



COLORADO

**Office of Economic Development
& International Trade**

Business Funding & Incentives

Innovative Housing Incentive Program (IHIP) Grant Application Guide

About the program

The Innovative Housing Incentive Program (IHIP), which emerged as a recommendation from the 2021 interim Affordable Housing Transformational Task Force, was introduced to the Colorado General Assembly as HB22-1282 with bipartisan sponsorship in March 2022 and signed into law by Governor Polis in May. The program was designed to help address the state's critical lack of affordable and attainable housing by supporting innovative housing manufacturing businesses across the state through grants, loans, and cash incentives. The program was initiated with \$40 million in state funding and no sunset date.

The program includes three funding mechanisms for innovative housing manufacturers: a working capital grant, a per-unit cash incentive, and a factory loan. The working capital grant will partially reimburse innovative housing businesses' operating expenses. The per-unit cash incentive will reward manufacturers who build affordable and sustainable homes with a cash award for every unit built and installed in Colorado. Finally, the factory loan program will help finance the construction of new innovative housing manufacturing facilities or expanding existing facilities across the state. Each mechanism will be described in greater detail below.

The working capital grant and per-unit cash incentive have been merged into one application process. This guide covers the application process for these two funding mechanisms.

For more information on how the working capital grant and per-unit incentive are structured, please visit the IHIP webpage at oedit.colorado.gov/ihip.

Eligibility and application process

The statute provides some parameters for eligibility, and otherwise allows OEDIT to determine which businesses are considered innovative and eligible for funding. Colorado-based manufacturers with under 500 employees that produce prefabricated, modular, panelized, 3D-printed, tiny, or kit homes are eligible for the incentive. To be eligible, the homes must be built for installation on permanent foundations. Businesses will also be required to submit a Certificate of Good Standing from the Colorado Secretary of State, and must have produced at least one prototype home in Colorado. These basic eligibility requirements will be covered by the IHIP Precertification application.

Upon having the precertification application approved, each eligible business will be invited to submit a full application. This application will include a more thorough description of the business, its products and manufacturing process, forecasted production, and its financial performance. OEDIT will review and summarize applications for an interagency review panel. As part of the review process, the applicant will present to that review panel and host an OEDIT representative for a site visit. OEDIT and the interagency panel will then decide whether to award the grant and will work with the applicant and OEDIT's procurement department to establish a two- to three-year contract, involving monthly updates and award disbursements.

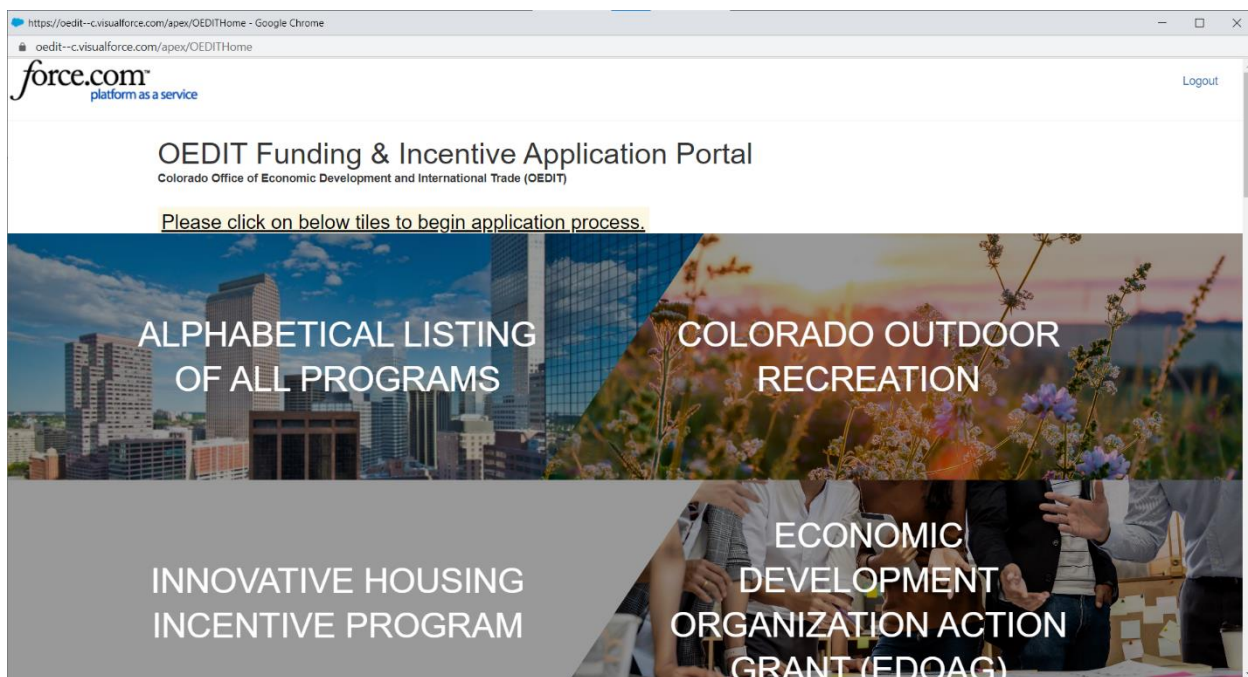
Required materials

Please have the following documents ready to upload to the application portal:

- Certificate of Good Standing from the Colorado Secretary of State
- Proof of business organization
- Balance sheets from the last three years, or since incorporation
- Year-end income statements or income tax filings from the last three years, or since incorporation
- Cash flow statements from the last three years, or since incorporation
- Any other documents (one-pagers, renderings, etc.) that will help OEDIT and the review panel understand your business better

Precertification step-by-step application guide

- 1) If you do not already have an account on the [OEDIT portal](#), please create one. It may take up to 48 hours for your account to be approved by a system administrator. While you wait for approval, you can begin gathering the documents listed above.
- 2) Once your account is set up, log into the OEDIT portal.
- 3) From the OEDIT home page, select the Innovative Housing Incentive Program.



- 4) Under "Apply for opportunities," click the "Apply" button next for the IHIP Precertification application.

https://oedit--c.visualforce.com/apex/PtGrantProgram?id=a1R3p000008a8NI - Google Chrome
 oedit--c.visualforce.com/apex/PtGrantProgram?id=a1R3p000008a8NI

Innovative Housing Incentive Program







Apply For Opportunities

Click either the detail hyperlink or the action button to begin the application process.

Details	Category	Division	Frequency	Close Date/Time	Action
IHIP Pre-Certification Application	Incentives	Business Funding & Incentives	One-time Opportunity		Apply View

Edit/View My Applications

Action Icon Index for the table below:

 Edit
  Print
  Report
  Pay
  Reimburse
  Delete

1 of 1 (15 records total) Previous Next Page Size 20

Id	Name	Organization Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
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- 5) Proceed to the eligibility questions, answering the five Yes/No questions and the one written response.
- 6) Click the “Next” button to advance and review your answers, then click “submit.”
- 7) You will receive an automatic email confirming that your application was submitted.
- 8) Within three business days, your application will be reviewed and approved or denied. While you wait, it is another good opportunity to gather the required documents listed above.
- 9) If your precertification is approved, you will receive an email with instructions to log into the portal to complete a full application.

Full grant application step-by-step guide

- 10) To complete the full application, again log into the OEDIT application portal and click on Innovative Housing Incentive Program from the home page.
- 11) Select the IHIP Grant Application, which will be in draft and editable by clicking the blue edit icon.

APP-423303 IHIP Grant Application OEDIT Test Jack-Test Tiebout Draft   

- 12) The application has three sections: General Business Information, Additional Information, and File Upload. Please complete each section. You may save and exit your application at any point in the process and return to it later, as this application will take considerably longer than the precertification. You may also type out application answers offline and then paste them into the actual application. You can view the application questions and character limits at the end of this guide.
- 13) When you get to the File Upload section, click “Choose file” to select the file, then click “Upload.” You may upload multiple files where it is relevant or required. The operating expense and unit production forecast spreadsheet and attestation forms are available for download within the application.
- 14) If you have properly answered all questions and uploaded all required files, you will be able to proceed to the Review & Status section. From there, you may submit the application.

- 15) Once the application is submitted, OEDIT will begin the review process described above. Applicants can expect this process to take approximately one month.
- 16) If you have any questions about the review or would like to make changes to your application, please email Jack Tiebout at jack.tiebout@state.co.us.

Questions from full grant application

General business information

- 1) Business name
- 2) Entity type
Multiple choice
- 3) Business address
- 4) City
- 5) State
- 6) Zip code
- 7) County
- 8) Is your business located in one of the following Tier 1 Just Transition counties? The West End of Montrose County, Moffat County, Rio Blanco County, Routt County, Morgan County, and Pueblo County.
- 9) Taxpayer ID/EIN
- 10) Email address for primary contact
- 11) Website
- 12) Number of full-time employees

Additional information

- 1) Please provide a short description of your business. [600 character limit]
- 2) Describe your business' innovative manufacturing method. [1000 character limit]
- 3) What, if any, sustainability or energy efficiency features do the homes you produce include? [600 character limit]
- 4) How many housing units did you produce in the last calendar year? How many do you expect to produce in the next three years? [numeric]
- 5) Please estimate the percentage of units that your business sells to developers of deed-restricted homes rented or sold to households under 120% of area median income. [numeric]
- 6) Does your business produce custom-designed homes or does it have a limited number of models customers can choose from? [250 character limit]
- 7) Which parts of the installation and assembly process are completed in the factory, and which are completed on-site by third-party contractors? [1000 character limit]

File uploads

- 1) Please upload a Certificate of Good Standing from the Colorado Secretary of State
- 2) Please upload proof of business organization (articles of incorporation, certificate of partnership, etc.)
- 3) Please submit balance sheets from the last three years, or since incorporation.
- 4) Please upload year-end income statements or income tax filings from the last three years, or since incorporation.
- 5) Please upload cash flow statements from the last three years, or since incorporation.
- 6) Please upload a signed attestation and release. [available for download in the application portal]

- 7) Please upload an operating expense and unit production forecast spreadsheet.
[available for download in the application portal]
- 8) Optional: Upload any other documents (one-pagers, etc.) that will help OEDIT understand your business better.