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### **Applicability**

HOME Program Community Housing Development Organization (CHDO)

### **General Information**

- IHFA awards the CHDO Operating Assistance Grant based on an application scoring & NOFA process. The timing of each year's NOFA is dependent on when the annual HOME allocation is received.
- Grants do not exceed 50 percent (50%) of the CHDO's total annual operating expenses for that year or \$50,000, whichever is greater.
- IHFA is not obligated to award the amount requested and reserves the right to reduce any amount requested.
- Applications not containing required documentation or are otherwise ineligible (see minimum threshold requirements), may not be scored.
- Individual grant amounts are determined by:
  - (1) The total amount of grant funds available divided by total of all points scored by all CHDOs (monetary point value) and
  - (2) Individual CHDO score is multiplied by the monetary point value.
- IHFA reserves the right to recapture any unexpended grant funds to reallocate or award to CHDO-eligible projects.
- Officers and employees of a governmental entity cannot be officers (e.g. CEO, CFO, or COO) or employees of a CHDO.
- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress,

an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Owner agrees to comply with disclosure requirements of 24 CFR 5.105(b) and prohibitions of 31 U.S.C. § 1352 and implementing regulations at 24 CFR Part 87 and 2 CFR 200.450; and the requirements for funding competitions established by the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3531 et seq.).

### **Application Requirements**

- When submitting for CHDO Certification and the CHDO Operating Assistance Grant application, all necessary supporting documents for CHDO Certification and the Operating Grant Application (**except the actual application for the CHDO Operating Grant**) must be uploaded to the CHDO Certification folder in Procorem. **Only the Operating Assistance Application document itself should be uploaded to the grant application folder.** CHDO Certification and CHDO Operating Assistance Grant application must be submitted through the assigned Procorem work center into the designated folders. **NO HARD COPIES.** All packages are required to be complete by the submission due date. IHFA *may* contact a nonprofit one (1) time via a post in Procorem for any missing items or additional clarifications. The nonprofit will have five (5) business days to submit requested documents or information. If not received within five business days, and no acceptable request for extension is received by IHFA before the deadline, the certification and application will be declined without further notice. Clearly label documents to correspond with the checklist
- **All items on the checklist must indicate where they can be found in the specified document. Any application that does not include the location of the specific requirements as requested, will not be reviewed.**
- All items on the checklist must be submitted every year, even if they have been submitted in previous years (i.e. Articles of Incorporation, By-laws, etc.). This is the nonprofit's certification that IHFA has the newest version of the document(s). IHFA will not go back and pull docs from previous years; however, the nonprofit may pull items from the previous year's work center if they are still valid and the previous year's work center is still open.
- Please use the Scoring criteria sheet for the Operating Grant application and provide your own scores based on the nonprofits activities for the last 12-24 months. The HOME Department will score as well.
- Direct Deposit Authorizations (Attachment C) must be submitted with the first draw every year. A voided check must be attached. Salary/Wage Billing Rate Calculations (Attachment D) and new pay stubs for each individual must accompany the first draw on which those costs are requested.

### **Minimum Threshold Requirements**

1. Training Certificate of Completion/Attendance for development/organization staff for the previous 12 months
2. Resume(s)/Statement of Experience for all key development staff that will be involved with CHDO activities
3. Board resolution authorizing application for this CHDO Operating Assistance Grant
4. Organizational Plan outlining goals and objectives relative to the development of CHDO-eligible housing
5. Documentation of experience serving the community where it intends to develop HOME-assisted housing

6. Notarized statement from the a Certified Public Accountant indicating the organization's financial management systems conform to 2 CFR 200 Subpart D.
7. CPA-Reviewed Financial Statements submitted with CHDO Certification. IHFA will ensure developer has adequate financial management systems and practices in place as well as sufficient financial resources to carry out the project to completion
8. Proposed operating budget for the year in which the funding is requested. The budget must include anticipated sources of revenue, including funds provided by other intermediaries for organizational support and/or housing education.

<b>CHDO Operating Assistance Grant Scoring Criteria</b>			
	Yes	No	
Received its first CHDO designation within the past 24 months (20 Pts)			
Received IHFA approval for a CHDO-eligible project activity within the past 24 months (a CHDO predevelopment loan is not considered IHFA approval) (30 Pts)			
Received and/or expended CHDO Predevelopment loan funds within the past 12 months (20 Pts)			
If you answered “No” to all the questions above, STOP HERE. This Organization is not eligible to apply for the CHDO Operating Assistance Grant. Contact the HOME Technical Assistance Coordinator for additional information.			
Request as a % of organization’s total operating budget: 0 – 29% (10) 30 – 49% (5) Over 50% (0)	Up to 10 points		
CHDO will <u>not</u> receive operating assistance or any other operational support from other sources (SHOP, USDA-RD, HUD, NeighborWorks, etc.) this year.	10 Points		
Has organizational staff capacity to own, develop, and/or sponsor affordable housing?  Has professional staff who have successfully completed similar project(s) as those proposed by the CHDO- Provide resume(s) (15 pts) and/or Has an IHFA-approved executed agreement with an experienced development consultant to train CHDO staff? (IHFA must approved plan/contract in place to train key staff within the past 24 months) (8 pts)	Up to 15 Points		
Has received CHDO Operating Assistance Grant funds for past? 0 to 2 years (15) 3 to 5 years (5) 5+ years (0)	Up to 15 Points		
For IHFA use only:  Percentage of the number of CHDO-eligible housing unit’s this CHDO provided in Idaho compared to the total number of CHDO-eligible housing units provided by all CHDOs in Idaho in the previous 12 months. Greater than 15% of units (20) 10 – 15% of units (15) 5 – 10% of units (3) Less than 5% of units (2) 0 Units (0)	Up to 20 points		
<b>TOTAL MAXIMUM POINTS</b>	<b>140 points</b>		

**CHDO Operating Assistance Grant Application**

New CHDO- Organization received its first CHDO designation within the past 24 months? YES__ NO__
Organization received HOME funds for a CHDO-eligible project within the past 24 months? YES__ NO__
Organization has received a CHDO Reservation or Conditional Commitment of HOME funds within the past 12 months? YES__ NO__

If all three questions were answered with "No" than STOP HERE. This organization is not eligible to apply for a CHDO Operating Assistance Grant. Contact the HOME Technical Assistance Coordinator for additional information

1. CHDO Name:	2. Contact Person:
3. CHDO Address:	4. Contact Person's Title:
5. CHDO Telephone No:	6. Contact Person's Telephone No:
Office: ( )	Office: ( )
Fax: ( )	Fax: ( )
Email	Email
7. Amount Requested: \$	8. Federal Tax I.D. # UEI #
9. N/A	
10. Defined Service Area and/or Census Tract(s):	
11. Number of consecutive year's organization has been certified as a CHDO _____ First year certified as a CHDO _____	

12. Has organization received any operating assistance funds from any other source during the past two (2) years?  
 no;  yes; If yes, describe:

13. Describe organizational capacity to own, develop, and sponsor affordable housing. Please include key staff, their development experience/ability.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Do you anticipate a receiving CHDO set-aside funds within the next 24-months? \_\_\_\_\_  
 If you answered "no", has your organization received CHDO set-aside funds within the previous 24 months? \_\_\_\_\_  
 Explain:

\_\_\_\_\_

\_\_\_\_\_

15. What is the organization's plan to eliminate the need for CHDO operating assistance grant funds in the future?

\_\_\_\_\_

\_\_\_\_\_

16. How many years has the organization received a CHDO Operating Assistance Grant? \_\_\_\_\_

17. Has received HUD Technical Assistance in the past 24 months? If yes, explain:

18. List all sources of funds used to provide affordable housing during the past 24 months. (USDA-RD, CDBG, SHOP, ICRC, LIHTC, Private, etc.)

Sources	Amount of Funds	Number of Units	Type of Housing

\_\_\_\_\_

**Authorized Signature** **Date**

**Individual Board Member Certification Form****PUBLIC SECTOR CERTIFICATION\***

*A public sector board member is defined as a person who meets one or more of the following definitions:*

**Check all that apply:**

- Elected Official- Any elected position, i.e. state legislator, city council, county commissioner, school board, etc.
- Appointed Public Official –A member of a planning/zoning commission, or a regulatory or advisory board/ commission, or a member of a regulatory and/or advisory board or commission who is appointed by an elected State of Idaho official
- Public Employee - An individual employed by the State of Idaho or local/county government (agency or department)

**Must check one of the following:**

- I certify I **DO** meet at least one of the definitions of a public sector board member as defined above
- I certify I **DO NOT** meet any of the definitions of a public sector board member as defined above

\*For CHDO purposes, a board member who is defined as “public sector” but also meets the definition of “low-income community representative” is defined only as a “public sector” board member.

**LOW-INCOME COMMUNITY REPRESENTATION CERTIFICATION**

*A low-income community representative board member is a person who meets one of the following definitions:*

**Check all that apply:**

- I live in a low-income neighborhood (defined as 51% or more of the households in my census tract have an income at or below 80% of the area median income)
- Census Tract represented: \_\_\_\_\_
- My household income is at or below 80% of the area median income as determined by HUD for the area in which I live
- 80% AMI is \$\_\_\_\_\_ for \_\_\_\_\_ (town/country Metro statistical Area)
- I have been elected by a Low-Income Neighborhood Organization to serve on this CHDO Board
- Name of the Low-income neighborhood organization that elected me: \_\_\_\_\_

**Check one of the following:**

- I certify I **DO** meet one of the low-income community representative definitions above
- I certify I **DO NOT** meet the low-income community representative definitions above

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Conflict of Interest Certification**

Governing regulations for Conflict of Interest are found at 2 CFR 200.318, 92.356(f), and 93.353; where the more restrictive will apply. As is pertains to the administration of federal funds by the HOME Department, the following is used. Recipients of awards from the HOME Department, need to develop a policy/procedure related to conflicts of interest and disclosure. At the time of application, Exhibit G will need to be submitted disclosing any real or perceived conflicts of interest.

A Conflict of Interest applies to any person who is an employee, family, agent, consultant, officer, board member, or elected official or appointed official of the organization receiving federal funds:

No employee, officer, or agent may participate in the selection, procurement, or award of a contract supported by a Federal award if they have a real or apparent conflict of interest. This also applies to the responsibility and decision-making processes for administration of the contract, where real or perceived; the gain of inside information resulting in the financial interest or benefit from the federal award. Such a conflict of interest would arise when the employee, officer, or agent, any member of their family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

No recipient whether private, for-profit or nonprofit, may occupy an affordable housing unit in a project during the required period of affordability. This provision does not apply to an individual who receives funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

Upon written request by a recipient, the HOME department may grant an exception to the conflict of interest provision on a case-by-case basis when it determines that the exception will serve to further the purposes of the federal program and the effective and efficient administration of the recipients HOME-assisted project. Any determination will consider the following factors:

Whether the person(s) receiving benefits is a member of a group or class of low-income persons intended to be beneficiaries of the assisted housing.

Whether the person has withdrawn from the functions or responsibilities, or the decision making process, with respect to the specific assisted housing in question.

Should a conflict of interest arise, it must be disclosed in writing as soon as possible. The HOME Department will evaluate the need to request an exception from HUD.

Anti-Lobbying Act. Agree to comply with disclosure requirements of 24 CFR 5.105(b) and prohibitions of 31 U.S.C. § 1352 and implementing regulations at 24 CFR Part 87 and 2 CFR 200.450; and the requirements for funding competitions established by the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3531 et seq.). See Chapter 6 for additional information.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**FULL CHDO CERTIFICATION**  
**CHECKLIST**

The information contained in this checklist pertains to the definition of Community Housing Development Organization (CHDO) §92.2 Subpart A of the HOME Final Rule.

This checklist is a guide to help identify the requirements and documents needed when seeking CHDO Certification. Additional information available on CHDO is available in Chapter 5 of the current HOME Administrative Plan. [Current HOME Administrative Plan Chapter 5](#)

All documentation referenced below must be uploaded separately to the assigned work center as part of the full certification process.

**Location of Requirement** references the exact location in the document (i.e. page and paragraph) the specific requirement is located.

**I. LEGAL STATUS**

A. The nonprofit organization is organized under State or local laws, as evidenced by one of the following:

<input type="checkbox"/> <b>Charter</b>	_____	<b>Location of Requirement</b>
<input type="checkbox"/> <b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>

B. No part of organization's net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by one of the following:

<input type="checkbox"/> <b>Charter</b>	_____	<b>Location of Requirement</b>
<input type="checkbox"/> <b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>

C. 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:

**IRS Certificate**

D. The provision of decent housing that is affordable to low and moderate-income individuals and/or households is one of the purposes of this organization evidenced by one of the following:

<input type="checkbox"/> <b>Charter</b>	_____	<b>Location of Requirement</b>
<input type="checkbox"/> <b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>
<input type="checkbox"/> <b>By-laws</b>	_____	<b>Location of Requirement</b>

E. The CHDO is neither controlled by nor receives direction from individuals or entities seeking to derive profit or gain from the organization, as evidenced by:

<input type="checkbox"/> <b>By-Laws</b>	_____	<b>Location of Requirement</b>
<input type="checkbox"/> <b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>

F. Is not a governmental entity (e.g. participating jurisdiction, other jurisdiction, Indian tribe, public housing agency, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity, as evidenced in one of the following:

<input type="checkbox"/> <b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>
<input type="checkbox"/> <b>By-laws</b>	_____	<b>Location of Requirement</b>

**II. ORGANIZATIONAL CAPACITY**

A. Conforms to requirements found at 2 CFR 200.302 and 2 CFR 200.303, including financial management systems, procurement and property standards, reporting and record-keeping standards and internal controls, as evidenced by:

- \_\_\_\_\_ **Notarized statement from the Board President or Chief Financial Officer**
- \_\_\_\_\_ **Certification from Certified Public Accountant**
- \_\_\_\_\_ **HUD approved Audit Summary** \_\_\_\_\_ **Location of Requirement**

B. Demonstrated capacity to carry out CHDO-activities, as evidenced by one of the following:

\_\_\_\_\_ **Resumes and/or Statement of Experience that describe capacity of key staff who have successfully completed projects similar to those assisted with HOME funds**

\_\_\_\_\_ **An Organization that has limited or no development capacity/experience may use an experienced development consultant for the first year as a CHDO to train key staff. However, there must be an IHFA-approved written agreement in place with the consultant outlining the training and development milestones to be completed within 12 months. The HOME Department will approve consultants prior to certification.**

C. The organization must have a history of serving the community where housing, assisted with CHDO set-aside funds will be developed, as evidenced by:

\_\_\_\_\_ **Documentation of at least one (1) year of recent experience in serving the community** (For newly created organizations formed by local churches, service or community organizations, a statement that documents the parent (sponsoring) organization has at least one (1) year of experience serving the community is allowed)

**III. ORGANIZATIONAL STRUCTURE**

A. CHDO must maintain at least one-third (1/3) of the governing board membership for at least one of the following: (1) residents of low- income community (census tract) or; (2) other low-income community residents or; (3) elected representatives of low-income neighborhood organization as evidenced in one of the following:

- \_\_\_\_\_ **By-Laws** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **Charter** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **Articles of Incorporation** \_\_\_\_\_ **Location of Requirement**

B. CHDO must have an adopted (written and approved) formal process that outlines how low-income program beneficiaries can advise the organization regarding the design, siting, development, and management of HOME-assisted housing activities. This process is evidenced by:

- \_\_\_\_\_ **By-laws** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **Adopted Board Resolution** \_\_\_\_\_ **Location of Requirement**

C. Previously certified CHDO must submit evidence their formal process was followed during the past year, notices, flyers, advertisements, survey results, etc. as described in the formal process.

IV. RELATIONSHIP WITH SPONSORING ENTITIES (This section ONLY applies if nonprofit is a sponsored CHDO)

\_\_\_\_\_ Not Applicable – Skip to section V

A. A CHDO can be chartered or sponsored by a State or local unit of government (other nonprofits, charities, religious organizations) however the unit of government cannot appoint: (1) more than one-third (1/3) of the of the governing board; (2) these board members (appointed by the unit of government) may not, appoint any of the remaining two-thirds (2/3) of the board. No more than one-third (1/3) of the entire governing board members can be defined as “public sector”. These requirements must be evidenced in:

\_\_\_\_\_ Not Applicable (CHDO is not chartered or sponsored)  
\_\_\_\_\_ By-laws \_\_\_\_\_ Location of Requirement  
\_\_\_\_\_ Articles of Incorporation \_\_\_\_\_ Location of Requirement

B. A CHDO can be sponsored or created by a for-profit entity, however, the for-profit entity cannot be a developer or manager of housing (i.e. builder, consultant, developer, or real estate management firm). Evidenced by:

\_\_\_\_\_ For-profit’s Articles of Incorporation \_\_\_\_\_ Location of Requirement

C. If a CHDO is sponsored or created by a for-profit, it cannot appoint more than one-third (1/3) of the membership of the CHDO's governing body; those board members, in turn, may not appoint any of the remaining board members. Evidenced by

\_\_\_\_\_ Not Applicable  
\_\_\_\_\_ By-Laws \_\_\_\_\_ Location of Requirement  
\_\_\_\_\_ Articles of Incorporation \_\_\_\_\_ Location of Requirement

D. The CHDO must demonstrate it is eligible to contract for goods and services from vendor(s) of its own choosing, as evidenced by

\_\_\_\_\_ By-Laws \_\_\_\_\_ Location of Requirement  
\_\_\_\_\_ Articles of Incorporation \_\_\_\_\_ Location of Requirement

V. Organization’s Defined Service Area \_\_\_\_\_

A. Has the Service Area Changed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide supporting documentation that describes why the governing body adopted this change.

VI. Board of Directors

- \* No more than one-third (1/3) of a CHDO board is defined as "Public Official"
- \* No less than one-third (1/3) of a CHDO board is defined as a "Low-income Community Representative"

<b>Board member name</b>	<b>Most recent appointment date</b>	<b>Public Official yes/no</b>	<b>Low-Income Community Representative yes/no</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>11</b>			
<b>12</b>			
<b>13</b>			
<b>14</b>			
<b>15</b>			

I certify the information provided herein is true and accurate.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Title

**UPDATED CHDO CERTIFICATION CHECKLIST**

The definition of Community Housing Development Organization (CHDO) is found at Subpart A, Section 92.2 of The HOME Final Rule. This checklist verifies the legal, organizational, and financial documentation on file is up to date since the last full certification review.

Indicate current status in each section below by checking the most appropriate response. If there are any changes, you are required to submit updated documentation with the checklist, and indicate the exact location where the information can be found in the specified document (if applicable). All documents must be uploaded to the appropriate project work center.

**A CHDO must be re-certified prior to the commitment of CHDO Set-Aside to a new CHDO activity**

**Location of Requirement references the exact location in the document (i.e. page and paragraph) the specific requirement is located.**

**I. LEGAL STATUS**

A. The nonprofit organization is organized under State law as evidenced by one of following:

**Charter**  **Location of Requirement**

**Articles of Incorporation**  **Location of Requirement**

**No Change**

B. No part of the organization’s net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by one of the following:

**Charter**  **Location of Requirement**

**Articles of Incorporation**  **Location of Requirement**

**No Change**

C. 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; or is a subordinate of a central organization under IRC 905; or is a wholly-owned entity that is regarded as an entity separate from its owner for tax purposes (e.g. a single member limited liability company that is wholly-owned by an organization that qualifies as tax-exempt), when the owner organization has a tax exemption ruling from the IRS under section 501(c)(3) or (4) of the IRC, as evidenced by:

**IRS Certificate**  **Location of Requirement**

**No Change**

D. "The provision of *decent housing that is affordable to low and moderate-income individuals and/or families*" is identified as one of the purposes of the organization as evidenced by one of the following:

_____	<b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>
_____	<b>By-laws</b>	_____	<b>Location of Requirement</b>
_____	<b>No Change</b>		

E. The CHDO is neither controlled by nor receives direction from individuals or entities seeking to derive profit or gain from the organization, as evidenced by:

_____	<b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>
_____	<b>By-laws</b>	_____	<b>Location of Requirement</b>

F. The CHDO maintains accountability to low-income community residents, as evidenced by:

_____	<b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>
_____	<b>By-Laws</b>	_____	<b>Location of Requirement</b>

G. The CHDO has demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

_____	<b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>
_____	<b>By-Laws</b>	_____	<b>Location of Requirement</b>

H. The CHDO has a history of serving the community within which housing to be assisted with HOME funds is to be located. This is evidenced by:

_____	<b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>
_____	<b>By-Laws</b>	_____	<b>Location of Requirement</b>

II. ORGANIZATIONAL CAPACITY

A. Conforms to requirements found at 2 CFR 200.302, 2 CFR 200.303, and other provisions of 2 CFR 200, Subpart D, including financial management systems, procurement and property standards, reporting, record keeping standards and internal controls, as evidenced by:

- \_\_\_\_\_ **Notarized statement from the Board President or Chief Financial Officer**
- \_\_\_\_\_ **Certification from Certified Public Accountant**
- \_\_\_\_\_ **HUD approved Audit Summary**
  
- \_\_\_\_\_ **No Change**

B. Demonstrated capacity to carry out CHDO-activities, as evidenced by:

\_\_\_\_\_ Resumes and/or Statement of Experience that describe capacity of key staff who have successfully completed projects similar to those to be assisted with HOME funds, as evidenced by

An Organization with limited or no development capacity/experience may use an experienced development consultant for the first year of as a CHDO to train key staff. However, there must be an HOME Department approved written agreement in place with the consultant outlining the training and development milestones to be completed within 12 months. The HOME Department will evaluate the consultant role.

C. The organization must have a history of serving the community where housing assisted with CHDO set-aside funds will be developed, as evidenced by:

\_\_\_\_\_ Documentation of at least one (1) year of recent experience serving the community (For newly created organizations formed by local churches, service or community organizations, a statement that documents the parent organization has at least one year of experience serving the community is allowed)

III. ORGANIZATIONAL STRUCTURE

A. CHDO must maintain at least one-third of the governing board membership for at least one of the following: (1) residents of low- income neighborhoods or; (2) other low-income community residents or; (3) elected representatives of low-income neighborhood organization as evidenced in one of the following:

- |  |                                      |
|--|--------------------------------------|
| _____ <b>By-Laws</b>                   | _____ <b>Location of Requirement</b> |
| _____ <b>Articles of Incorporation</b> | _____ <b>Location of Requirement</b> |
| _____ <b>Charter</b>                   | _____ <b>Location of Requirement</b> |
| _____ <b>No Change</b>                 |                                      |

B. No more than one-third (1/3) of the governing board members may be defined a Public Sector, as evidenced by one of the following:

- \_\_\_\_\_ **By-Laws** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **Articles of Incorporation** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **No Change**

C. CHDO must have an adopted (written and approved) formal process that outlines how low-income beneficiaries can advise the organization regarding the design, siting, development, and management of HOME-assisted housing activities. This process is identified in one of the following:

- \_\_\_\_\_ **By-laws** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **Adopted Board Resolution** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **No Change**

D. A previously certified CHDOs must submit evidence the CHDO’s followed its formal process during the past year (see Chapter V in the Annual Administrative Plan for requirements)

\_\_\_\_\_ Submit evidence the CHDO's formal process was followed for this project if not submitted previously (*i.e. with the HOME application or most recent annual CHDO certification, etc.*)

**IV. RELATIONSHIP WITH SPONSORING ENTITIES (This section ONLY applies if nonprofit is a sponsored CHDO)**

\_\_\_\_\_ **Not Applicable – skip to section V**

A. CHDO can be chartered or sponsored by a State or local government, however the unit of government (other nonprofit, charities, religious organizations) may not appoint: (1) more than one-third (1/3) of the membership of the organization's governing body; and (2) the board members (appointed by a unit of government) may not, in turn, appoint the remaining two-thirds (2/3) of the board members; and (3) no more than one-third (1/3) of the governing board members can be public officials. Evidenced by one of the following:

- \_\_\_\_\_ **By-laws** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **Articles of Incorporation** \_\_\_\_\_ **Location of Requirement**
- \_\_\_\_\_ **No Change**

B. If the CHDO is sponsored or created by a for-profit entity, (1) the for-profit cannot appoint more than one-third (1/3) of the membership of the CHDO's governing body and (2) the board members appointed by the for-profit entity may not appoint any of the remaining two-



thirds (2/3) board members. Evidenced in one of the following:

- By-Laws** \_\_\_\_\_ **Location of Requirement**
- Articles of Incorporation** \_\_\_\_\_ **Location of Requirement**
- No Change**

C. CHDO is neither controlled by, nor receives direction from, individuals or entities seeking to profit from the organization, as evidenced in one of the following:

- By-Laws** \_\_\_\_\_ **Location of Requirement**
- Articles of Incorporation** \_\_\_\_\_ **Location of Requirement**
- No Change**

D. A CHDO can be sponsored or created by a for-profit entity. However: (1) The for-profit’s primary purpose cannot be the development or management of housing (i.e. a builder, consultant, developer, or real estate management firm), as evidenced by:

- For-Profit’s By-laws** \_\_\_\_\_ **Location of Requirement**

E. The CHDO must demonstrate it is eligible to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:

- By-Laws** \_\_\_\_\_ **Location of Requirement**
- Articles of Incorporation** \_\_\_\_\_ **Location of Requirement**
- No Change**

**V. Organization’s Defined Service Area** \_\_\_\_\_

A. **Yes** \_\_\_ **No** \_\_\_ Has the CHDO’s Defined Service Area Changed? If you answered yes, please provide supporting documentation that supports why the governing body adopted this change.

**VI. Board of Directors**

\*No more than one-third (1/3) of a CHDO board can be defined as “public official”

\* No less than one-third (1/3) of a CHDO board must be defined as a low-income community representative

\* No board member can simultaneously be the Executive Director or hold any other paid positions within the CHDO it represents.

See HOME Administrative Plan, Chapter 5 for definitions and additional guidance

\_\_\_\_\_ **No Change**

Board member name	Most recent appointment date	Public Official yes/no	Low-Income Representative yes/no

\_\_\_\_\_  
**Authorized CHDO Organization Signature**

\_\_\_\_\_  
**Date**

<b>For IHFA Use Only</b>	
<input type="checkbox"/> This organization continues to meet CHDO regulatory thresholds	
_____ IHFA Signature	_____ Date