

(on company letterhead)

Date

Name, Title

Organization

Address

City, State Zip

RE: NAME OF ORGANIZATION, 2026 CHDO Operating Funds

To: Bradley A. Wood (via email: Bradley.A.Wood@state.co.us)

ORGANIZATION, which is a Community Housing Development Organization (CHDO), as defined by [24 CFR 92.2](#), plans to submit an application to DOH for CHDO Operational funding on or before September 1, 2025 in the amount of \$XX,XXX.

ORGANIZATION is a non-profit, and its governing board consists of XX members. Of these members, XX (at least one third) represent the low-income community, and XX (no more than one third) are public officials or government employees.

ORGANIZATION intends to purchase, develop, or sponsor a HOME-eligible project within 24 months. This HOME-eligible project will consist of XX units serving households at XX% to XX% AMI in TOWN/NEIGHBORHOOD. This project will be HOMEOWNERSHIP/RENTAL.

We look forward to discussing with you.

SALUTATION