**CHDO Certification and CHDO Operating Grant Application Checklist**

All items must be submitted with application, even if items have been submitted in previous applications.

Full CHDO Certification Checklist (Verify locations of all requirements are specified as instructed)

Charter (If applicable)

Articles of Incorporation

By-Laws

IRS Certificate and Current IRS Standing

Proof of conformance with 2 CFR 200 Part D, per one of the following:

* Notarized statement from board president or CFO
* Certification from third party Certified Public Accountant
* HUD approved audit summary

Organizations financial policies and procedures

Most recent financial audit - Must be within 12 months. IHFA may request interim financials at their sole discretion.

Proposed operating budget for the year in which funding is requested

Resumes for ALL staff who bring development experience to the organization

Resumes and agreements for consultants hired by a first year CHDO to build capacity (applicable only to new CHDO’s – Consultants must be approved by IHFA and may not be nonprofits who are also applying for CHDO Operating Grant Funding)

Statement, with supporting evidence, which documents at least one year serving the community in CHDO’s geographic service area (new CHDO’s only)

Evidence (photos, flyers, sign in sheets, etc.) of continued to service to the community in CHDO’s geographic service area within the last 12 months (recertifying CHDO’s)

Conflict of Interest statements from all board members

Disclosure of any actual or perceived conflicts of interest for any board member, Executive Director, or any other staff member of the organization.

Individual Board Member Certifications for all Board Members

Completed Full CHDO Certification Checklist

Written and approved Formal process adopted by the organization, which outlines how low income beneficiaries can advise the organization regarding design, siting, development, and management of HOME assisted housing activities, evidenced by one of the following:

* By-Laws
* Board Resolution

Documentation of adherence to formal process allowing low-income beneficiaries to advise the organization within the last 12 months

Training Certificates/Attendance for development/organizational staff for the previous 12 months

Board Resolution or statement authorizing application for CHDO Operating Assistance Grant

CHDO Grant Application – detail need for CHDO assistance, and organizations plan to eliminate the need for CHDO Operating assistance.

UEI #

Statement or Organizational Plan outlining the CHDO’s organizational and development related goals for the next 12-24 months – for development, provide any supporting information available in regards to siting, proposed plans, funding, etc.