

**The State of Connecticut
Department of Housing**

HOME Community Housing Development Organization Certification

Applications Now Accepted

The State of Connecticut Department of Housing (DOH) is accepting applications from organizations to award certification status as Community Housing Development Organizations (CHDOs). In accordance with the provisions of 24 C.F.R. Part 92, at least 15% of the State of Connecticut's annual allocation of HOME funds must be set aside for specific activities to be undertaken by CHDOs. Increased access to financing benefits CHDOs considerably in their community development initiatives and capacity building strategies.

In 2013, HUD published the New HOME Final Rule that made significant changes to the CHDO Certification and set aside reservation requirements. To qualify as a CHDO, a nonprofit must have paid staff whose experience qualifies them to undertake CHDO set-aside activities. Capacity cannot be demonstrated by use of a consultant, except in the first year that a CHDO is operational. In addition, each time DOH commits CHDO set aside funds, it must certify a nonprofit's qualifications to be a CHDO and its capacity to own, sponsor, or develop housing. DOH may no longer make CHDO reservations to organizations; reservations must be made to specific CHDO eligible projects.

A. Eligible Applicants:

Private nonprofit, community-based service organizations that meet the CHDO eligibility criteria outlined in Section I. of the CHDO Certification application materials are eligible to apply. CHDOs must be organized under State and local law, meet the board composition requirements, have a history of serving a specified geographic area (not the whole State), and meet the capacity and experience requirements.

B. CHDO Eligible Projects:

A CHDO Certification application must identify the CHDO eligible project for which the applicant is requesting set aside funds. CHDO eligible projects must meet the HOME CHDO set aside requirements under 24 CFR Part 92.

C. CHDO Set Aside Funding Amount:

The amount of funding of CHDO set aside funds available in SFY2015 is approximately \$1 million. It is expected that applicants will propose projects that leverage DOH's financial assistance with substantial financial and/or in-kind resources from other sources, particularly private sources of debt and equity, but also financial and other commitments from local organizations, businesses, and associations and the local municipality to support the proposed project.

D. Funding Source:

The CHDO Certification application process is not a request for funding. However, CHDO Certification applications are required in order to access set aside funds. CHDO applicants may submit an application for a CHDO eligible project through any DOH funding round.

The funding source for CHDO eligible projects is provided through the HUD HOME Investment Partnerships Program. Such funding is subject to the requirements of 24 C.F.R. Part 92 including the limitation that such funds serve persons and families whose household incomes do not exceed 80% of the applicable area median income. All proposed projects must be eligible under 24 C.F.R. Part 92.

E. Application Submission Instructions and Requirements:

- 1) Applicants must use the version of the DOH CHDO Certification Application which is located at www.ct.gov/doh (“DOH Website”). Application materials will also be available through the DOH/CHFA SharePoint website.
- 2) All application materials ***must*** be submitted via electronic submission through the DOH/CHFA SharePoint website. To obtain a SharePoint account, submit an email to applicationrequest@chfa.org . Include the following information in your request:
 - CHDO Certification Application
 - Funding Round for which you are applying for CHDO set aside funds (e.g. CHAMP 10)
 - Is the CHDO eligible proposing to utilize LIHTCs?
 - Project Name
 - Company Name
 - Primary Contact Name
 - Primary Contact Email
 - Primary Contact Phone

Applicants will subsequently receive an email from the system administrator that contains a link to the SharePoint website.

- 3) SharePoint instructional videos and presentations are available on the DOH Website.
- 4) **Hard copies of application materials will not be accepted.**
- 5) After the submission of a CHDO Certification application, an applicant may be asked to provide additional information regarding its application.

F. Application Deadline:

CHDO Certification applications will only be reviewed at the time an application for funding to DOH for a CHDO eligible project has been submitted and is under review.

G. Reservations:

All applications submitted in response to this application 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.