



Community Development Collaborative  
of Greater Columbus

## Operating Support and Housing Development Grant Program *2025 Grant Application*

### Grant Overview

The Community Development Collaborative (Collaborative) is comprised of a diverse group of organizations that share a belief in the value of community-based organizations as instruments of change for our neighborhoods. The Collaborative is dedicated to strengthening the capacity of Community Development Corporations (CDCs) and Community Housing Development Organizations (CHDOs), thereby developing affordable housing opportunities and pursuing neighborhood revitalization initiatives.

Consistent with the priorities and mission of the Collaborative, the Operating Support and Housing Development Grant Program will be awarded to increase the programmatic and organizational capacity of sustainable CDCs. The grant process is competitive, and awards are not automatically renewed. **The maximum grant award is \$60,000**, subject to change based on confirmation of final grant revenue amounts. Grant dollars may not be used to fund direct construction activities; i.e. physical improvements to real estate or real estate development projects.

**The submittal deadline is Thursday, October 31, 2024.** Late application submissions will not be considered. Please submit your application via email and direct any questions to: J e s s P a t t e r s o n | [jess@hztrust.org](mailto:jess@hztrust.org)

### Eligibility

To be eligible for grant funding, organizations must:

- Be a Community Development Corporation having a 501(c)(3) status with the IRS.
- Serve an area within Franklin County, Ohio.
- Be in good standing with the Ohio Secretary of State.
- Demonstrate that 50% of 2025 operation revenue will be obtained from at least one other source.
- Construct or rehab at least one affordable housing unit within the 2025 calendar year.
- Have developed residential housing in the past three years that was affordable to households at or below 80% Area Median Income (AMI).

## Application Submission Checklist

The following documentation is required for all submissions. The documents, listed under the headings below, should be submitted as three (3) separate pdf files. Each pdf should include the listed documents in the order presented.

Title each file with your organization's abbreviated name and header as listed below. As an example, Revitalize CDC would label their files: Revitalize General Forms, Revitalize Organizational Capacity; and Revitalize Financial Stability. Supplementary information will not be considered in determining award amounts.

### General Forms

- Application Summary Form
  - Organizational Overview Form if your organization did not receive a 2024 grant award from the Collaborative
  - Affordable Housing Production Form(s)
  - Community Revitalization Form
  - CDC Self-Assessment Form
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### Organizational Capacity

- Board Member Listing identifying affiliation, officers and area residents. \*CHDO eligible organizations must have low-income board members and/or board members who represent low-income persons.
  - Bios, including titles, of all paid employees (W2, 1099) and or consultants to be assigned to program activities and financial oversight. Please limit each bio to 150 words.
  - Organization chart, including titles and consultants assigned to program activities.
  - A Certificate of Corporate Good Standing from the Ohio Secretary of State dated within the past 6 months.
  - Copy of IRS tax-exempt nonprofit 501(c)(3) designation letter if your organization did not receive a 2024 grant award from the Collaborative.
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### Financial Stability

- Financial statements as of August 31, 2024
- Comparative year-to-date operating budget showing income and expense in detail. Clearly indicate all sources of income.
- 2023 Audited financial statements or financial compilation

## Application Summary Form

**Complete this form and include as the cover page of your submission.**

Organization Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Organization Fiscal Year (mm/dd/yy): \_\_\_\_\_ to \_\_\_\_\_

Total Amount Requested: \$\_\_\_\_\_ (Maximum award amount not to exceed \$60,000 subject to change based on confirmation of final grant revenue amounts.)

### Operating Funding Match

Grant funding awarded by the Collaborative must be matched by at least one other source. This means that at least 50% of your organization's operating funds must come from sources other than the Collaborative. All financial information, including revenue recognition, must be GAAP compliant.

Using the total amount requested in the above Application Summary Form, list projected operating revenue sources for the 2025 calendar year. In the column labeled "Committed", place a "yes" or "no" to indicate if you have a written commitment for the corresponding funds.

Source Name	Total	Committed (yes or no)
<b>Total Matching Funds</b>		

## Organizational Overview Form

**Geographic Location:** Please detail the geographic location of your service area using physical boundaries. You may also attach a map that clearly delineates your organization's entire service area. Limit your response to 100 words.

**Organizational Mission:** Provide a summary of your organization's mission statement, vision and/or values. Limit your response to 200 words.

**Year-to-Date Accomplishments:** This summary should focus on both housing and non-housing related activities related to the revitalization of the service area. Limit your response to 200 words.

## Affordable Housing Production Form

Complete the form below by listing housing production initiatives that will begin during the 2025 calendar year. **Using one form for each project**, describe up to three (3) projects that will result in the sale, lease-purchase or rental of affordable housing units. If awarded grant funds, you will be required to provide additional information about all current and anticipated housing production projects.

Project Name	
Number of Units	
Unit Type (homeowner, rental, or lease purchase)	
Target AMI	
Anticipated Completion Date	
Primary source(s) of financing and/or subsidy	
Do you have a written commitment(s)?	
If you are not lead developer, what is your role in the project?	

Clearly communicate the measurable outcomes you expect to achieve **for this project** within the 2025 calendar year. These metrics will be used to evaluate your progress. Limit your response to 200 words.

## Community Revitalization Form

Briefly describe up to three (3) non-housing production activities that will help revitalize the community you serve. Be sure to specify what your organization's role will be and what will be accomplished. For returning applicants, please limit responses to new programs and/or on-going programs which will offer additional services. Limit each response to 100 words.

**Activity Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

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**Activity Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

## CDC Self-Assessment Form

Complete the form below to provide the Collaborative with additional information about your organization's needs. Responses will not be used to determine funding but will be helpful in identifying capacity building opportunities. Limit each response to 100 words.

1. What are your organization's top three barriers to developing affordable housing?

2. In which of the following areas would training or technical assistance be most beneficial to your organization?

- |  |   |
|--|---|
| <input type="checkbox"/> Housing Finance         | <input type="checkbox"/> Board Governance       |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Marketing              |
| <input type="checkbox"/> Property Management     | <input type="checkbox"/> Volunteer Management   |
| <input type="checkbox"/> Accounting              | <input type="checkbox"/> Community Outreach     |
| <input type="checkbox"/> Human Resources         | <input type="checkbox"/> Other (please specify) |

3. Beyond funding and technical assistance, what other types of support would benefit your organization?

4. How does your organization define successful community development? What metrics are used to measure success?

## Grant Award Considerations

Awards will be based on the following considerations:

- ❑ Quality and completion of application materials
- ❑ Impact and financial feasibility of housing production plans
- ❑ Evidence of the organization's financial sustainability
- ❑ Sufficient organizational capacity
- ❑ Past performance of previous grant award recipients
- ❑ Previous affordable housing development experience and collaboration with the City of Columbus and/or Franklin County
- ❑ Impactful community revitalization activities

## Additional Information

Upon notification of a grant funding award, organizations will be required to work with Collaborative staff to draft a 2025 Work Plan and Budget that will be used to communicate progress and measure outcomes of: (1) Affordable Housing Production, (2) Community Revitalization, (3) Organizational Capacity, and (4) Financial Sustainability. Grantees will be contractually obligated to perform the Work Plan activities as agreed upon. Failure to complete Work Plan activities may constitute grounds for recapture of funds and/or immediate termination of the grant agreement.

In addition, grantees may be required to submit the following:

- ❑ Copy of by-laws and articles of incorporation
- ❑ List of any parent corporations, subsidiaries and/or affiliations
- ❑ 2025 operating budget showing income sources and expenses in detail
- ❑ Copy of professional service agreements or contracts with outside consultants that are vital to program activities

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Applications must be submitted no later than **Thursday October 31, 2024**. Late application submissions will not be considered. Please submit your application via email and direct any questions to:

Jess Patterson  
Email: [jess@hztrust.org](mailto:jess@hztrust.org)