



**CITY OF DALLAS
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**Application for Community Housing Development Organization (CHDO)
Operating Assistance**

The City of Dallas Department of Housing and Community Development is requesting applications from current certified CHDOs that will produce affordable housing funded with City of Dallas HOME CHDO funds. The Operating Assistance Program is designed to provide operating funds to CHDOs based on financial need and the expectation that the CHDO will access HOME CHDO funding within 24 months of the award or has a project underway being funded with HOME CHDO funds

Subject to further requirements of the City's CHDO contractual requirements and the federal HOME Program, capacity building and organizational support expenses that are reasonable and necessary costs for operation of the CHDO will be considered. Operating Assistance Grants (OAG) can be used for expenses from the time of execution of the contract through one fiscal year.

APPLICATION PACKETS & SUBMISSION

Application must be submitted electronically to HousingNOFA@dallascityhall.com.

REVIEW OF APPLICATIONS

All applications will undergo a review to verify that funding is available and the proposed operating assistance is eligible for funding and that the application is complete. Applications that are incomplete, do not meet the eligibility criteria and/or do not have a HOME CHDO-funded project underway nor is expected to have a HOME CHDO project funded within 24 months will not be considered for funding. Awards may be adjusted from the CHDO request based on the criteria listed below, reasonableness, appropriateness, and need.

FUNDING AWARDS & CONTRACTING

Operating Assistance Funds are provided as grants but CHDOs are required to execute contracts with the City of Dallas. The contract will cover a 12-month period starting on contract execution. Per HUD Regulations at §92.301 (f), a CHDO may not receive HOME funding for any fiscal year in an amount that provides more than 50 percent or \$50,000, whichever is greater, of the CHDO's total operating expenses in that fiscal year. The City has capped that amount at \$50,000. All funds will be paid on a

reimbursement basis upon proof of eligible costs incurred.

For your information, HOME Program regulations are found in [24 Code of Federal Regulations \(CFR\) Part 92](#). These regulations are available on the Internet at www.hud.gov. The administrative and record keeping requirements also apply located at 2 CFR 200.

Operating Assistance Fund activities include reasonable and necessary costs associated with the operation of the CHDO. Eligible costs include:

- Salaries or wages (Cap of \$30 per hour per person)
- Benefits of Employees (Excluding bonuses)
- Employee education, training, and travel (Associated with CHDO Housing Development)
- Rent and utilities
- Communications costs (*cellular communication costs not permitted; land lines permitted*)
- Insurance
- Equipment
- Materials and supplies
- Third party contracts or agreements for legal services, accounting services, and audit services
- Consultant services (cap of \$30 per hour per person)

Ineligible Costs. Certain activities cannot be paid for with funds from this program. Ineligible activities include: equity, capital or construction costs associated with housing development activities, lobbying, entertainment expenses, and purchase of food or beverages.

APPLICANT INFORMATION

Full Legal Name of Organization	
Contact Person(s) with Titles	
Address for Mailing Purposes	
Phone Number/Fax Number	
Email Address(es)	
Amount of Request	

1. **Certification.** The organization must be certified as a CHDO. Please attach copy of current CHDO certification.
2. **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	Underway (Yes/No)	# of Units	Expected Completion Date

For projects not underway, please provide a brief narrative that explains the status of the development including site control, anticipated total development cost, anticipated sources of financing and anticipated construction commencement date.

3. **Maximum award:** The maximum grant amount is \$50,000 per organization. CHDO Operating Expenses Grants may not exceed 50% of the CHDO's total annual operating expenses.
4. **Operating Budget:** Please attach a copy of your current year operating budget.
5. **Grant Operating Budget.** Please provide and submit a document titled "CHDO Operating Assistance Grant Budget", which shows how the proceeds of this grant will be used.

Based on the most recent audit, please indicate the CHDO's annual operating expenses for the most recent year. Please attach a copy of the CHDO's most recent audit as well as the CHDO's most recent audited financials.

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