

**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 documents 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, evidenced by one of following:

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

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

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

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, 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 in:

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

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

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

### II. ORGANIZATIONAL CAPACITY

A. Conforms to requirements found at 24 CFR 84.21, including financial management systems (A-110), procurement standards, reporting and record-keeping standards, evidenced by

<input type="checkbox"/> Notarized statement from the Board President or Chief Financial Officer		
<input type="checkbox"/> Certification from Certified Public Accountant		
<input type="checkbox"/> HUD approved Audit Summary	_____	Location of Requirement

B. Demonstrated capacity to carry out CHDO-activities 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 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 during the first year.**

C. If this is the initial CHDO certification, the organization must have a history of serving the community where housing, assisted with CHDO set-aside funds will be developed. Evidenced by \_\_\_\_\_ **Statement that documents at least one year of experience in 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 (1/3) of the governing board membership with one of the following: (1) residents of low- income neighborhoods(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:

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

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:

_____ <b>By-laws</b>	_____	<b>Location of Requirement</b>
_____ <b>Adopted Board Resolution</b>	_____	<b>Location of Requirement</b>

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 CHDO’s Formal Process.

\_\_\_\_\_ **Submitted**

**IV. RELATIONSHIP WITH SPONSORING ENTITIES**

A. A CHDO can be chartered or sponsored by a unit of government, however (1) the unit of government cannot appoint more than one-third 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 of the board. No more than one-third of the entire governing board members can be defined as “public sector”. These requirements must be evidenced in:

_____ <b>Not Applicable (CHDO is not chartered or sponsored)</b>		
_____ <b>By-laws</b>	_____	<b>Location of Requirement</b>
_____ <b>Articles of Incorporation</b>	_____	<b>Location of Requirement</b>

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. 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 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 be free 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 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 1/3 of a CHDO board is defined as "Public Official"

\* No less than 1/3 of a CHDO board is defined as a "Low-income Community Representative"

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

I certify the information provided herein is true and accurate.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Title