

**Attachment A: CHDO Certification Application
DOCUMENT CHECKLIST**

- _____ Completed CHDO Application Document Checklist (Attachment A)
- _____ Completed CHDO Application (Attachment B)
- _____ Completed CHDO Board Composition Worksheet (Attachment C)
- _____ Executed Self Certification Form (Attachment D) for each Board Member
- _____ Charter
- _____ Articles of Incorporation (Certified by Secretary of State)
- _____ Certificate of good standing with the Secretary of State's Office (Active and Current status)
- _____ By-laws (including all amendments/ resolutions)
- _____ 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 by a group exemption letter from the IRS that includes the CHDO.
- _____ Evidence that the CHDO applicant conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems".
- _____ A copy of the CHDO applicant's last audit
- _____ Capacity and experience documentation (i.e.: resumes, statements of experience)
- _____ A list of the organization's paid staff including: titles, job duties and length of service in the position
- _____ Evidence (**documentation**) of staff training in the last 12 months
- _____ A statement that documents at least one year of experience in serving the community, OR for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community. NOTE: **The statement must be signed by the president or other official of the organization.**
- _____ Evidence that the CHDO applicant is not controlled, nor receives directions from individuals, or entities seeking profit from the organization (e.g., MOU, By-laws)

ATTACHMENT B: CHDO Certification Application

Nonprofit Organizations: For Initial CHDO Designation and CHDO Recertification

Name of Non-Profit: _____

Address: _____

Name of individual completing this application: _____

Title: _____

Signature: _____

Date: _____

Phone: _____ Fax: _____

E-Mail: _____

Contact Name: (if different from above) _____

The information contained in this application relates to the definitions and compliance requirements for Community Housing Development Organizations (CHDOs) in Subpart A, 92.2 of the HOME Final Rule. This application forms the basis for submission requirements for Participating Jurisdictions (PJs) concerning the documents which must be received from a non-profit before it may be designated or recertified as a CHDO.

Instructions:

1. For each relevant item on the CHDO Application, identify the source document including the applicable Section, paragraph and page numbers. (i.e. for A.5. Articles of Incorporation, Article II, Section 3, paragraph four.) Please provide copies of the required documentation and label each document with its corresponding item number.
2. Please respond to all questions and provide all certifications as requested.

A. LEGAL STATUS

1. The non-profit organization is organized under State or local laws, as evidenced by:

Choose at least one and provide documentation:

_____ a Charter : _____
(note here location; section, paragraph and/or page number of info)

_____ Articles of Incorporation : _____
(certified by Secretary of State) (note here location; section, paragraph and/or page number of info)

2. The non-profit organization must provide a certificate of good standing with the Secretary of State's Office and must have a status of Active and Current. (provide documentation)

3. The non-profit organization 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:

Choose at least one and provide documentation:

- _____ Charter : _____
(note here location; section, paragraph and/or page number of info)
- _____ Articles of Incorporation : _____
(certified by Secretary of State) (note here location; section, paragraph and/or page number of info)
- _____ By-laws : _____
(note here location; section, paragraph and/or page number of info)
- _____ Resolutions : _____
(note here location; section, paragraph and/or page number of info)

4. A CHDO should have a clearly defined geographic service area as evidenced by:

Choose at least one and provide documentation, and include a map:

- _____ Articles of Incorporation : _____
(certified by Secretary of State) (note here location; section, paragraph and/or page number of info)
- _____ By-laws : _____
(note here location; section, paragraph and/or page number of info)
- _____ Other (Identify) : _____
(note here location; section, paragraph and/or page number of info)

NOTE:

- CHDOs do not need to represent a single neighborhood.
- A CHDO may include in its service area an entire community (that is, a city, town, village, county or multi-county area), but not the whole state.
- Non-profits serving special populations must also define the geographic boundaries of their service areas in order to qualify as CHDOs.

5. No part of the CHDO's net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:

Choose at least one and provide documentation

- _____ Charter : _____
(note here location; section, paragraph and/or page number of info)
- _____ Articles of Incorporation : _____
(certified by Secretary of State) (note here location; section, paragraph and/or page number of info)

6. Include a notarized certification from the organization's secretary that the By-laws, as provided, (including all amendments/resolutions) are complete, accurate and current. (provide documentation)
7. 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: (provide documentation).

Choose at least one and provide documentation:

_____ 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 by:

_____ a group exemption letter from the IRS that includes the CHDO.

B. ORGANIZATIONAL STRUCTURE

1. Maintains at least one-third of its governing board's membership for:
 - residents of low-income neighborhoods, or
 - other low-income community residents, or
 - elected representatives of low-income neighborhood organizations

As evidenced by the organization's:

Choose at least one and provide documentation:

_____ Charter : _____
(note here location; section, paragraph and/or page number of info)

_____ Articles of Incorporation : _____
(certified by Secretary of State) (note here location; section, paragraph and/or page number of info)

_____ By-laws : _____
(note here location; section, paragraph and/or page number of info)

Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

2. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects, as evidenced by:

Choose at least one and provide documentation:

- _____ the organization's By-laws,
- _____ Resolutions, OR
- _____ a written statement of operating procedures approved by the governing body
note here location, section, paragraph and/or page number of info_____

3. Is the CHDO chartered by a state or local government? YES_____ NO_____

If YES, please read and complete the rest of #B3. If NO, move to Question #B4:

A CHDO may be chartered by a State or local government, but the following restrictions apply:

- the State or local government may not appoint more than one-third of the membership of the organization's governing body
- the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members;
- no more than one-third of the governing board members are public officials (including any employees of the PJ); and
- officers and employees of the governmental entity **can** serve as Board members to the CHDO (subject to the one-third appointment limitation), but they **cannot** serve as officers or employees of the CHDO (2013 New HOME Rule requirement).

As evidenced by the organization's:

Choose at least one and provide documentation:

_____ Charter : _____
(note here location; section, paragraph and/or page number of info)

_____ Articles of Incorporation : _____
(certified by Secretary of State) (note here location; section, paragraph and/or page number of info)

_____ By-laws : _____
(note here location; section, paragraph and/or page number of info)

4. Is the CHDO sponsored or created by a for-profit entity? YES_____ NO_____

If YES, please read and complete the rest of #B4. If NO, move to Question #B5

If the CHDO is sponsored or created by a for-profit entity:

- the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body;
- the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members; and
- officers and employees of the for-profit entity **can** serve as Board members of a CHDO (subject to the one-third appointment limitation), but they **cannot** serve as officers or employees of the CHDO (2013 New HOME Rule requirement).

Choose at least one and provide documentation:

_____ Charter : _____
(note here location; section, paragraph and/or page number of info)

_____ Articles of Incorporation : _____
(certified by Secretary of State) (note here location; section, paragraph and/or page number of info)

_____ By-laws : _____
(note here location; section, paragraph and/or page number of info)

5. Provide a current list of Board members utilizing **Attachment C CHDO Board Composition Worksheet.**

C. CAPACITY

1. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems", as evidenced by: (provide documentation)

Choose at least one and provide documentation:

- _____ 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

2. Identify the organization's fiscal year, and **provide a copy of last audit.**

3. Is in compliance with all DOH or CHFA agreements YES_____ NO_____

4. Has a demonstrated capacity and experience to act as a developer/ owner/ sponsor and carry out the proposed development activity to be assisted with HOME funds, as evidenced by:

Choose at least one and provide documentation:

- _____ resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, or
- _____ contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization (ONLY acceptable if the agency is in its first year of operation).

Please Note: The qualifications and experience of consultants is no longer relevant unless the CHDO is in its first year of operation and it is using a consultant to train its staff. *(2013 New HOME Rule requirement)*

5. Provide a list of the organization's paid staff: their titles, job duties and length of service in the position.

6. Submit evidence (**documentation**) of staff training in the last 12 months

7. The CHDO or its parent organization must be able to show one year of serving the community prior to the date the Participating Jurisdiction provides HOME funds to the organization. The organization must describe its history (or its parent organization's history) of serving the community by submitting a narrative describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The narrative must demonstrate that the CHDO has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:

Choose one and provide documentation:

_____ a statement that documents at least one year of experience in serving the community,

OR

_____ for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

NOTE: *The statement must be signed by the president or other official of the organization.*

D. RELATIONSHIP WITH FOR-PROFIT ENTITIES

1. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization,

#D1 is Applicable: YES ___ NO ___ If applicable, **Choose at least one and provide documentation. If NO, move to Question D2:**

___ a Memorandum of Understanding: _____
(MOU) (note here location; section, paragraph and/or page number of info)

___ By-laws: _____
(note here location; section, paragraph and/or page number of info)

2. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however, the following requirements must be met:

- The for-profit entity's primary purpose does not include the development or management of housing,

AND

- The CHDO is free to contract for goods and services from vendor(s) of its own choosing.

#D2 is Applicable: YES ___ NO ___ If applicable, **Choose at least one and provide documentation. If NO, move to Question E.**

___ Charter : _____
(note here location; section, paragraph and/or page number of info)

___ in the for-profit organization's By-laws : _____
(note here location; section, paragraph and/or page number of info)

___ Articles of Incorporation: _____ (certified
by Secretary of State) (note here location; section, paragraph and/or page number of info)

___ By-laws : _____
(note here location; section, paragraph and/or page number of info)

E. PROJECT ACTIVITIES

1. Identify projects completed by the applicant and/or co-sponsor in the last four years:

Applicant/Co-Sponsor	Activity	Date Initiated	Date Originally Planned for Completion	Date Completed	Original Budget	Final Budget	DOH Funding Round
1.							
2.							
3.							
4.							
5.							

2. Identify projects still in the planning stages and are expected to start construction in the next 12 months:

Applicant/Co-Sponsor	Activity	Date Initiated	Date Planned for Construction Start	Date Planned for Completion	Estimated Budget	DOH Funding Round
1.						
2.						
3.						
4.						
5.						

Attachment C: CHDO Board Composition Worksheet

	Board Member Name	Occupation	County of Residence	Member of Low-Income Household	Representative of Low-Income Area	Elective Representative of a Low-Income Group	Not a Low-Income Representative	Public Official
*	Example: John Doe	Teacher	Hartford					X
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
	TOTAL							

- Public representatives cannot be qualified as low-income representatives, even if they meet the qualifying criteria. No more than 1/3 of the Board Members may be Public Officials.
- The one-third low-income resident and public official representations are based upon the total maximum number of board members identified in the by-laws. Vacancies in the board membership do not reduce these requirements

Attachment D: Self-Certification Form for CHDO Board Members
(Duplicate form so that all board members are included.)

Printed Name:

Title: _____

Select ALL that Apply

Public Official or Employee I currently hold a publicly elected office; am employed by a state or an instrumentality of the state; or serve on any commission, board or other regulatory body by appointment of an elected official or other political body.

Member of Low-Income Household I am a member of a household of _____ persons that has a combined total expected income for 202____, which is less than 80% of the area median income for a household of this size. HUD HOME income limits can be accessed at <https://www.hudexchange.info/manage-a-program/home-income-limits/>

Resident of Low Income Area I reside in census tract/block group number _____ which in the 2010 census, has at least 51% of its households with incomes less than 80% of the area median income.

Elected Representative of Low-Income Neighborhood Organization I am elected by the membership of an organization whose membership is open to all residents of a defined neighborhood in which the 2010 census shows that more than 50% of the households have incomes less than 80% of the area median income, and my position on our governing body is primarily as a representative of that neighborhood group. The group name is: _____ and the census tract/block group numbers served by the neighborhood group are: _____

Not a Low Income Representative

CHDO Board Member Signature:

(blue ink)

_____ Date: _____