

**The State of Connecticut
Department of Housing
Department of Developmental Services
Department of Social Services**

**NOTICE OF FUNDING AVAILABILITY
Intellectual Disabilities and Autism Spectrum Disorder Housing (“IDASH”) Program**

Applications Accepted on a Rolling Basis Beginning January 25, 2017

This Notice of Funding Availability (this “NOFA”) is directed to owners of either existing affordable rental developments or developers of proposed new affordable multifamily rental developments seeking funding from the Department of Housing (“DOH”) that are also interested in creating housing for individuals with intellectual disabilities or individuals with an autism spectrum disorder.

A. Goal of this NOFA:

The State of Connecticut (the “State”) is committed to expanding opportunities for safe, decent and affordable multifamily rental housing for its residents. Investment in affordable multifamily rental development and preservation creates jobs and increases local revenue. DOH is issuing this NOFA to expand the existing collaborative interagency effort to create supportive housing as an evidence-based response to vulnerable populations. The purpose of this NOFA is to create new units of permanent supportive housing for individuals with intellectual disabilities or for individuals that are on the state’s autism waiver.

B. Funding:

Approximately \$7 million in capital funding is anticipated to be made available pursuant to this NOFA. Capital funding available under this NOFA may, at DOH’s discretion, include bond proceeds authorized through Public Act 16-4, Sec. 9 (May Special Session) (the “Public Act”), or other available sources. Pursuant to the Public Act, funds authorized thereunder must be structured as a grant to a non-profit organization.

C. Eligible Applicants:

Applicants eligible for consideration under this NOFA include the following eligible applicants under the Affordable Housing Program, Connecticut General Statutes (“CGS”) § 8-37pp, the Low Income Housing Tax Credit (“LIHTC”) program as administered by the Connecticut Housing Finance Authority (“CHFA”), CGS § 8-250(3), and the HTF Program, CGS § 8-336m: “(A) A nonprofit entity; (B) a municipality; (C) a housing authority; (D) a business corporation incorporated pursuant to chapter 601 or any predecessor statutes thereto or authorized to do business pursuant to said chapter 601 having as one of its purposes the construction, financing, acquisition, rehabilitation or operation of affordable housing, and having a certificate or articles of incorporation approved by the commissioner; (E) any partnership, limited partnership, limited

liability company, joint venture, sole proprietorship, trust or association having as one of its purposes the construction, financing, acquisition, rehabilitation or operation of affordable housing, and having a certificate or articles of incorporation approved by the commissioner; or (F) any combination thereof.”

Note that an Eligible Applicant under this NHOFA may need to partner with a non-profit organization or create an affiliated non-profit organization for the purpose of receiving funds under the Public Act.

In addition, The Department of Developmental Services (“DDS”) and the Department of Social Services (“DSS”) may have service funding available to provide case management to individuals with developmental disabilities on one of three ID/DD Waivers. DOH, DDS, and DSS (“The Departments”) expect applicants to partner with social service agencies with experience serving this population to provide the proper support for tenants in units created by this program. Please see Section H. Support Service Funding for more information.

D. Application Submission Requirements:

- 1) Applicants must use the CHFA/DOH **Consolidated Application Version 2016.4** (the “ConApp”) which will be available on the CHFA-DOH IDASH SharePoint site. ***The use of earlier ConApp versions will not be accepted.***
- 2) All application materials (other than architectural drawings and project manuals) ***must*** be submitted via electronic submission through the DOH/CHFA SharePoint website. To obtain a SharePoint account, submit an email request to applicationrequest@chfa.org. Include the following information in your request:
 - Funding Round (i.e. IDASH)
 - Project Name
 - Applicant Name
 - Primary Contact Name
 - Primary Contact Email
 - Primary Contact PhoneApplicants will subsequently receive an email from the system administrator that contains a link to the SharePoint website.
- 3) **Hard copies of application materials will not be accepted** except for architectural drawings and project manuals, which ***must*** be submitted in hard copy to DOH.
- 4) In addition to the ConApp CORE items macro button, applicants must also choose the DOH Large Project macro-button. All items identified as required under these two macro buttons (CORE items ***and*** DOH Large Project) must be submitted to be considered a complete application.
- 5) Applications must include, at a minimum, architectural drawings and project specifications that meet the 40% completion standard. Applications not accompanied by 40% architectural drawings and specifications will not be considered. Applicants should contact DOH if they are unsure how the 40% completion standard applies to their project (e.g. modular construction).
- 6) For new construction and housing rehabilitation proposals, energy efficiency and conservation improvements are strongly encouraged if such improvements are cost effective. All such improvements should be clearly indicated in the applicant’s plans and specifications and the Project Cost Summary and Exploded Trade Payment

Breakdown. Application materials must demonstrate that a cost/benefit analysis has been completed to document that the plans and specifications include sustainable energy modeling that takes advantage of all reasonable opportunities and that energy conservation techniques incorporated into the design result in long term operating savings to owners and/or rent reductions for tenants.

- 7) All IDASH applications must include a Letter of Participation (“LOP”) from the local utility company detailing energy-efficiency measures and estimated energy savings and identifying incentives. Obtaining an LOP may take 30 day or longer. In order to meet this requirement, applicants are advised to contact their local utility company as soon as possible to initiate the LOP process.
- 8) A Phase I Environmental Site Assessment (“ESA”) Report must be submitted for all applications. The ESA must be prepared in accordance with current ASTM Standard E 1527 - 13 prepared by a Connecticut Licensed Environmental Professional (“LEP”) and must have been completed within 6 months of the application submission deadline. The qualifications of both a professional firm and the specific environmental consultant shall be included in the completed report. The ESA and related documents must be conducted in accordance with the "CTDEEP Site Characterization Guidance Document" (“SCGD”). If any existing buildings are located on the property, the application materials must also include a Hazardous Materials Survey report that identifies all other environmental concerns including asbestos containing materials, lead paint, radon, PCB, etc. If the Phase I ESA Report recommends that a Phase II ESA be completed and/or identifies Areas of Concern (“AOC”) or Recognized Environmental Conditions (“REC”), then the application must include a Phase II ESA completed in compliance with SCGD guidelines.
- 9) All applications must include a determination of effect from the State Historic Preservation Office (“SHPO”). It is recommended that potential applicants consult with SHPO as soon as possible. Failure of applicants to properly comply with historic preservation requirements will result in the removal of the application from consideration for funding.
- 10) Applicants seeking Federal or State Historic Tax Credits must meet with SHPO staff to assure that historic tax credits are a reasonably likely funding source for the proposed project. Such applicants should meet with SHPO staff as early as possible.
- 11) Application materials must clearly demonstrate the location of the project in relation to both the 100 year and 500 year FEMA floodplain boundaries. Application materials for any project located in proximity to a designated floodplain must include supporting documentation, including, but not limited to, a survey that demonstrates that the project is located outside of the 100 and 500 year floodplain or, for development projects that are located within a 100 or 500 year floodplain, applicants must include supporting documentation that: (a) demonstrates that the project incorporates safe evacuation routes in times of a flood; (b) does not involve the placement of utilities that will promote or encourage future development within the 100 or 500 year floodplain; (c) does not increase the potential to cause or pose a hazard to human life, health or property if it is destroyed or damaged due to flooding; or (d) does not involve the placement of fill within a watercourse or any water to create dry land to allow for the construction of a structure. If any of these criteria cannot be demonstrated, an applicant must so indicate and explain how the project is nevertheless feasible and justifies an exception to the relevant statutory provisions discouraging such projects. Applications that do not clearly satisfy the criteria mentioned above or comply with

the State's flood management requirements (CGS Section 25-68d(b) and Sections 25-68h-1 through 25-68h-3 of the Regulations for State Agencies) may be removed from the competition at the discretion of the Commissioner.

- 12) DOH does not employ an application deficiency period and accompanying deficiency letter and response process. All IDASH applications must be complete as of submission. After the submission, an applicant may be asked to provide additional clarifying information regarding its application.
- 13) Each application for IDASH must include a service plan to be completed by the proposed service provider. Instructions on completing the service plan can be located in Section H of this NOFA.
- 14) For affordable housing units proposed to be assisted with IDASH funds, the AMI range served must be below 80% of the applicable AMI, provided, however, that DOH will accept applications for developments where DOH assisted units are serving income levels between 80% and 120% of AMI if the applicant demonstrates to the satisfaction of DOH that the proposed project: (a) will be located in an area designated by the municipality for downtown revitalization and the applicant demonstrates that there is sufficient demand for units to be rented at the higher affordable income levels; and/or (b) is necessary for the financial feasibility of a mixed income development which includes a range of income bands, including units at or below 30% AMI.
- 15) Proposals that involve the rehabilitation of existing affordable housing, including, but not limited to, properties currently restricted by LIHTC, DOH, HUD, CHFA, or other affordability restrictions, will only be considered if there is a demonstrated need that the rehabilitation activities are of an immediate nature and threaten the continued feasibility of the development **OR** if the property is at risk of losing the current affordability requirements within three calendar years of the application deadline and the rents for the restricted units are reasonably likely to significantly increase
- 16) The developer fee for a project seeking State capital funding in the IDASH funding round may not exceed 15% of the total project development costs less acquisition and reserve costs. This 15% developer fee maximum threshold includes any deferred developer fee. Notwithstanding the foregoing, it is expected that applicants demonstrate that any proposed developer fee will be financially feasible and appropriate under the circumstances, including, for example, the complexity of the project and the applicant's upfront investment of its own funds. DOH, at its discretion, may require a reduction in developer fees to reflect this standard.
- 17) The DOH application review will include a thorough analysis to determine the minimum amount of state subsidy needed. The DOH analysis of the application will be conducted in a manner independent of the type and amount of assistance requested and may result in the requirement to repay funding, through either amortizing or cash flow loans, not anticipated in the application.
- 18) The ConApp requires that all existing developments disclose the amount of reserves on hand as well as a description of the use of reserves over the previous three year period. Applicants applying for the redevelopment of existing housing, which must meet the standards of number 15 above, should anticipate that existing reserves will be a required source of funds.

E. Application Submission Schedule and Process:

Applications for funding under this NOFA, will be received on a rolling basis.

Application materials and questions should be submitted to the attention of Steve DiLella. Applicants may contact Mr. DiLella via email at steve.dilella@ct.gov with questions related to this NOFA. Questions received by DOH, if material to this NOFA, and DOH's answers thereto will be periodically posted on the DOH Website. In addition, an overview conference for questions and answers regarding this NOFA will be held on:

Monday, December 5, 2016
1:30 PM – 3:30 PM
The Lyceum
227 Lawrence St,
Hartford, CT

Please e-mail steve.dilella@ct.gov to register for this overview conference on or before November 30, 2016.

F. Selection Criteria:

The Departments will confer with the Interagency Committee for Supportive Housing (“the Committee”) to review all submissions under this NOFA. The Committee includes representatives from DOH, DDS, DSS, and also from CHFA, the Office of Policy and Management, the Department of Children and Families, the State Department of Veterans Affairs, the Department of Correction, and the Judicial Branch’s Court Support Services Division.

G. Reservations:

All applications submitted in response to this NOFA are the sole property of the State and subject to the provisions of Connecticut’s Freedom of Information Act, CGS §1-200 et seq., which provides that public records and documents are subject to public access and copying unless specific exemptions to disclosure exist. If an applicant believes that portions of its application are exempt from disclosure, the applicant should mark the specific portions as confidential. Acceptance of an application by DOH which contains such reservations is not an agreement that the material is confidential or exempt from disclosure. DOH reserves the right to amend or cancel this NOFA, to modify or waive any requirement, condition or other term set forth in this NOFA or the Consolidated Application, to request additional information at any time from one or more applicants, to select any number of applications submitted in response to this NOFA, or to reject any or all such applications, in each case at DOH’s sole discretion. DOH may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications to this NOFA shall be prepared at the sole expense of the applicant and shall not obligate DOH to procure any of the services described therein or herein from any applicant. DOH shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained.

H. Support Services Funding

Support service funding in connection with this NOFA is only available for services provided by an incorporated not-for-profit organization, or a for-profit organization that is a Medicaid Performing Provider that is currently qualified by DDS or DSS to provide services for individuals with developmental disabilities on one of the three ID/DD Waivers (EDS, IFS or

Comprehensive) or individuals on the State’s Adult Lifespan Autism Waiver. To be eligible to be paid to provide services an organization must have provided 24 hour residential supports in the State for at least three years prior to the date of this NOFA and must have a demonstrated track record in the delivery of supportive services to individuals who require services in order to live independently in the community, particularly individuals with developmental disabilities and/or an autism spectrum disorder.

The Departments encourage the formation of partnerships and collaborations between organizations that will result in approaches that serve regional supportive housing needs and that address both housing and service aspects. In the case of collaborative submissions, there must be a clear delineation of the respective roles and responsibilities among all organizations. Strategies for coordinating the activities of team members must be clearly defined. The service provider must be clearly identified and must assume primary responsibility for the success of the individual’s support plan.

1. Guidelines for Support Services

a. Goals

This supportive housing effort is designed to foster the creation of affordable, service-supported housing opportunities for individuals on one of the three ID/DD Waivers (EDS, IFS or Comprehensive), or individuals on the State’s adult lifespan autism waiver. Selected organizations will provide support services to persons living in housing units that serve, and are affordable to, the eligible population as described in this section. All tenants of this housing must have access to flexible, individualized services as needed and for as long as they are needed to achieve and retain permanent housing, increase their skills and income, and achieve greater self-determination.

Eligible tenants are:

1. Adults on one of the three ID/DD Waivers (EDS, IFS or Comprehensive) and who have incomes at or below 30% of area median income as defined by HUD at the time of entering the housing. Eligible adults must be currently residing in a group home or other institutional setting or be referred by DDS staff and be determined to be vulnerable and in need of permanent supportive housing.
2. Adults who are currently on the state’s autism waiver and currently do not have independent housing.

b. Project Plan - Housing Plan Guidelines

Permanent Supportive Housing— An Evidence-Based Practice

Eligible housing units must be permanent supportive housing units only. The primary purpose of permanent supportive housing is assisting the individual or family to live independently in the community and meet the obligations of tenancy.

The 7 Dimensions of Permanent Supportive Housing are as follows:

1. Choice in housing and living arrangements
2. Functional separation of housing and services
3. Decent, safe, and affordable housing
4. Community integration
5. Rights of tenancy
6. Access to housing and privacy
7. Flexible, voluntary, and individual focused services

These 7 dimensions are described as follows:

1. Choice in housing and living arrangements—includes decisions about who else lives in the housing (e.g. alone, or with family or friends); location of the housing; size of the unit; proximity to services/public transportation.
2. Functional separation of housing and services—meaning that participation in specific support services is NOT required to get or keep housing. Effective approaches to implementing this practice includes:
 - Legal separation between housing management and service delivery
 - Functional separation—distinct housing and service staff roles (e.g. rent collection, maintenance of the property)
3. Decent, safe, and affordable housing—
 - all housing units must meet HUD’s Housing Quality Standards (HQS)
 - all housing units must be affordable to the population served—HUD affordability guidelines define 30% of income for housing as affordable
4. Community integration—includes the following elements:
 - housing is located in regular residential areas
 - housing approaches that mix populations are preferred (i.e. target populations with persons without identified special needs)
 - tenants participate in community activities and receive community services
 - natural supports are encouraged
5. Rights of tenancy—
 - Tenants have full legal rights in a tenant-landlord relationship
 - Tenants must abide by normal standards of behavior and conduct outlined in a lease
 - The agreement between the tenant and landlord determines the length of stay
6. Access to housing—intake and screening processes prioritize and facilitate access to housing; application and intake processes are streamlined and as efficient as feasible; all involved organizations are encouraged to use a unified application process
7. Flexible, voluntary, and individual focused services
 - Tenants can accept or refuse treatment or other services, but staff must continue to offer support and use flexible engagement strategies
 - Type, location, intensity and frequency of services must adjust to meet tenants’ needs
 - Risk management and crisis planning are part of the plan of support and are developed in partnership with tenants

- Consumer-driven and evidence-based services work best

c. Project Plan – Service Plan Guidelines

1. Service Plan Principles

- a) The Service Plan must meet the needs of the specific population to be served and ensure access by the tenants to the non-clinical and clinical services they need to achieve and retain permanent housing, increase their skills and/or income, and achieve greater self-determination. The Service Plan, which must be written and updated at least semi-annually.
- b) Outreach and engagement is a fundamental component of services in supportive housing, and it is expected that service staff will continue to engage with tenants post move-in as an ongoing part of service delivery.
- c) The Service Plan should also:
 - 1. Connect residents with mainstream resources, including employment and training programs, federal and state entitlement programs, and healthcare programs.
 - 2. Describe existing and planned linkages with vocational, educational and healthcare providers within the locality or region to be served.
 - 3. Incorporate natural supports (families, peers, faith communities, etc.).
 - 4. Ensure that services are available for as long as is needed by the individual client.

2. DDS Funded Services

DDS services would be used to cover the costs of support services as described below:

- a) Rehabilitation services that enhance and support the individual's ability to achieve and retain permanent housing;
- b) Services may be based on-site or off-site of the housing;
- c) Individualized Home Supports (IHS) providing a single point of accountability for coordination of services that are designed to offer the tenant support in living independently and establishing and maintaining residential stability.

How the delivery of IHS services is structured may vary. For example, it may be done by an assessment and intervention team, by individual IHS staff assigned to specific cases, or by a mix of professional staff and non-professional staff (such as desk staff).

3. DSS Funded Services

DSS service funds would be used to cover the cost of support services as described below:

- a) Rehabilitation services that enhance and support the individual's ability to achieve and retain permanent housing;
- b) Services may be based on-site or off-site of the housing;
- c) Case management is the core of the support services to be funded. Case management services provide a single point of accountability for coordination of services that are designed to offer the tenant support in living independently and establishing and maintaining residential stability.

How the delivery of case management services is structured may vary. For example, it may be done by an assessment and intervention team, by individual case managers assigned to specific cases, or by a mix of professional staff and non-professional staff (such as desk staff).

4. Linkages with Existing Area Services

- a) Respondents must identify community-based support services that complement the services proposed in the service plan.
- b) Services that would be funded under this initiative must:
 - i) Link with and support existing service delivery systems within the community and region, and not be duplicative of such services;
 - ii) Link with employment and educational supports within the region.
- c) Respondents should identify existing linkages to service, treatment, employment and educational resources within the region, or describe their agency's plans to establish such connections.
- d) Evidence of access to support services should be specified in written memoranda of understanding or contracts for services. Evidence that such memoranda or contracts are in place will strengthen applications submitted in response to this RFP, and may be a condition of subsequent funding approval.

d. Monitoring

All projects will be required to participate in a comprehensive quality assurance monitoring process implemented by DDS/DSS and other cooperating agencies

2. Support Services Plan

a. For each organization that is providing services in the project, answer/complete the following:

- 1) Provide a brief description of your organization, its purpose and history, and its primary programs. Indicate the total number of staff and identify the staff (and

their role within the organization) that would manage your organization's participation in the project.

- 2) Briefly describe your organization's role in the project and the roles of any collaborating organizations. If possible, provide a chart or diagram that clearly illustrates the roles of the collaborating organizations in the project. Explain how the activities of the partners will be coordinated on an on-going basis and which organization(s) will be responsible for ensuring that this happens.
- 3) Describe the specific type and length of experience of your organization in the delivery of supportive services to individuals who require a level of such services in order to live independently in the community, and in the operation of housing or residential facilities for the homeless or special needs individuals. Describe experience directly related to your organization's role or roles in carrying out the proposed project, including experience in working with the targeted population(s) including individuals with developmental disabilities or individuals on the state's autism waiver. Describe the impact that these services have had on the self-sufficiency of your clients.
- 4) Do your organization's bylaws restrict program activity to specific geographic areas? Describe geographic areas of current program activity.
- 5) Who is on your Board of Directors? Provide a list with names, addresses, current occupations, and tenure on board. Denote officers and their positions.

Answer yes or no to the following, and if yes, provide an explanation.

- 6) Is your organization or any of its subsidiaries/affiliates in default on any contract obligation or agreement of any kind or nature whatsoever entered into with the State of Connecticut or any of its agencies?
- 7) Is your organization or any of its subsidiaries/affiliates a party to any pending legal proceedings and/or subject to any such proceedings known to be contemplated by governmental authorities?
- 8) Has your organization or any of its subsidiaries/affiliates ever received a commitment of funds from a bank, foundation or government agency to undertake a housing rehabilitation, construction or acquisition project that it was unable to bring to fruition?
- 9) Does your organization or any of its subsidiaries/affiliates have or has it ever had a financial ownership interest in any real estate that is now in default on its mortgage?
- 10) Does your organization or any of its subsidiaries/affiliates have a financial or ownership interest in any real estate on which real estate tax payments are past due?
- 11) Has your organization or any of its subsidiaries/affiliates been adjudged bankrupt, or filed for reorganization under the bankruptcy laws within the last five years?
- 12) Has your organization been the subject of a programmatic and/or fiscal audit in the last five years? If yes, please indicate the nature of the audit and provide

summary of findings. As part of the NOFA process, DOH, DDS or DSS may request copies of such audits.

- 13) Has your organization or any of its subsidiaries/affiliates within the last five years ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a contract, either privately or with any governmental agency?

b. Scope of Services

Please be clear and concise and limit your response to no more than 15 pages.

1) The Project Summary

Provide a brief overview of your proposed project (housing and services) in one paragraph.

2) The Population(s) to be Served

Who will be served by the proposed housing? Identify the following:

- i) Their characteristics.
- ii) Where they live.
- iii) Their needs within the locality or region for the types of housing and services proposed.
- iv) Describe your plans for outreach and referral to be used to reach the targeted population(s),
- v) For the DDS Waiver population group, describe your plan to identify individuals within identified qualified provider organizations living in 24 hour care settings who wish to live in an integrated community setting.
- vi) Describe approaches that are being used, or will be used, to maximize participation by consumers reflective of the target population(s) to be served in the design and development of the housing and service approach and, to the extent possible, in the operation of the housing.
- vii) Configuration of the housing units (units will be widely scattered throughout an area, or clusters of units will be scattered throughout an area, or all units will be located on a single building or another configuration.
- viii) if eligible housing units will be grouped in clusters or will be located in a single building, how many eligible units do you anticipate will be located in each cluster or site, and describe how services will be delivered in this configuration.
- ix) Identify how the housing plan will comport with the HCBS Final rule on Settings
- x) For the DDS Waiver population group, describe the planned use of SMART home and assistive technology. Specifically site any success your organization has had in using such technologies to increase independence, and provide a non-intrusive safety and support net to individuals. Reference the specific types of assistive technologies used, as well as any protocols utilized to ensure choice and dignity in the use of such technologies.

c. Service Plan.

- 1). Describe the support services the tenants will receive:
 - a) Describe the goals of the supportive services to be provided, and how the services are designed to meet the needs and preferences of the targeted population(s) and the individual needs and preferences of the persons to be served.
 - b) Describe the services that will be made available to eligible individuals. In your description, address the following components (use diagrams where feasible). If the characteristics of the service approach will vary significantly between housing types, geographic areas or participating service providers, these differences should be clear in your description.
 - i) What services will be provided and by whom
 - ii) Service structure: describe staff positions, staff/client ratios, staff hours, after-hours access, minimum staff qualifications
 - iii) Whether the service team will have offices on-site (at the housing) or off-site of the housing
 - iv) How the service team will be internally coordinated – lines of communication, supervision and accountability
 - v) How services will link with available community and regional resources, including existing service systems and treatment systems
 - vi) Outline how agency will identify and access employment for individuals. Identify the existing linkages with employment and educational resources within the region, or describe your agency’s plans to establish such connections.
 - vii) How services will incorporate natural supports (family, peers, faith communities, etc.)
2. Describe how the targeted population(s) will access the services, including:
 - a) How they will be able to access case management services where they live (how will services come to the client?)
 - b) Any terms or conditions that will be placed on their receipt of services
 - c) How long they will be able to access the services
 - d) Under what circumstances (if any) would a client be “discharged” from supportive services?

d. Performance Measures—Quality Assurance

If selected under this RFP, is your organization willing to participate in an ongoing program of Quality Assurance Monitoring and Program Review of both the housing and services components of the projects? This program will examine service program operations and client outcomes. If this is a collaborative submission, are all participating organizations willing to participate in such a process?

- e. Provide the anticipated budget for the services to be provided
 1. Line item budget of income and expenses
 2. Budget narrative providing detailed explanation of line items

f. Appendices

Please provide the following documents:

1. Memorandum of Agreement (if this proposal is a collaboration between two or more agencies)
2. Résumés of Key Personnel
3. Please provide your organization's audited financial statements for the past two fiscal years and the current year's operating budget.