

## Open Doors Homeownership Grant Guidelines

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CAHEC offers the Open Doors Homeownership Grant to nonprofit organizations, with tax-exempt status under section 501(c)(3) of the Internal Revenue Code, engaged in developing affordable housing for sale to low-income households living in areas CAHEC serves. **This year, the focus area for our funding is to assist nonprofit developers in making universal design adaptations for elderly and/or special needs households.** For the purposes of this grant application, universal design includes but is not limited to any type of accessibility modification, provided those modifications meet all relevant codes and guidelines.

To be eligible for consideration, the targeted home(s) must be located within CAHEC's footprint of Alabama, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, Pennsylvania, South Carolina, Tennessee, Virginia, Washington D.C., or West Virginia. CAHEC accepts applications annually from March to July 31. Applications must be completed online at FormSite.com; directions on how to complete the online application can be found on our website. Eligible applications are scored via a competitive review process and awarded upon the impact and quality of the proposals. For 2023, CAHEC is offering three grants: one at \$25,000; one at \$15,000; and one at \$10,000. **Please note: only one nonprofit per global/national organization will be selected each year.**

Organizations receiving an Open Doors Homeownership Grant are required to sign a Grant Agreement. Grantees agree to acknowledge CAHEC as the grantor and CAHEC's role of financial assistance towards a specific project when appropriate. Examples include, listing CAHEC as a contributor in the organization's newsletter or annual report, posting news about the grant on the organization's website, including CAHEC's logo on construction site signs, etc. Grant funds must be fully executed within 24 months of receipt. Organizations awarded a grant are not eligible to re-apply for the Open Doors Homeownership Grant until two additional awarding years have passed. (Ex: Organizations awarded in 2022 are not eligible to reapply until 2025.)

### Requirements

- Homes may be scattered-site stand-alone single-family houses, condominiums, or townhomes.
- Universal design adaptations must be available for elderly and/or special needs households earning 80 percent or less of the area median income as defined by the U.S. Department of Housing and Urban Development.
- Homes must be owner-occupied.
- A licensed professional must perform and/or oversee and inspect all weatherization efforts.

### Reporting

Grantees agree to undertake a series of activities described in their applications in order to fill a particular housing challenge, need, or issue. Grantees also agree to submit semiannual reports outlining the impact grant funds are making within their mission, organization, and project described in their grant application. Grantees must comply with all semiannual reporting requirements to be eligible for future funding.

Semiannual reports are due every **June 30** and **December 31** following the Grant Agreement effective date. The final semiannual report is due by **December 31** two years following the Grant Agreement effective date.

**Each report must include the following:**

1. Itemized costs paid with CAHEC grant funds during the reporting period.
2. Current development timeline including any challenges. If challenges exist, detail the plan to overcome them.
3. Development completed during the reporting period.
4. Impact of CAHEC grant funds during the reporting period.

**In addition to the above, the final semiannual report must also include the following:**

1. A description of final achievements, as well as any challenges that were overcome, in completing the universal design adaptations of which CAHEC's grant provided assistance.
2. Number of homes and individuals you were able to impact.
3. A description of two to three success stories attributed to completing the improvements, including how CAHEC's grant directly impacted its success. Please be specific.
4. A description of how the grant assisted your organization in making universal design adaptations. Include how these funds may have helped compensate your organization in other ways.
5. At least five photographs of the homes, including exterior and interior views when applicable. Before and after photos are encouraged.
6. A description of your organization's next steps once this endeavor is complete.

Completed reports are to be submitted to Stefanie Lee at [slee@cahec.com](mailto:slee@cahec.com).

Nonprofit organizations seeking more information regarding eligibility and/or the application process should contact Stefanie Lee at (919) 645-9825 or [slee@cahec.com](mailto:slee@cahec.com).