

**CITY OF LAS CRUCES
AFFORDABLE HOUSING
QUALIFIED GRANTEE GENERAL APPLICATION**

Gray shaded areas for staff use only		
Date Received:	HUD Debarment Check in file	Entity #:
ORGANIZATION NAME AND MAILING ADDRESS:		
Executive Director/CEO: _____		
Contact Person for Application if different from Executive Director/CEO: _____		
Contact Phone Number: _____	Contact Fax Number: _____	
Contact Email: _____		
Business Registration Number: _____		
Location of Registration: _____		Exp. Date: _____
Date of Incorporation/Agency Start-Up Date: _____		

TYPE OF ORGANIZATION:
<input type="checkbox"/> Non-Profit
<input type="checkbox"/> CHDO (Community Housing Development Organization)
<input type="checkbox"/> Public Housing Authority
<input type="checkbox"/> Private, For-Profit Developer
<input type="checkbox"/> Governmental Entity, Public School District, or University
<input type="checkbox"/> Other: _____

CHECK ONLY ONE:
<input type="checkbox"/> Renewing eligibility
<input type="checkbox"/> New eligibility

*****COMPLETE BELOW BOX ONLY IF PROJECT SPONSOR EXISTS*****	
ORGANIZATION NAME AND MAILING ADDRESS:	
Executive Director/CEO: _____	
Contact Person for Application if different from Executive Director/CEO:	

Contact Phone Number: _____	Contact Fax
Number: _____	
Contact Email: _____	
Business Registration Number: _____	
Location of Registration: _____	Exp. Date: _____
Date of Incorporation/Agency Start-Up Date: _____	

APPLICANT CHECKLIST

The information contained below in this checklist refers to the requirements set forth in the Affordable Housing General Oversight Ordinance. The checklist is a tool identifying documents needed by an organization for qualifying eligibility to all City of Las Cruces affordable housing programs. The City of Las Cruces reserves the right to add additional rules or documentation/procedures deemed necessary for the entity and the application. All qualifying grantees will be established through the annual application process and those requirements established under Article IV of chapter 13 of LCMC, 1997, and the Affordable Housing Act and Regulations for the State of New Mexico, as may be amended or mandated. **ALL APPLICABLE DOCUMENTATION, AS MARKED BELOW, IS REQUIRED TO BE ATTACHED TO THIS APPLICATION FOR THIS APPLICATION TO BE VALID.**

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- A. The entity has sound financial and management stability with no significant outstanding or unresolved monitoring findings from the City or its most recent independent financial audit as evidenced by:
 - A notarize statement by the president or chief financial officer of the organization;
 - A certification from a Certified Public Accountant; **OR**
 - An approved audit summary.

 - B. Has demonstrated commitment of the entity to the City and the community by providing:
 - A summary of projects and/or statements that describe key projects within the city and community within the last 5 years, **OR**

- A contract(s) with a consultant firms or individuals that have benefited the city or community.
- C. Conforms to the financial accountability standards of 2 CFR Part 200 Subpart D, "Standards for Financial and Program Management," as evidenced by:
 - A notarized statement by the president or chief financial officer of the organization;
 - A certification from a Certified Public Accountant, **OR**
 - A HUD approved audit summary

Legal Status- for any non-individual applicants

- A. The nonprofit organization is organized under State or local laws, as evidenced by:
 - Charter, **OR**
 - Articles of Incorporation
- B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:
 - A Charter, **OR**
 - Articles of Incorporation
- C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:
 - A 501 (c)(3) or (4) Certificate from the IRS, **OR**

Is classified as a subordinate of a central organization non-profit under Section 905 of the Internal Revenue Code, as evidenced b

 - A group exemption letter from the IRS that includes the CHDO
- D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:
 - Charter,
 - Articles of Incorporation,
 - By-laws, **OR**
 - Resolutions

THE FOLLOWING INFORMATION IS TO BE PROVIDED ONLY IF KNOWN PROJECT EXISTS AT TIME OF APPLICATION; IF UNKNOWN AT INITIAL APPLICATION INFORMATION WILL BE REQUESTED WHEN PROJECT IS IDENTIFIED.

- C. A cost-benefit analysis of the proposed project by the entity as

evidenced by:

Documentation that demonstrates affordability of the project to for the proposed homeowner/renter by the entity.

- D. The benefits to the community of a proposed project by providing:
 A statement or documents that substantiate the benefits of a project to the community.
- E. Documentation of the type or amount of assistance to be provided to the project with:
 A source and use of funds statement of the proposed project
AND;
 A project budget.
- F. The scope of the proposed Affordable Housing Project evidenced by:
 A statement indentifying the scope of work for the project.
- G. Any substantive or matching contribution by the Entity to the proposed project by providing:
 Documentation that identifies substantive or matching contributions by the Entity to the proposed project.
- H. A performance schedule for the Entity with performance criteria by providing:
 A gant chart or similar timeline identifying critical paths or milestones in the project schedule.