



# CHDO Application and Proposal

City of Peoria Community Development Department | Grants Management Division

## Introduction

The following is a two part document in order to apply for certification as a Community Housing Development Organization (CHDO) (Pt. I) and to propose a specific project for the available CHDO Funds (Pt. II). Part I includes basic questions about your organization, its purpose, practices and capacity in order to ensure that it meets the regulatory criteria to be certified as a CHDO. Part II requires responses to specific prompts regarding your proposed project. You are encouraged to include attachments connected to each prompt that support your narrative response. This application is for three years of funding. If applying for multiple years of funding, all specific information requested must be included for the project for the first year of funding. Prompts will ask for general information for future years of funding such as location, type of project and estimated costs. The certification and application are due by **Thursday, March 7 at 2 pm.**

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## Contents

### PART 1

1. Basic Organizational Information
2. Financial Status
3. Legal Status
4. Housing Development and Community Benefit

### PART 2

1. Overall Concept
2. Development Team
3. Experience
4. Fiscal Strength
5. Budget
6. Neighborhood Need
7. Local Support
8. Design and Neighborhood Character
9. Energy Efficiency/Green Building
10. Market Assessment
11. Readiness to Proceed
12. Lasting Impact

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# Part I: Application

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The application portion of this document functions primarily to ensure that your organization meets minimum eligibility thresholds for certification as a Community Housing Development Organization. It is not until Part II of this document that you will make a formal proposal for your project. Although Part II is the main content that will be evaluated with regard to the funding competition, relevant information from Part I will also be considered. Please refer to Appendix 1, "Required Attachments," for summary guidance on attachments by section.

## 1.1 Basic Organizational Information

Name of Organization:			
Mailing Address:			
Contact Person and Title:			
Phone Number:		Email:	
DUNS Number:		Employer FEIN:	
Fiscal Year:	From:	To:	

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## 1.2 Financial Status

Please make the following affirmations and submit the following attachments:

- a. Please attach your organization's most recent audit (must be no more than 12 months old).
- b. Please attach your organization's current annual budget.
- c. Does the organization have financial management procedures and internal controls that conform to 2 CFR 200.302 & 200.303?

Yes

No

(Please complete and attach the form "CHDO Certification 2 CFR 200.302 & 303" that was provided with this application)

d. Do you affirm that this organization is not controlled by or under direction of individuals or entities seeking to derive profit or gain?

Yes                       No

e. Do you affirm that this organization has no part of its net earning inuring to the benefit of any member, founder, contributor or individual?

Yes                       No

f. CHDOs are required to provide 12.5% of the amount of a HOME grant investment in matching, nonfederal funds. Do you affirm that your organization has the financial capacity to make this kind of matching contribution?

Yes                       No

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### 1.3 Legal Status

Please make the following affirmations and submit the following attachments:

- a. Please attach your organization's State of Illinois certificate of incorporation under state law.
- b. Please attach a copy of your organization's tax exempt status from the IRS.
- c. Do you affirm that this organization is not a governmental entity and that it is not controlled by a government entity?

Yes                       No

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## 1.4 Housing Development and Community Benefit

Please make the following affirmations and submit the following attachments:

- a. To be a certified CHDO, it must be among your purposes to provide decent housing that is affordable to low and moderate income persons. Please attach evidence of this from your charter, articles of incorporation, resolutions or by-laws.
  
- b. To be a certified CHDO, your organization must maintain accountability to low-income community residents by maintaining at least one-third of the governing board's membership for residents of low-income neighborhoods, other low-income community residents or elected representatives of low-income neighborhood organizations. Please attach a board roster with the name and address of all of your board members. Please indicate which board members are fulfilling this representative obligation and if they are doing so as a resident of a low-income neighborhood, as an elected representative of a low-income neighborhood organization or if they are themselves part of a low-income household. If one or more of your board members is low-income and fulfilling your organization's representative obligation as such, your organization must keep a certification of their low-income status on file. It is not required to present this certification to the City as a part of the CHDO application process.
  
- c. In addition, to be a certified CHDO, your organization must maintain accountability to low-income community residents by providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development and management of affordable housing. Please provide description below of how your organization meets this requirement that includes careful detail addressing each aspect of this requirement.

- d. To be a certified CHDO, your organization must have paid employees with housing development experience who will work on projects assisted with HOME grant funds. Please attach the resumes of current paid staff members that will work on HOME-assisted projects.
  
- e. To be a certified CHDO, your organization must have demonstrated capacity for carrying out housing projects assisted with HOME grant funds. Please list projects below (with addresses and years) that your organization has completed with a HOME grant investment.

- f. To be a certified CHDO, your organization must have a history of serving the community within which the proposed project is to be located. Please list projects/events/engagement or any other form of services that your organization has provided to this community.

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# Part II: Proposal

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Each section below is an opportunity to describe your organization’s proposed project under the terms of the specific prompt. Each section also acts as the criteria by which the project will be evaluated. This is a competitive grant competition, and it is incumbent upon your organization to make a compelling case as to how your project meets and fulfills all of the below criteria. Some of the sections will have required attachments, but you are encouraged to include as many attachments as are necessary to make a strong and evident case for the project’s value.

## 2.1 Overall Concept

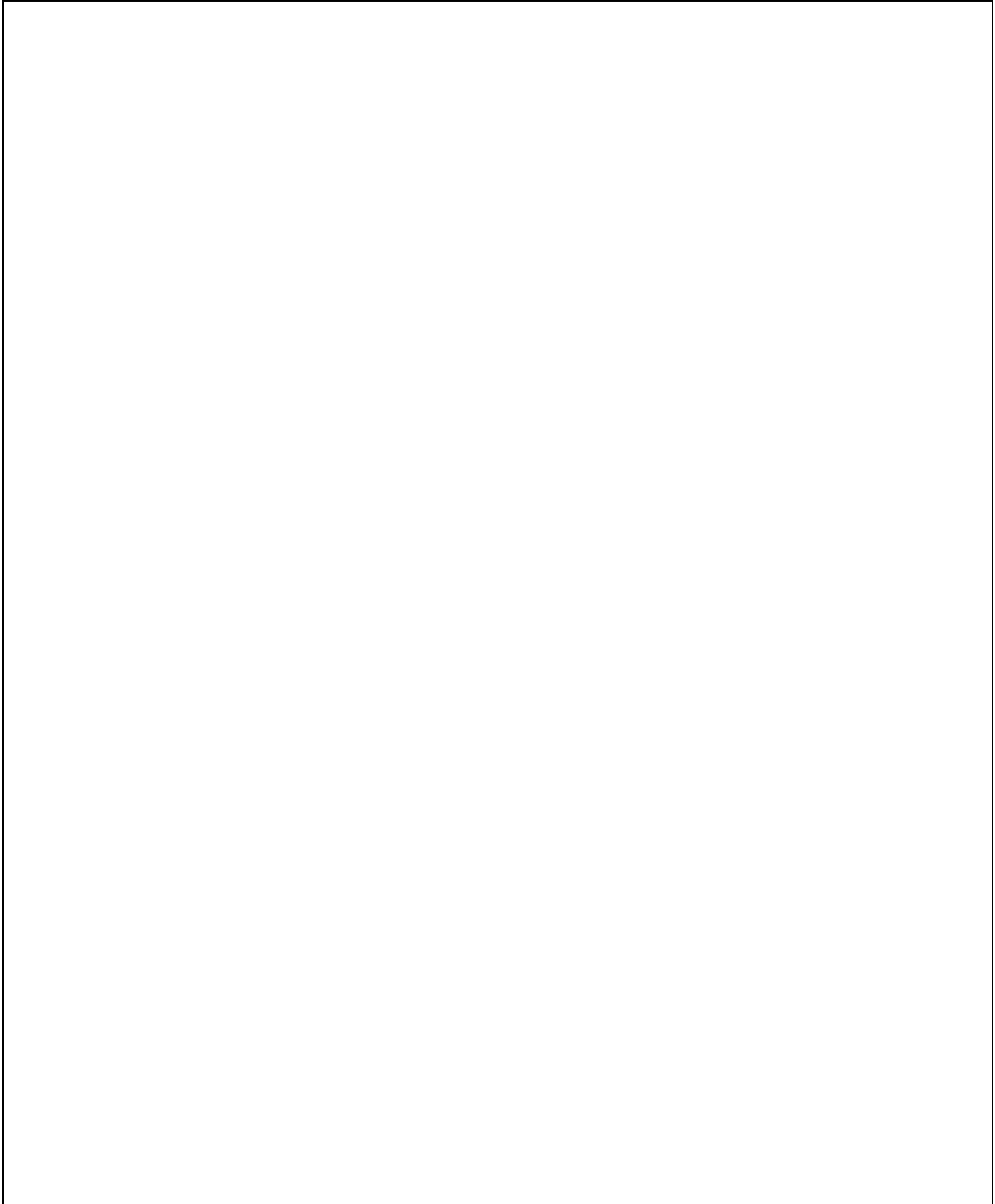
This is your opportunity to introduce the project and explain it with as much detail and clarity as you can. Please be clear about the location, size and units involved, the timeline, multiple phases, etc. Please be clear as to how the HOME grant investment will assist the project’s goals, referencing which specific parts of the project CHDO funds will serve. Please provide attachments that strengthen your case and provide visual representation of the proposed project for the first year of funding. If applying for multiple years, please describe the specifics for the first year of funding and the general location and type of units for future years of funding.

Additional space for prompt 2.1 if necessary:

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## 2.2 Development Team

Use this prompt to describe your development team. This will primarily add context to staff resumes attached in 1.4 (d). You do not need to repeat that information.

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## 2.3 Developer Experience

Please describe your organization's experience as a development entity. This can include a description of past projects, funding sources utilized, enduring impact, etc.

## 2.4 Fiscal Strength of the Organization

Please use this section to build on or provide context for the audit and annual budget you provided in section 1.2 as well as any other important information regarding the fiscal health of your organization.

## 2.5 Proposed Project Budget

Please attach a proposed project budget including sources and uses. Please provide specific budget for the first year of funding. If applying for multiple years of funding, please provide estimates of costs for the additional years. Please account for the funding that you intend to utilize as the 12.5% match requirement toward HOME-assisted units. Use the narrative space below to provide any necessary context for the attached budget. If the proposal is for a rental development, an operating pro forma will be required and assessed by the City prior to contracting.

## 2.6 Neighborhood Need

Please provide an account for neighborhood housing needs and how this project would meet those needs.

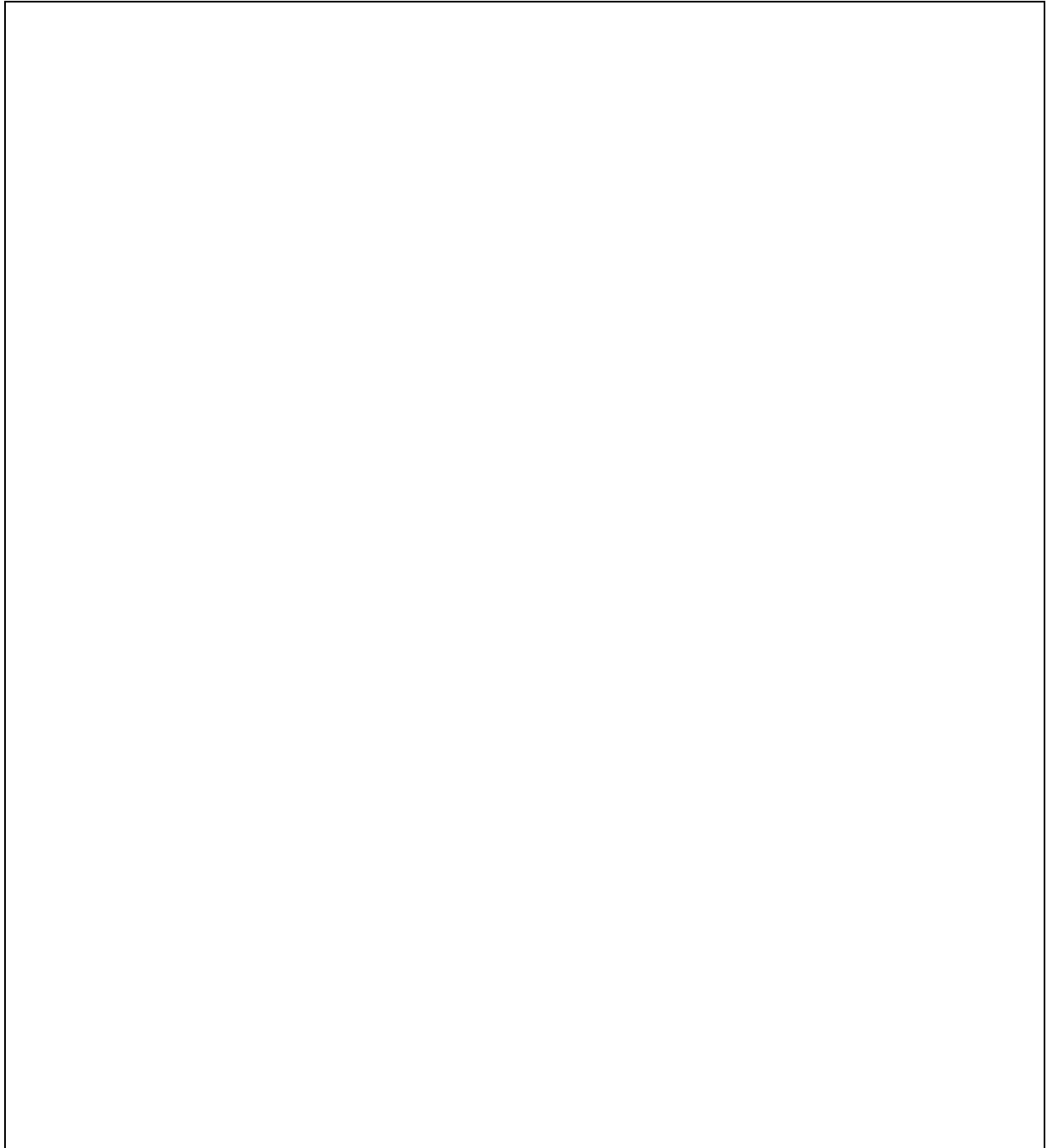
Please use data or other objective methods for describing neighborhood need. Please cite data sources used.

## 2.7 Local Support

Please provide an account of the level of community support for the project and any engagement or other activities your organization has engaged in to build support for this or other projects in the neighborhood.

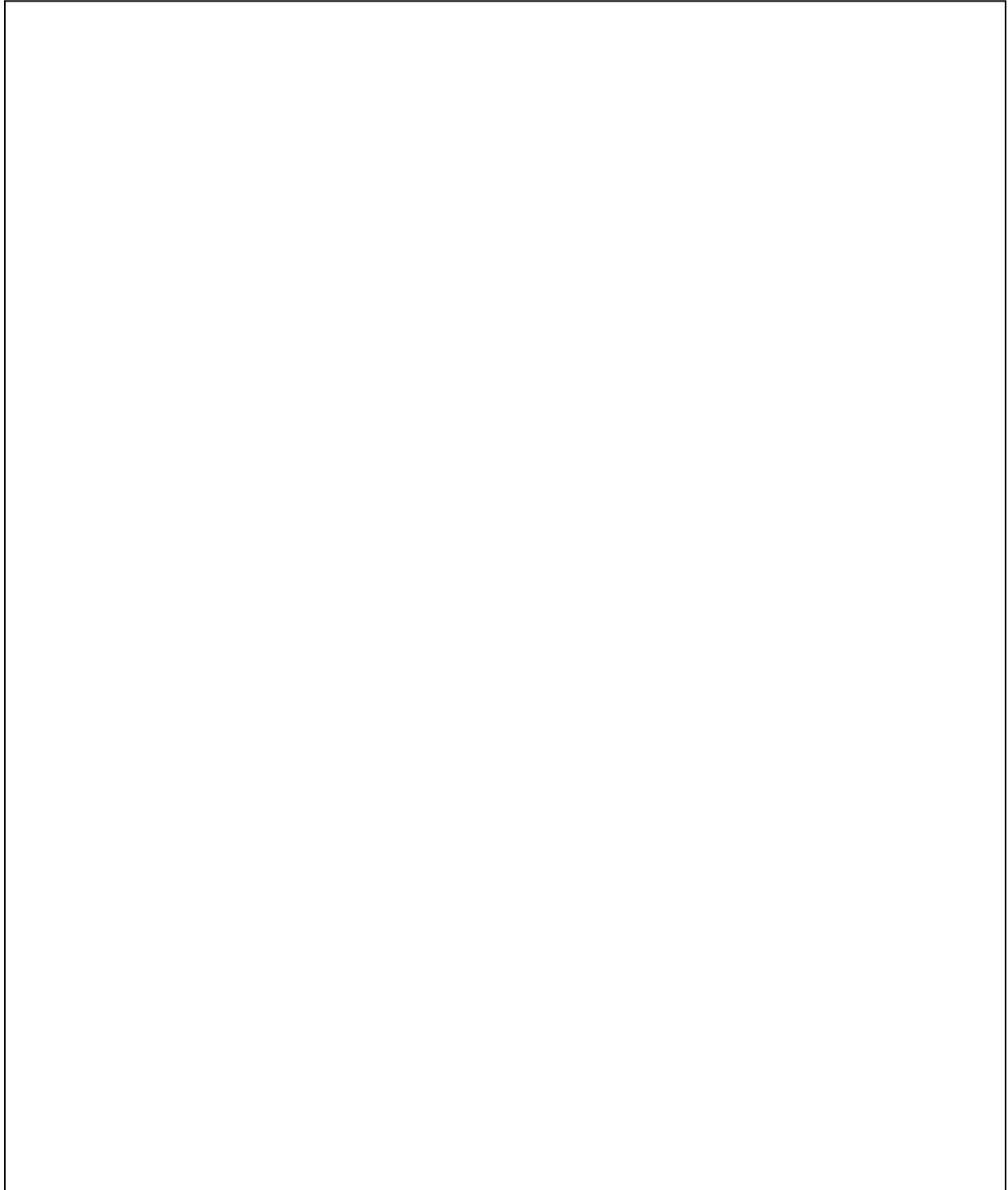
## 2.8 Project Design and Neighborhood Character

Please attach renderings, elevations or any other visual data representing project design for the first year of funding requested. If applying for multiple years of funding, provide general idea of the type of project for the second and third funding year. Please provide account below of how this design is consistent or complementary to the existing character of the neighborhood. Including existing photos from the surrounding area would be helpful.




## 2.9 Energy Efficiency/Green Building

Please describe any proposed use of renewable or energy efficiency measures or green building design and technologies that will be incorporated into the project. Any green infrastructure measures to be included on the site can be described here. For more information on green infrastructure in general, see this [EPA resource](#). For more information on storm water management in the City of Peoria, review [this page](#) and its links.



## 2.10 Market Assessment

Use this section to describe your organization’s market assessment for the project. If you have a formal market analysis, please attach it. Your market assessment should take into consideration the following: general demographic, economic and housing conditions (you may refer back to data that you describe in 2.6); the market area; the pool of likely buyers or tenants; the competition of other housing opportunities; sufficiency of demand to rent or sell within 18 or 9 months respectively; estimated capture rate (project’s units divided by pool of likely and eligible buyers/tenants); and estimated absorption period or the timeline to full occupancy or sale for all units. If the project is for homebuyer units, please include or attach as a component of the market assessment a sales plan that estimates the timing of unit sales and that also takes into consideration the developer’s cash need throughout this period (e.g. will the developer be relying on the cash from one sale heading into the construction of another unit?).

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## 2.11 Readiness to Proceed

Provide an account of your organization's readiness to proceed with the first year project, should funding be awarded. Please include whether or not the organization has site control, a land acquisition strategy, status of other funds needed for the project and any other information relevant in considering the overall readiness of the organization to execute the project.

## 2.12 Lasting Impact

Please describe how this project will have an enduring, positive impact for the community. What features of the project – amenities, design, materials, engagement, assembled resources, etc. – will ensure that this project lasts and lasts in a way that will allow to be a continuing benefit to the community that it is meant to serve.

## APPENDIX 1 – Required Attachments

Please provide a single page coversheet for each attachment that references the section number and title of the attachment (e.g. “1.2 (a) – Annual Audit”). Below are the bare minimum required attachments. Making your case in Part II will likely require several additional attachments. Please include them in their proper order relative to section, utilizing the same labeling convention described above for all attachments.

### PART I

#### 1.2

- (a) Annual Audit
- (b) Annual Budget
- (c) Completed and signed copy of form - CHDO Certification 2 CFR 200.302 & 303

#### 1.3

- (a) State Certificate of Incorporation
- (b) Tax Exempt Status from IRS

#### 1.4

- (a) Evidence of affordable housing as organizational purpose
- (b) Board Roster - annotated regarding low-income representative obligation
- (d) Development Staff Resumes

### PART II

#### 2.5 Proposed Budget

#### 2.8 Visual Representation of Project Design

A hard copy with all attachments is due to City Hall, 419 Fulton Street, Room 300, Peoria, IL by **Thursday, March 7 at 2pm**. In addition, a PDF version must be emailed to [kmurphy@peoriagov.org](mailto:kmurphy@peoriagov.org) by this same deadline. Late or incomplete applications will not be considered.