

# 2004 HOME CHDO Operating RFP #6119 Proposal Review & Funding Recommendations

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**Funds Available:**

**FY '04 CHDO Operating Funds: \$ 34,044**

**Approved by Urban County Executive Committee/HOME Board: 3/23/04**

**Method for Scoring:**

- 1) A “+1” score signifies that the proposal/ proposing organization meets or exceeds the expectations of the criterion.
- 2) A “0” score signifies that the proposal/ proposing organization does not yet meet the expectations of the criterion.

**Method for Decision-making:**

- 1) A staff team will tally the results using this scoring method, make funding recommendations, and bring the recommendations to the Urban County Executive Committee & the HOME Consortium Boards for a final decision.
- 2) The Urban County Executive Committee & the HOME Board will make the final decisions on awarding grants to bidder(s).

## 2004 CHDO OPERATING PROPOSALS

Ranking Criteria	Rating (-1, 0, or +1 based on County knowledge of Organization & Information Provided in Application)		
	Community Housing Alternatives	Washtenaw Affordable Housing Corporation	Gateway C & EDC
Submission of All Required RFP Materials	+1	+1	+1
Current or Proposed HOME Project	+1	+1	+1
CHDO Certification	0	0	0
Cooperating with County to Address Identified Management/Capacity Issues	+1	+1	+1
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>FY 04-05 Funds<sup>1</sup></b>	<b>\$11,348</b>	<b>\$11,348</b>	<b>\$11,348</b>

<sup>1</sup> To be awarded contingent on each agencies meeting chdo certification requirements outlined in letter from January of 2004. In addition, funds will have restriction in contract that no greater than 1/12 can be spent each month of the program year beginning with 7/1/04.

## Questions for CHDOs

### **Community Housing Alternatives**

1. What is your timeline for addressing the CHDO issues identified in the certification letter by 6/30/04? [All will be addressed and submitted by may 1, 2004.](#)
2. Can you revise the CHDO Operating budget to reflect all of your revenues and expenses for the CHDO for the coming year? [Done- see attached.](#)
  - a. You should include projected developer fees, other CHDO grants (state & City of A2, fundraising, other revenues, & 10% of proceeds from expected completions during grant year.)
  - b. Please include all expenses for the CHDO (project those expenses for your organization for the coming year based on last year's agency budget)
3. What proportion of your expenditures will be on County CHDO eligible activities? [59%](#)
4. Who will be paid by this grant and what % of their salary? [Rhonda- 30% & Sam- 70%- is this enough?](#)
5. How will you document time spent for County CHDO funds (cost allocation plan for City/County efforts)? [Monthly for board of directors.](#)
6. Do you have individual operating budgets for each rental property? If yes, please submit. [See cochran attached.](#)
7. What are the costs in the 2003 CHA budget for meetings/special projects? [Meetings & space.](#)

### **Ypsilanti Gateway Community & Economic Development Corporation**

1. What is your timeline for addressing the CHDO issues identified in the certification letter by 6/30/04? [At march or april meeting of board.](#)
2. Can you revise the CHDO Operating budget to reflect all of your revenues and expenses for the CHDO for the coming year? [Says done, but not submitted.](#)
  - a. You should include projected developer fees & other CHDO revenues (grants, in-kind services, fundraising, & 10% of proceeds from expected completions during grant year.)
  - b. Please list all CHDO expenditures, including insurance, audit expenses, fees for checking account, etc.
3. How will you document time spent for these funds on Gateway CHDO Eligible Activities? [Timesheet format.](#)
4. Please provide a board-approved, brief written plan/timeline that indicates that you (as the CHDO consultant) are working toward becoming the key staff member of the CHDO and that says when you will obtain your first audit (by 2005). [Should be apparent.](#)

### **Washtenaw Affordable Housing Corporation [no response from WAHC on questions by date requested. Late information entered below.](#)**

1. What is their plan for addressing the CHDO issues identified in the certification letter by 6/30/04? [Done by March 31, 2004.](#)
2. Can you revise the CHDO Operating budget to reflect all of your revenues and expenses for the CHDO for the coming year? [Says he already submitted this, but I don't have it.](#)
  - a. You should include other CHDO grants (state & City of A2, fundraising, & other revenues.)
  - b. Please include all expenses for the CHDO (project those expenses for your organization for the coming year based on last year's agency budget)
3. What proportion of your staffing expenditures are on County CHDO eligible activities? [35%](#)
4. How will they document time spent for these funds (cost allocation plan for City/County efforts)? [Cost allocation plan will be submitted.](#)