

Georgia Department of Community Affairs (DCA)
Housing Finance Division
CHDO Operating Assistance (COAP)
Program Description
SFY 2011

Purpose To provide qualified state designated Community Housing Development Organizations (CHDOs) with funding to maintain their operations and to develop their capacity to implement future HOME-funded CHDO activities.

Eligible Applicants Not-for-profit organizations that have been qualified by DCA as having met the U.S. Department of Housing and Urban Development (HUD) and State requirements for designation as a CHDO. In addition, the CHDO must be the owner, developer or sponsor of a DCA HOME-funded affordable housing project (Subject Project) for occupancy by moderate, low or very low-income households and that qualifies for the CHDO set-aside of HOME funds.

To be considered as an “owner, developer or sponsor,” the Subject Project of the CHDO must also meet one of the two following characteristics:

1. The construction loan of the Subject Project funded under the HOME Rental Housing Loan program allocated under Georgia’s Qualified Allocation Plan (QAP) or the Permanent Supportive Housing Program must have closed prior to the submission of the COAP application and the COAP application must be submitted prior to the conversion date of the Subject Project’s HOME loan.
2. The Subject Project includes four (4) units authorized under an executed Conditional Commitment of Funds for the Georgia Dream Single Family Development Program (GDSFDP) where all of the units have been constructed and sold to an income qualified household prior to the submission of the COAP application and where the COAP application is not submitted more than six (6) months after the sale of the final unit authorized under the Conditional Commitment of Funds.

An applicant, the employees or officers of the ownership or development entity awarded funding through DCA’s program(s), or any proposed recipients of COAP funds must not be out of material compliance or disqualified from any program administered by DCA or

under debarment, proposed debarment, or suspension by a federal agency, and must meet all requirements outlined in the HOME Investment Partnerships Program Final Rule (24 CFR Part 92) and either the State of Georgia's QAP or the Program Descriptions for the PSHP or the GDSFDP.

Eligible Activities

COAP grants can be used for CHDO operating expenses that are deemed reasonable and necessary at DCA's sole and absolute discretion. Funds may be used to pay for the following items:

- Salaries, wages, benefits and other employee compensation;
- Rent
- Utilities
- Taxes and Insurance
- Equipment Lease Payments
- Employee education, training and travel
- Office Supplies
- Equipment & Materials
- Consultants to address deficiencies in the organization's capacity as identified by the Capacity Assessment Tool.

Travel expenses must follow the guidelines established by the U.S. General Services Administration outlined at www.gsa.gov. Lodging expenses incurred as part of a training event may exceed the stated guideline if the expenses were incurred at the conference/training hotel. Expenses associated with the purchase of alcohol are not eligible within any budget category.

Other normal and customary operating expenses can be suggested with DCA approval.

Base Funding Limit

Eligible CHDOs with a Subject Project funded under the PSHP and HOME Rental Housing Loan programs may receive up to \$30,000. GDSFDP projects may receive up to \$10,000.

The applicable funding term cap will be considered the "Base Funding Limit." CHDOs may only receive one (1) COAP award per Subject Project.

Additional Funds

An additional \$10,000 above the Base Funding Limit will be granted to Experienced CHDOs by engaging in a partnership or consulting contract with an Inexperienced CHDO that is **expected to lead to a DCA HOME funded project by the Inexperienced CHDO**. The

consulting services must be project-related and associated with an application by the Inexperienced CHDO to one of the following DCA programs: HOME Rental Housing Loan, Permanent Supportive Housing Program, or the Georgia Dream Single Family Development Program.

To be considered an “Experienced CHDO” for the COAP, the CHDO must meet the experience requirements of (1) either DCA’s Qualified Allocation Plan (QAP) or the Permanent Supportive Housing Program or (2) have completed the construction and sale to a qualified low and moderate income household of at least 4 units authorized under the Georgia Dream Single Family Development Program. All CHDOs not meeting these experience requirements will be considered as an “Inexperienced CHDO” for the purposes of the COAP program.

To request Additional Funds under this provision, the Experienced CHDO must submit the following information with their COAP application:

- A description of past partnership/consultant services provided.
- A signed and executed partnership/consulting contract with an Inexperienced CHDO, including a Scope of Services to be performed and a detailed listing of the amount of hours to perform these activities.
- A detailed plan on what housing activities will be performed during the consulting assistance period, including the DCA program to be applied for and the scope of the proposed housing project. The Experienced partner/consultant must have successfully completed a project under the program to which the Inexperienced CHDO intends to apply in order for the partnership/consulting contract to qualify for the extension of the Funding Limit.
- A copy of the current CHDO determination letter for the Inexperienced CHDO.

DCA will consider past consulting and management performance, when approving a CHDO to exceed the Base Funding Limit. All funding determinations will be made at the sole and absolute discretion of DCA.

Application Submission Any previous COAP award must be closed out and all conditions of the existing COAP grant have been fulfilled before a new application can be submitted.

Funding Notice	Applications will be solicited by means of a Notice of Funding Availability that will be displayed on DCA's web site at http://www.dca.ga.gov/housing/housingdevelopment/programs/COAP.asp and sent to not-for-profit organizations that meet the eligibility criteria.
Funding Agreements	The Georgia Department of Community Affairs will administer this program on behalf of the Georgia Housing and Finance Authority (GHFA). Written agreements shall be entered into between the GHFA and the CHDO.
Application Deadline	Applications must be submitted in the form prescribed by DCA in the COAP Application. Applications will be accepted on a first come, first served basis until all the funds are committed or DCA suspends acceptance of further applications.
Determination	<p>Applications for COAP funds will be evaluated in accordance with the following threshold requirements:</p> <ul style="list-style-type: none"> • Applicants must provide a copy of their most recent audited financial statements prepared in accordance with generally accepted accounting principles including the balance sheet, income and expense statement, statement of cash flows, and all auditor comments. • A completed Capacity Assessment Tool provided in the COAP Application. • Applicants must provide a narrative detailed plan of expected activities and outcomes to be funded under this grant and the anticipated costs of each item, including Appendix A with any and all support documentation. The plan must be linked to deficiencies or areas of improvement identified in the Capacity Assessment Tool.
Compliance	To comply with HOME reporting requirements, DCA requires that each recipient provide information on the minority business enterprise (MBE) or woman business enterprise (WBE) status of each contractor and subcontractor including Section 3 used in association with this grant.
Disbursement	Funds will be disbursed on a monthly basis for pre-approved operating expenses incurred in the previous month. All funds must be disbursed in accordance with the COAP grant agreement for work completed during the grant award period.

Reporting All applicants must be in compliance with the Official Code of Georgia 50-20-1 through 50-20-8

Immigration Compliance All applicants must be in compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act (O.C.G.A 13-10-90 et. seq.).

Governing Statute All activities must be conducted in full compliance with all program statutes and HUD regulations published at 24 CFR Part 92. No provision of this program description shall be enforced if HUD, Georgia Housing and Finance Authority or the Georgia Department of Community Affairs determines that such provision is invalid under the federal statute or regulations.

Funds Authorized Approximately \$190,000.