If applying as a CHDO, is your organization dependent upon volunteers? Yes ☐ No ☐ If “Yes”, explain in detail:**

1. **PROPOSED ACTIVITY DESCRIPTION: Please describe *in detail* the activities to be carried out, including number of households and special population(s) if any to be served. It should define the “who, what, where, why, when and how” of the activities. It should specifically describe and quantify the services or products to be provided as a result of the expenditure of HOME funds. Where appropriate, it should specify how the project would ensure that the intended beneficiaries are being served.**

1. **ELIGIBLE ACTIVITY: Please provide Eligible Activity of the proposed activity that will be met.**

☐ Homeowner rehabilitation: HOME funds may be used to assist existing owner-occupants with the repair, rehabilitation or reconstruction of their homes.

☐ \*Homebuyer activities: PJs may finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.

*\*2013 HOME Final Rule mandates homebuyer units which are not sold to eligible homebuyers within nine (9) months of completion (as defined by 2013 HOME Final Rule) must convert to rental housing. Please ascertain that if applying for homebuyer activities that this deadline can be met. If it cannot, does your organization have the capacity to carry out rental housing activities?* *☐ Yes* *☐ No*

☐ Rental housing: Affordable rental housing may be acquired and/or rehabilitated, or constructed

1. **DETERMINATION OF NEED: Please describe (including methodology) in detail how your organization determined the need for the proposed activity. *Exhibit/s may be attached if referenced.***

1. **NEIGHBORHOOD MARKET CONDITIONS: For all activities except homeowner rehabilitation, an assessment of *current market demand in the neighborhood* must be included with this application. Information and documents provided should be explicit and in sufficient detail so that the City can assess whether there exists adequate need for the Project. *Exhibit/s may be attached if referenced.***

1. **NEIGHBORHOOD MARKET AREA: Please define either by map or description the housing market area of this project. A housing market area is the area from which housing project owner or agent may reasonably expect to draw a substantial number of its tenants or homebuyers.  *Exhibit/s may be attached if referenced.***

1. **WORK SCHEDULE AND PERFORMANCE MEASURES:**

The schedule plays an essential role in the grant management system. The schedule should provide projected milestones and deadlines for accomplishment of tasks for the delivery of services. Include project/program factors such as rezoning, construction schedule, permitting, supply chain issues, staffing/turnover/capacity, experience of staff, or application(s) for other funding. These projected milestones and deadlines are a basis for measuring actual progress during the term of the agreement.

*Please note: If funded, this schedule will be used for any project agreement for the use of HOME funding.*

**WORK SCHEDULE:**

 **DATE: DESCRIPTION OF ACTIVITY**

 **May 1, 2024 Beginning of City HOME Fiscal Year and Project Start Date**

**V. CATEGORY AND NUMBER SERVED:** Choose ***one*** category from the list given below which best identifies the population to be served and indicate the number in that category that the proposed project will serve:

**Category Number Served**

**☐ Households (General)**

**☐ Housing Units**

**☐ Others (please specify:** **)**

**VI. COMMUNITY ASSETS IDENTIFICATION:** Please identify the community assets (for example, neighborhood organizations, residents, etc.) in your area and how you propose to involve/utilize these community assets in the proposed project***. We are not looking for your organization’s history or past accomplishments.***

1. Please identify community assets (people and/or organizations) in the area(s) in which your organization delivers HOME services:

1. How will you involve/utilize the above-listed community assets in the proposed project?

 \_\_\_\_\_

**VI. BUDGET:** On the chart below, please enter the following:

In Column 1 enter the specific task by line item such as acquisition of land or existing structure, materials, etc. for construction/rehab projects, down payment/closing cost assistance.

In Column 2 enter the amount requested for HOME- eligible expenses by line item.

In Column 3 enter other funds to be used to implement the project listing the amount and sources, state if the funds are in-kind or cash. [\*Only list confirmed sources or funding *(attach documentation as Exhibit/s].* If in-kind sources, please attach documentation on how the dollar amount was calculated. Enter the total cost for each line item in Total Budget (Column 4).

| **Column 1:****Expense Category & Total Expenses** | **Column 2:**Amount of HOME Requested | **Column 3:**Other Sources of Funds\* | **Column 4:**Total Budget |
| --- | --- | --- | --- |
| ***(please prioritize budget line items)*** |  | Amount | Source |  |
|       |       |       |       |  |
|       |       |       |       |  |
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|       |       |       |       |  |
| **TOTALS** |  |  |  |  |

Are any other funds listed in the budget dependent upon receiving HOME resources? Yes ☐ No ☐

 If yes, please attach supporting documentation to this application.

If other funds listed are not received, can the proposed project/program move forward? Yes ☐ No ☐ If yes, please provide information on how the project will be impacted if it does not receive the other funding. Please use extra sheets as an exhibit if necessary.

Can this project or program be phased over a number of years? Yes ☐ No ☐

If yes, how will the project or program be phased? Please show a budget indicating expenditures

based on the number of phases as an exhibit if necessary. .

* 1. **CHDO CHECKLIST *(taken from HUD’s website 11-2005)***

*All items that apply to your organization are to be check-marked. All check-marked items MUST be submitted with this application. Recertification is necessary every year. “EXCERPTS FROM AN IRS LETTER” (provided in past applications) has not been included in this application but is available by request to Neighborhood Development Division.*

**I. LEGAL STATUS**

A. The nonprofit organization is organized under State or local laws, as evidenced by:

☐ **A Charter, OR**

☐ **Articles of Incorporation.**

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:

☐ **A Charter, OR**

☐ **Articles of Incorporation.**

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by:

☐ **A 501(c) Certificate from the IRS.**

D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:

☐ **Charter,**

☐ **Articles of Incorporation,**

☐ **By-laws, OR**

☐ **Resolutions**

☐ **A HUD approved audit summary**

**II. CAPACITY**

A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems," as evidenced by:

☐ **A notarized statement by the president or chief financial officer of the organization;**

☐ **A certification from a Certified Public Accountant; OR**

☐ **A HUD approved audit summary.**

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

☐ **Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR**

☐ **Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization.**

C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

☐ **Statement that documents at least one year of experience in serving the community, OR**

☐ **For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.**

**NOTE:** The CHDO or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock, and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or other official of the organization.

**III. ORGANIZATIONAL STRUCTURE**

A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:

☐ **By-Laws,**

☐ **Charter, OR**

☐ **Articles of Incorporation.**

Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

B. 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 all HOME-assisted affordable housing projects, as evidenced by:

☐ **The organization's By-laws,**

☐ **Resolutions, OR**

☐ **A written statement of operating procedures approved by the governing body.**

C. A CHDO may be chartered by a State or local government, however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

☐ **By-Laws,**

☐ **Charter, OR**

☐ **Articles of Incorporation.**

D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

**☐ By-Laws,**

☐ **Charter, OR**

☐ **Articles of Incorporation.**

**IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES**

A. CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization, as evidenced by:

☐ **The organization's By-laws, OR**

☐ **A Memorandum of Understanding (MOU).**

B. A CHDO may be sponsored or created by a for-profit entity, however:

(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:

☐ **The for-profit organization's By-laws**

**AND;**

(2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:

☐ **By-Laws,**

☐ **Charter, OR**

☐ **Articles of Incorporation**.

**VIII. CHDO Staff Experience & Organizational Capacity Checklist – Program Year 2024**

 *(if not a CHDO, please skip to Section IX.)*

 *\*Notes for this CHDO form appear at end of this section VIII*.

| **Check if Adequate Capacity** | **CHDO Staff & Experience** | **\*See Notes** | **Documentation (identify)** | **Comments** |
| --- | --- | --- | --- | --- |
| ☐ | CHDO has paid staff to manage development project | 1 |  |  |
|  | ☐Paid full-time staff | 1a | (payroll, W-2, W-4) |  |
|  | ☐Paid part-time staff | 1a | (payroll, W-2, W-4) |  |
|  | ☐Contracted staff | 1b | (contract, W-9, 1099) |  |
| ☐ |       (name & job title or development role) has relevant experience in: | 2 |  |  |
|  | ☐Homeownership development | 2a | (resume, other) |  |
|  | ☐Rental development | 2b | (resume, other) |  |
|  | ☐Other real estate development & management |  |  |  |
|  | ☐Rehabilitation & other housing program administration |  |  |  |
|  | ☐Other relevant experience: |  |  |  |
| ☐ |       (name & job title or development role) has relevant experience in: | 2 |  |  |
|  | ☐Homeownership development | 2a | (resume, other) |  |
|  | ☐Rental development | 2b | (resume, other) |  |
|  | ☐Other real estate development & management |  |  |  |
|  | ☐Rehabilitation & other housing program administration |  |  |  |
|  | ☐Other relevant experience: |  |  |  |
|  | CHDO Developer Capacity & Fiscal Soundness |  |  |  |
|  | ☐Past and Current Performance | 3 |  |  |
|  | ☐HOME/CHDO project performance | 3a |  |  |
|  | ☐Past development performance | 3a |  |  |
|  | ☐Housing program & Federal grant management performance | 3b |  |  |
| ☐ | Developer Capacity – CHDO |  |  |  |
|  | ☐Organizational structure to support development | 4a |  |  |
|  | ☐Management structure to support development | 4b |  |  |
|  | ☐Current pipeline/backing | 4c |  |  |
|  | ☐Staff capacity (or consultant contract/plan to train) | 4d |  |  |
|  | ☐Board expertise/oversight | 4e |  |  |
|  | ☐Skills/capacity to market (for-sale) or manage (rental) units | 4f |  |  |

| ☐ | Developer Capacity – Development Team | 5 |  |  |
| --- | --- | --- | --- | --- |
|  | ☐All development team roles filled with qualified firms/persons | 5a |  |  |
|  | ☐Partners/consultants enhance CHDO capacity (if needed) |  |  |  |
|  | ☐Prior experience – Team successfully development similar projects | 5c |  |  |
|  | ☐Team has demonstrated capacity to work together | 5d |  |  |
| ☐ | Fiscal Soundness | 6 |  |  |
|  | ☐Financial management | 6a |  |  |
|  | ☐Financial stability | 6b |  |  |
|  | ☐Liquidity | 6c |  |  |
|  | ☐Audit and reporting | 6d |  |  |
|  | ☐Portfolio & corporate liabilities | 6e |  |  |
| Continued on next page |

| **Check if Adequate Capacity** | **CHDO Staff & Experience** | **\*See Notes** | **Documentation (identify)** | **Comments** |
| --- | --- | --- | --- | --- |
| ☐ | Other Factors | 7 |  |  |
|  | ☐Community relations | 7a |  |  |
|  | ☐PJ relations | 7b |  |  |
|  | ☐Lender relations | 7c |  |  |
|  | ☐Project specific skills/capacity: |  |  |  |
| ☐ | Certification |  | Signature & Date |
| The community housing development organization has documented that it has staff with development experience and it has the organization capacity and the development team to implement the proposed CHDO project. |  |

**\*Notes to CHDO Staff Experience & Organizational Capacity Checklist (Section VIII above) & Non-CHDO Developer, Owner, Sponsor, or Subrecipient Capacity Checklist Program Year 2024 CHDO Funding (Section IX following notes.)**

**Staff Development Experience**

1. Staff classification and documentation – To be counted as staff, the person must be employed by the CHDO OR ORGANIZATION, and documentation is needed.

a. Full time or part time employment – This would be evidenced by a payroll report or a W-4 or a W-2.

b. Contracted staff – This would be evidenced by a “contract” for employment and a W-9 and 1099 (at the end of a year).

2. Relevant development experience – Document the basis for answers to the applicable project type.

a. Homeownership development – Has the staff person been involved in the acquisition, rehabilitation/construction and sale of homebuyer housing? Previous experience purely in counseling, marketing, or financing activities is not sufficient to be considered development experience.

b. Rental development – Has the staff person been involved in the acquisition, rehabilitation/construction and/or ownership/operation of rental housing?

**Developer Capacity & Fiscal Soundness**

3. Past and current performance

a. Has the CHDO OR ORGANIZATION performed adequately in the past in HOME, CHDO, and/or other real estate development activities?

b. Is the CHDO OR ORGANIZATION currently in good standing on all its development and administrative activities? Does it show the capacity to take on this additional activity and continue to manage everything that it has ongoing?

4. Capacity – CHDO OR ORGANIZATION

a. Organizational structure – Can the current corporation structure support housing development activities, or is there a need for a subsidiary or other organizational structure for future development? Are there operations or activities that need to be organizationally separate from housing development activities and portfolios?

b. Management structure/practices – Does the current management have the ability to manage additional development activities? Are the corporate lines of authority for development activities clear? Are policies & procedures in place governing development activities?

c. Pipeline/portfolio – What does the CHDO OR ORGANIZATION have as its current project pipeline and program responsibilities? Will it be able to handle the additional project proposed? If the organization pursues housing development, what other activities are likely to suffer or not be able to be pursued due to the effort required for development activities? Does its portfolio of projects/properties evidence competent management and oversight? Do the properties appear to have adequate funding?

d. Staff capacity – Do(es) the identified staff have the time to direct toward management of the proposed project? How strong is staff in the following areas: Legal/financial aspects of housing development? Management of real estate development? Oversight of design & construction management? Marketing & intake? Property management (if applicable)? Is staff encouraged to obtain training and develop new skills? What is their potential for learning skills that they currently do not have?

e. Board expertise/skills – Do board members have professional skills directly relevant to housing development (e.g., real estate, legal, architecture, finance, management)? Has the board demonstrated the ability to make timely decisions? Is there a good relationship between board and staff? Does the board have a committee structure or other means of overseeing planning and development? Has there been stability/continuity of board members over the last several years?

f. Project specific capacity for marketing & sale of homebuyer units or operation of rental units – If a homebuyer project, does the CHDO OR ORGANIZATION experience and capacity to market the units and counsel and qualify homebuyers? If a rental project, does the CHDO OR ORGANIZATION experience and capacity to oversee the marketing, management and ownership of the project?

5. Development Team Capacity

a. Development team roles – Are all of the key development team roles filled with qualified individuals or firms?

b. Partner/consultant – Does the CHDO OR ORGANIZATION have a need for a partner or a consultant to supplement its skills and help it to ensure success, while still maintaining development control?

c. Prior experience – Do team members have prior experience directly relevant to the proposed project?

d. Experience working together – Have the team members worked together before or demonstrated the ability to work effectively as a team?

6. Fiscal Soundness

a. Financial management – Is there evidence that the CHDO OR ORGANIZATION meets the 84.21 standards? Does it do annual budgeting of its operations and all activities or programs? Does it track and report budget v. actual income and expenses? Does it have adequate internal controls to ensure separation of duties & safeguarding of corporate assets? Is there sufficient oversight of all financial activities? Is financial reporting regular, current, and sufficient for the board to forecast and monitor the financial status of the corporation?

b. Financial stability – To what extent does the organization have a diversified and stable funding base for operations? How regularly does it experience cash flow problems?

c. Liquidity – Does CHDO OR ORGANIZATION management know its current cash position and maintain controls over expenditures? Does the current balance sheet and budget indicate sufficient funds to supports essential operations? Does it have funds available for pre-development expenses capital advances required for development?

d. Audit – Does the CHDO OR ORGANIZATION have an annual audit? Is the most recent audit current? Were there management or compliance findings in the last two years? Are finding resolved?

e. Portfolio & corporate liabilities – If it has a portfolio of properties, are they are in stable physical and financial condition or are they a drain on corporate resources? Are there assets at risk of default? Does it collect adequate revenues and management fees from the properties? Does it maintain adequate insurance – liability, fidelity bond, workers comp, property hazard, & project?

7. Other Factors

a. Community relations – How strong are the current reputation of the corporation and the relationship with the community? To what extent does NIMBY opposition exist to low income housing in the service area? To what extent do channels exist for the CHDO OR ORGANIZATION to negotiate with the community and potential opponents?

b. Local government relations – How strong is the CHDO OR ORGANIZATION’s relationship with the local government? How strongly does local government support its housing activities?

c. Lender relations – Does the CHDO OR ORGANIZATION have good working relationships with lenders, especially those who might participate in the proposed project?

**IX. Non-CHDO Developer, Owner, Sponsor, or Subrecipient Capacity Checklist Program Year 2024**

Notes for this Non-CHDO form appear at end of Section VIII & apply to both Section VIII & IX.

| **Check if Adequate Capacity** |  **Developer/Owner/Sponsor/Subrecipient****Staff & Experience** | **\*See Notes** | **Documentation (identify)** | **Comments** |
| --- | --- | --- | --- | --- |
| ☐ | Organization has human resources to manage development project | 1 | Suggestions: |  |
|  | ☐Paid full-time staff | 1a | (payroll, W-2, W-4) |  |
|  | ☐Paid part-time staff | 1a | (payroll, W-2, W-4) |  |
|  | ☐Contracted staff | 1b | (contract, W-9, 1099) |  |
|  | ☐Volunteer resources |  | (roster, timesheets, logs) |  |
| ☐ |       (name & job title or development role) has relevant experience in: | 2 |  |  |
|  | ☐Homeownership development | 2a | (resume, other) |  |
|  | ☐Rental development | 2b | (resume, other) |  |
|  | ☐Other real estate development & management |  |  |  |
|  | ☐Rehabilitation & other housing program administration |  |  |  |
|  | ☐Other relevant experience: |  |  |  |
| ☐ |       (name & job title or development role) has relevant experience in: | 2 |  |  |
|  | ☐Homeownership development | 2a | (resume, other) |  |
|  | ☐Rental development | 2b | (resume, other) |  |
|  | ☐Other real estate development & management |  |  |  |
|  | ☐Rehabilitation & other housing program administration |  |  |  |
|  | ☐Other relevant experience: |  |  |  |
|  | Capacity & Fiscal Soundness |  |  |  |
|  | ☐Past and Current Performance | 3 | (Audit, records, statements) |  |
|  | ☐HOME project performance | 3a |  |  |
|  | ☐Past development performance | 3a |  |  |
|  | ☐Housing program & Federal grant management performance | 3b |  |  |
| ☐ | Capacity of Organization |  |  |  |
|  | ☐Organizational structure to support development | 4a |  |  |
|  | ☐Management structure to support development | 4b |  |  |
|  | ☐Current pipeline/backing | 4c |  |  |
|  | ☐Staff capacity (or consultant contract/plan to train) | 4d |  |  |
|  | ☐Board expertise/oversight | 4e |  |  |
|  | ☐Skills/capacity to market (for-sale) or manage (rental) units | 4f |  |  |
| ☐ | Developer Capacity – Development Team | 5 |  |  |
|  | ☐All development team roles filled with qualified firms/persons | 5a |  |  |
|  | ☐Partners/consultants to enhance capacity (if needed) |  |  |  |
|  | ☐Prior experience – Team successfully development similar projects | 5c |  |  |
|  | ☐Team has demonstrated capacity to work together | 5d |  |  |
| Continued on next page |
| ☐ | Fiscal Soundness | 6 |  |  |
|  | ☐Financial management | 6a |  |  |
|  | ☐Financial stability | 6b |  |  |
|  | ☐Liquidity | 6c |  |  |
|  | ☐Audit and reporting | 6d |  |  |
|  | ☐Portfolio & corporate liabilities | 6e |  |  |
| ☐ | Other Factors | 7 |  |  |
|  | ☐Community relations | 7a |  |  |
|  | ☐PJ relations | 7b |  |  |
|  | ☐Lender relations | 7c |  |  |
|  | ☐Project specific skills/capacity: |  |  |  |
| ☐ | Certification |  | Signature & Date |
| This organization has documented that it has staff with development experience and it has the organization capacity and the development team to implement the proposed HOME project. |  |