

Gainesville.

Citizen centered

People empowered

Community Housing Development Organization
(CHDO)

Policies & Procedures

Application for CHDO Certification



TABLE OF CONTENTS

Table of Contents.....	2
Executive Summary	3
General Information	4
What is a Community Housing Development Organization (CHDO)	4
Why Form a CHDO?.....	4
How do you form a CDHO?	5
CHDO Certification	6
CHDO REGULATIONS – 24 CFR §92.2 Definitions	6
CHDO Projects	8
CHDO Operating Funds.....	9
CHDO Application Instructions.....	10
Application Format.....	10
Required Documentation (Tabs).....	10
CHDO Application.....	12
Organziation Requirements	15
Certification Forms.....	23-28
Income Limits.....	29
Definitions	30
Certification of Signature & Address Form	32
Required Tabs Format	33

EXECUTIVE SUMMARY

One of the City of Gainesville's goals for preserving and expanding affordable housing opportunities is to assist in building the capacity of eligible local area organizations with a demonstrated interest in developing affordable housing within the incorporated areas of the City of Gainesville. The City of Gainesville will set-aside a minimum of 15% of its annual HOME allocation as approved by the U.S. Department of Housing and Urban Development (HUD), for projects that are owned, developed, and/or sponsored by Community Housing Development Organizations (CHDOs). Additionally, the City of Gainesville may, but is not required to, set aside 5% of its annual HOME allocation for this fund. CHDOs are private, non-profit, community-based organizations that meet certain requirements pertaining to their legal status, organizational structure, capacity, and experience to develop affordable housing in the community it serves.

Prior to committing HOME funds to CHDO projects, however, the City of Gainesville must certify that the organization meet specific qualifying criteria, which are outlined in the HOME regulations found at 24 CFR Part 92.2 on the HUD website www.hud.gov. In addition, the HOME program is governed by federal regulations, most predominately those found at 24 CFR Part 92, which may be subject to revision from time to time (<https://www.onecpd.info/home/home-final-rule>). Therefore, this publication should not be considered a complete guide to CITY OF GAINESVILLE's CHDO certification process. Special note: In July 2013 the U.S. Department of Housing and Urban Development (HUD) promulgated new Rules for the HOME program, some of which address the requirements for obtaining a CHDO designation. This application incorporates those requirements which became effective August 23, 2013.

The information provided in this document is intended to provide a general overview of the HOME CHDO set-aside, CHDO Operating, and CHDO requirements to assist potential CHDOs in identifying the benefits of becoming a CITY OF GAINESVILLE certified CHDO and determining whether or not CHDO certification makes sense for their particular organization. Application materials are included herein. It should be noted that being certified as a CHDO is not a requirement for accessing CITY OF GAINESVILLE's HOME allocation, or any other funding available through CITY OF GAINESVILLE, but is only a prerequisite to receiving HOME funds designated specifically for CHDOs (CHDO set-aside). ***Becoming a CITY OF GAINESVILLE certified CHDO does not guarantee approval of funding from this set-aside.***

CHDO certification applications may be submitted to CITY OF GAINESVILLE only when a non-profit organization submits a HOME funding request that is eligible for HOME Set-Aside funds. The CHDO Certification packet contains an application form and the instructions necessary to apply for CHDO Certification from the City of Gainesville. The application packet for CHDO Certification consists of the enclosed application form and various supporting documents that organizations must satisfy in order to be certified as a CHDO by the City of Gainesville.

Applications must include sufficient information to allow the comprehensive review and analysis of the proposed project. This application is a tool utilized by the City of Gainesville to track the required certification documentation that must be submitted for CHDO certification. The completed application and the required documentation are maintained on file to confirm compliance with HUD regulations.

Please complete the applicant portion of this checklist. Include the requested information in the Attachments indicated and check-off the item in the checklist. Articles of Incorporation, By-Laws, Charters, Memorandums of Understanding, Contracts, Certifications and Resolutions must be signed and dated by the Board President or other authorized signor. The information contained in this checklist refers to the definition of Community Housing Development Organization (CHDO) in Subpart A, Section 92.2 of the HOME Final Rule.

Applicants must submit one original copy and (2) additional copies of the application in the format and in the informational sequence indicated in the CHDO Certification Application packet. Completed applications may be submitted by: 1) **Certified/Express Mail**: City Housing & Community Development Division Office, Attn: CHDO Certification, PO Box 490, MS 22, Gainesville, Florida 32602-0490; or **Hand Delivery**: City Housing & Community Development Division Office, Attn: CHDO Certification, 306 NE 6th Avenue, Thomas Center B, Room 245, Gainesville, Florida. Applications submitted by fax or email are not acceptable and will be rejected by the City of Gainesville.

CHDO certification applications will be processed by the City of Gainesville within 120 days of submittal of the organization's CHDO certification application packet.

GENERAL INFORMATION

What is a Community Housing Development Organization (CHDO)?

A Community Housing Development Organization (CHDO) is a specially formed non-profit corporation established pursuant to federal regulations. This application is intended to be utilized solely for applicants seeking to become CITY OF GAINESVILLE certified CHDO, meaning that the CHDO is to be certified by the CITY OF GAINESVILLE as meeting applicable federal regulations for the purpose of eligibility to apply for HOME set-aside of federal funding administered by the CITY OF GAINESVILLE under the HOME Investment Partnerships Act (HOME) created by the National Housing Act of 1990.

Why Form A CHDO?

CHDOs are established to provide access to a certain set-aside of federal HOME funds. Federal regulations require PJs to set aside 15% of each fiscal year's HOME fund allocation specifically for Community Housing Development Organization development-related activities. The following types of activities qualify:

1. Development projects, including new construction or acquisition and/or rehabilitation of rental or transitional housing units or single-family homes for homeownership opportunities.

2. CHDO Operating grants, in conjunction with a development project (but only in conjunction with an approved HOME set-aside allocation of funds).

A CITY OF GAINESVILLE CHDO certification does not imply that an entity will receive funding, but only that it is eligible to *apply* and, if funded, may receive funding from the special CHDO set-aside. Applicants are not eligible to receive funding from the CHDO set-aside until they have met

all of the CHDO requirements *and* a letter of certification has been issued by CITY OF GAINESVILLE.

Interested non-profits must apply for CHDO status at the same time they request a HOME funding award. If they are designated a CHDO, then the HOME funding may be awarded from the CHDO set-aside. If the non-profit does not qualify as a CHDO it may be awarded HOME funds for a development project from regular HOME funds through the CITY OF GAINESVILLE standard annual HOME application process.

Non-profit organizations seeking CHDO status should have a long-term commitment to the development of housing or to the management and long-term ownership of affordable rental properties within the City of Gainesville. Preferably CHDO status should be attained by nonprofit organizations that have a desire to develop or own multiple projects, not simply to increase the chances of obtaining funding for a one-time only project.

How Do You Form A CHDO?

The organizational structure that is required of CHDOs is outlined in the federal regulations governing the HOME program (see below). **It is rare that an organization would meet all of these qualifications without some reorganization or restructuring of its board or by-laws.** It is up to the organization interested in becoming a CHDO to either reorganize its structure to meet the CHDO guidelines or to establish a separate entity altogether.

CHDO Certification

Once an organization believes that it meets the CHDO requirements and is ready to apply for a CHDO set-aside award of HOME funds, it should simultaneously submit an application for CHDO designation along with all the required documentation in the format described in the application instructions. CITY OF GAINESVILLE will review the CHDO application and, if everything is acceptable, issue a letter certifying that the CHDO meets the requirements, but only when a HOME CHDO set-aside award is approved.

If, after review of the CHDO designation application, CITY OF GAINESVILLE finds that additional documentation is needed or that the organization somehow falls short of CITY OF GAINESVILLE's interpretation of the regulations, CITY OF GAINESVILLE will notify the organization regarding the specific items that must be addressed before the application can be reconsidered. CITY OF GAINESVILLE will only certify, or recertify, a CHDO when it submits an application for a qualifying CHDO set-aside award of HOME funds for a development project. The CITY OF GAINESVILLE will list approved CHDOs on its website. CHDOs not receiving recertification within 36 months of the last certification will be dropped from the list. Not being on the listed does not indicate that an organization may not still be a CHDO only that CITY OF GAINESVILLE has not reviewed it recently. **Per HOME regulations CHDO status must, at a minimum, be re-evaluated at the time the PJ issues a commitment of CHDO set-aside funding for a CHDO development project.**

CHDO REGULATIONS – 24 CFR §92.2 Definitions

Pursuant to the federal regulations which govern the HOME program, as stated at 24 CFR §92.2 (published July 24, 2013). The following is a direct quote from the regulations:
"Community housing development organization (CHDO) means a private nonprofit organization that:

- (1) Is organized under State or local laws;
- (2) Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:
 - (i) The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
 - (ii) The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
 - (iii) The community housing development organization must be free to contract for goods and services from vendors of its own choosing; and
 - (iv) The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization.
- (3) Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded 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), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of "community housing development organization;"
- (4) Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity.

An organization that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;

- (5) Has standards of financial accountability that conform to 24 CFR 84.21, "Standards for Financial Management Systems;"

- (6) Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;
- (7) Maintains accountability to low-income community residents by:
- (i) Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
 - (ii) Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing;
- (8) Has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds. For its first year of funding as a community housing development organization, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization.

An organization that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of § 92.300(a)(2). A nonprofit organization does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization; and

- (9) Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community."

CHDO Projects

In order to use CHDO set-aside funds, Per 24 CFR §92.300 (published July 24, 2013) a *CHDO* must be the owner, developer, or sponsor of HOME-assisted housing. As previously mentioned, at this time, CITY OF GAINESVILLE does not offer a qualifying CHDO set-aside HOME loan for homeownership projects. The following pertains only to rental projects and is a direct quote from the regulations:

(2) Rental housing is “**owned**” by the community housing development organization if the community housing development organization is the owner in fee simple absolute of multifamily or single family housing (or has a long term ground lease) for rental to low-income families in accordance with §92.252. If the housing is to be rehabilitated or constructed, the community housing development organization hires and oversees the developer that rehabilitates or constructs the housing. At minimum, the community housing development organization must hire or contract with an experienced project manager to oversee all aspects of the development, including obtaining zoning, securing non-HOME financing, selecting a developer or general contractor, overseeing the progress of the work and determining the reasonableness of costs. The community housing development organization must own the rental housing during development and for a period at least equal to the period of affordability in §92.252. If the CHDO acquires housing that meets the property standards in §92.251, the CHDO must own the rental housing for a period at least equal to the period of affordability in §92.252.

(3) Rental housing is “**developed**” by the community development housing organization if the community housing development organization is the owner of multifamily or single family housing in fee simple absolute (or has a long term ground lease) and the developer of new housing that will be constructed or existing substandard housing that will be rehabilitated for rent to low-income families in accordance with §92.252. To be the “developer,” the community development housing organization must be in sole charge of all aspects of the development process, including obtaining zoning, securing non-HOME financing, selecting architects, engineers and general contractors, overseeing the progress of the work and determining the reasonableness of costs. At a minimum, the community housing development organization must own the housing during development and for a period at least equal to the period of affordability in §92.252.

(4) Rental housing is “**sponsored**” by the community development housing organization if it is rental housing “owned” or “developed” by a subsidiary of a community housing development organization, a limited partnership of which the community housing development organization or its subsidiary is the sole general partner, or a limited liability company of which the community housing development organization or its subsidiary is the sole managing member.

(i) The subsidiary of the community housing development organization may be a for-profit or nonprofit organization and must be wholly owned by the community housing development organization. If the limited partnership or limited liability company agreement permits the community housing development organization to be removed as general partner or sole managing member, the agreement must provide that the removal must be for cause and that the community housing development organization must be replaced with another community housing development organization.

(ii) The HOME funds must be provided to the entity that owns the project.

(5) HOME-assisted rental housing is also “**sponsored**” by a community housing development organization if the community housing development organization “developed” the rental housing project that it agrees to convey to an identified private nonprofit organization at a pre-determined time after completion of the development of the project. Sponsored rental housing, as provided in this paragraph (a)(5), is subject to the following requirements:

(i) The private nonprofit organization may not be created by a governmental entity.

(ii) The HOME funds must be invested in the project that is owned by the community housing development organization.

(iii) Before commitment of HOME funds, the community housing development organization sponsor must select the nonprofit organization that will obtain ownership of the property.

- (A) The nonprofit organization assumes the community housing development organization's HOME obligations (including any repayment of loans) for the rental project at a specified time after completion of development.
- (B) If the housing is not transferred to the nonprofit organization, the community housing development organization sponsor remains responsible for the HOME assistance and the HOME project.”

CHDO Operating Funds

The CHDO Operating Fund is intended to provide operating funds to non-profits that have obtained CHDO status. The City of Gainesville may at its option, but is not required to, set aside 5% of its annual HOME allocation for this fund. CHDO Operating funds will be awarded in conjunction with CITY OF GAINESVILLE’s Housing Development Department HOME awards that meet the requirements of CHDO Set-Aside per §92.300 of the 2013 Final HOME Rule published in the Federal Register on July 24, 2013 and effective August 23, 2013. The development activity must either be for rental or homeownership development.

Organizations must apply for recertification of CHDO status at the time they apply for a qualifying CHDO set-aside award. If they have already received such an award in the City’s previous fiscal year, they must recertify each time they apply for funding rather than on an annual basis as was previously the case to be eligible to continue to apply for CHDO funding.

A CHDO may only apply for one operating award in any program year. Awards may not exceed 50% of the CHDO’s annual operating expenses based on the most recent fiscal year audited statement available. CITY OF GAINESVILLE may set aside up to 5% of its annual HOME allocation for CHDO Operating awards. CHDO Operating awards will be on a first-come first-served basis and are subject to availability of funds. If a CHDO receives a CHDO Operating award and fails to complete the approved HOME Set-Aside project, it will not be eligible to apply for CHDO Operating funds for up to 24 months from the date of the last Operating award, at CITY OF GAINESVILLE’s discretion.

The following eligible uses of CHDO Operating grant funds are permitted per 24 CFR § 92.208(a) of the Final Rule:

“Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials; and supplies. CITY OF GAINESVILLE has chosen to limit reimbursements to “salaries, wages, and other employee compensation and benefits” to simplify the amount of paperwork required for a CHDO to provide proof of expenses paid and that were allocated to the qualifying CHDO set-aside project.

City of Gainesville
Community Housing Development Organization (CHDO)
Application for Certification

APPLICANT INFORMATION:

Organization Name: _____

Executive Director: _____

Office Address: _____

Mailing Address: _____

Federal Tax I.D.#: _____

UEI# _____

DUNS#: _____

Board Chairperson/President: _____

Address: _____

Contact Person: _____

Phone: _____

Title: _____

Fax: _____

Email: _____

Board Composition: Attach a complete list of Board Members, indicating name, Board position and if they are a low-income representative or public official. Certification required for low-income representative. The certification form is located within this packet.

ANNUAL OPERATING BUDGET:

Major Sources of Operating Funds:

Source	Indicate whether State, Federal or Other	Amount

CHDO's must serve a specific, clearly defined geographic area. They do not need to represent a single neighborhood, but may include in their service area an entire community (i.e. city, town, village, county, or multicounty area but **not the whole state**, as long as they meet all other CHDO requirements.

Current defined service area (i.e. before the proposed CHDO set-aside project):

Name, Address and County of the CHDO Set-Aside Project: _____

Is the Executive Director experienced in the CHDO activity for which you intend to exercise a CHDO designation? Yes No

Are others on staff experienced in the CHDO activity for which you intend to use a CHDO designation? Yes No

If staff is not experienced in housing development, has a qualified consultant been hired to train employees of the CHDO in HOME development activities during the first year of operation as a CHDO? Yes No

Number of full-time employees: _____

Professional: _____

Support: _____

Parent Organization, if applicable: _____

Organization IRS Tax Status (check one):

501(c)(3)

501(c)(4)

905 Subordinate

Date of Incorporation: _____

Based on descriptions outlined in the Policies and Procedures, the CHDO expects to pursue the following CHDO roles (check all that apply):

- Rental Owner
- Rental Developer
- Rental Sponsor – Scenario 1 (see CHDO Checklist 5.2.3.1)
- Rental Sponsor – Scenario 2 (see CHDO Checklist 5.2.3.2)
- Homeownership Developer

CHDO REQUIREMENTS	Rule Citation	Check if CHDO Meets Requirement & Documentation on File (City Use Only)
ORGANIZATIONAL REQUIREMENTS		
1. Legal Structure		
1.1 The organization is organized under State of Florida or local law. <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation	92.2 CHDO Definition (1)	
1.2 The organization's primary purpose is the provision of low- and moderate income housing, as evidenced by a statement in the organization's: <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> By-laws <input type="checkbox"/> Resolutions	92.2 CHDO Definition (7)	
1.3 No part of its net earning inure to the benefit of any member, founder, contributor, or individual, as evidenced by: <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation	92.2 CHDO Definition (2)	
1.4 The organization is not under the control or direction by any individual or entity seeking to derive profit or gain, as evidence by: <input type="checkbox"/> By-laws <input type="checkbox"/> Memorandum of Understanding (MOU)	92.2 CHDO Definition (3)	
1.5 The organization has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) , as evidenced by: <input type="checkbox"/> Exemption under 501(c)(3) or 501(c)(4) <input type="checkbox"/> Subordinate of a central nonprofit under IRC Section 905 <input type="checkbox"/> Wholly owned subsidiary of organization that has 501(c)(3) or 501(c)(4) status and meets the CHDO definition	92.2 CHDO Definition (4)	
1.6 The organization is not a governmental entity (including participating jurisdiction, other jurisdiction, Indian tribe, public housing agency, Indian housing authority, housing finance agency, redevelopment authority, zoning board, planning board or commission)	92.2 CHDO Definition (5)	
Additional Questions:		
Certificate of Good Standing: Can the organization deliver a certificate of good standing or other documents from the State?		
Service Area: Does the organization have a documented service area consistent with the CHDO activities?		
Strategic Plan: Has the organization produced a strategic plan that specifies an action plan for housing development?		
Share Commitment: Do the Board and Staff exhibit share commitment to housing development mission?		
Other organizational issues: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach supporting documentation.		

2. Independence		
2.1 Public officials and employees of a governmental entity may comprise no more than 1/3 of the board, as evidenced by (please highlight relevant section(s): <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> By-laws	92.2 CHDO Definition (5)	
2.2 Officers and employees of a governmental entity cannot be officers or employees of a CHDO, as evidenced by (please highlight relevant section(s): <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> By-laws	92.2 CHDO Definition (5)	
2.3 If the organization was created by a governmental entity, then the governmental entity that created the organization may not appoint more than 1/3 board members and public-appointed members may not appoint the remaining 2/3.	92.2 CHDO Definition (5)	
Is the organization sponsored or created by a for-profit entity: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the questions that apply. If no, then continue to 3.		
2.4. If the organization was created by a for-profit entity:	92.2 CHDO Definition (3)(i)	
2.4.1. The for-profit entity that created the organization may not be a housing builder, developer or manager.		
2.4.2. The for-profit entity that created the organization may not appoint more than 1/3 board members, and for-profit-appointed members may not appoint remaining 2/3 of board.	92.2 CHDO Definition (3)(ii)	
2.4.3. Officers and employees of the for-profit entity that created the organization cannot be officers or employees of the CHDO.	92.2 CHDO Definition (3)(iv)	
2.4.4. The organization must be free to contract for goods and services with others.	92.2 CHDO Definition (3)(iii)	
3. Accountability to the Low Income Community		
3.1. At least 1/3 of the board members are: 1) low-income; 2) residents of a low-income neighborhood; or 3) elected representatives of a low-income neighborhood organization. <i>The By-Laws must specifically address this issue. Highlight the relevant section(s).</i>	92.2 CHDO Definition (8)(i)	

<p>3.2. The organization has a formally adopted process for low-income beneficiaries to advise on decisions regarding design, siting, development, and management of housing.</p> <p><i>Highlight the relevant section(s) of the By-Laws and provide minutes of the meetings with low income beneficiaries or a narrative of the process, as applicable, in compliance with the By-Laws.</i></p>	<p>92.2 CHDO Definition (8)(ii)</p>	
<p>3.3. The organization has a least one year of serving the community, or, if newly formed, its parent organization meets this requirement. <i>Provide evidence or a signed statement.</i></p>	<p>92.2 CHDO Definition (10)</p>	
4. Capacity		
<p>4.1 The organization has paid employees with demonstrated experience relevant to the CHDO's role in undertaking the HOME activity to be funded. <i>(Note: this does not include volunteers, board members, donated or shared staff, or consultants – except as described in 4.1.1 below. Provide Staff Resumes.</i></p>	<p>92.2 CHDO Definition (9)</p>	
<p>4.1.1. During the first year of an organization's participation as a CHDO only, capacity can be demonstrated through a contract with a consultant who has housing development experience to train appropriate key staff of the organization. <i>If relevant, Provide Staff Resumes.</i></p>	<p>92.2 CHDO Definition (9)</p>	
<p>4.2 The organization has financial management systems that conform to 24 CFR 84.21. <i>Provide required Statements:</i></p> <p><input type="checkbox"/> Notarized statement by the president or CFO <input type="checkbox"/> Certification from a CPA, OR <input type="checkbox"/> HUD approved audit summary</p>	<p>92.2 CHDO Definition (6)</p>	
CHDO Role		
5. CHDO Set-Aside Project		
<p>CHDOs can undertake either homebuyer or rental projects, as described below, with CHDO set-aside funds:</p>		
<p>5.1. Homebuyer Project: To qualify under CHDO set-aside, must meet either 5.5.1 or 5.1.2, and 5.1.3.</p>		
<p>5.1.1. Developer: The organization is or will be the owner in fee simple and the developer of new or rehabilitated units for sale to low-income buyers, or</p> <p>5.1.2. Sponsor: The project will be developed by an eligible CHDO affiliate, including:</p> <ul style="list-style-type: none"> ◆ A wholly owned subsidiary of the CHDO; or ◆ A limited partnership of which the CHDO or its wholly owned subsidiary is the sole general partner; or 	<p>92.300 (a)(6)</p>	

<ul style="list-style-type: none"> ◆ A limited liability company of which the CHDO or its wholly owned subsidiary is the sole managing member. <p>5.1.3. The organization will control the development process including, at a minimum, arranging financing for the project and being in sole charge of construction.</p>	92.300 (a)(6)(i)	
<p>5.2. Rental Project: To qualify under CHDO set-aside, must meet one of the following:</p>		
<p>5.2.1. Own: The organization is or will be owner in fee simple absolute (or will hold a ground lease) for at least the period of affordability. If project involves rehabilitation or construction, organization will oversee all aspects of development.</p>	92.300 (a)(2)	
<p>5.2.2 Develop: The organization is or will be owner in fee simple absolute (or will hold a ground lease) for at least the period of affordability, and will be in sole charge of all aspects of the development process.</p>	92.300 (a)(3)	
<p>5.2.3 Sponsor: Must meet one of the following: 5.2.3.1 The organization will own and develop project that it will convey at a predetermined time after completion to a designated nonprofit (that was not created by a governmental entity).</p>	92.300 (a)(5)	
<p>5.2.3.2 The project will be owned and/or developed by an eligible CHDO affiliate, including:</p> <ul style="list-style-type: none"> ◆ A wholly owned subsidiary of the CHDO; or ◆ A limited partnership of which the CHDO or its wholly owned subsidiary is the sole general partner; or ◆ A limited liability company of which the CHDO or its wholly owned subsidiary is the sole managing member. 	92.300 (a)(4)	
<p>6. CHDO Pre-Development Loan: <i>Not applicable at this time, City of Gainesville does not offer such loans.</i></p>		
<p>7. CHDO Operating Expenses: If CHDO operating expenses are being provided, the organization must meet the CHDO qualification requirements listed in Items 1-4 above, or the organization must meet requirements in 1-3 and 4.2 above and be receiving the operating funds specifically to hire staff to meet the requirements in 4.1 above.</p>		

In addition, the CHDO must meet the following requirements:		
7.1. The organization is funded from the set-aside for a project under development, or is reasonable expected to be funded within 24 months, from the CHDO set-aside.	92.300(e)	
7.2. The operating expense funds will be used for eligible operating costs that are reasonable and necessary.	92.208(a)	
7.3. Operating expense funding (including from other PJs and any pass-through funding) in the fiscal year will not exceed the greater of \$50,000 or 50 percent of the CHDO's total operating expenses in that year.	92.300(f)	

Additional Considerations:		
Audit: Does the organization have an annual audit? Is the most recent audit current?		
Audit Findings: Were there management or compliance findings in the last two years? If yes, were the findings resolved?		
Budgeting: Does the organization do annual budgeting of its operations and all activities or programs? Does it track and report budget versus actual income and expenses?		
Reporting: Is financial reporting regular, current and sufficient for the board to forecast and monitor the financial status of the corporation?		
Cash Flow Management: Does the organization know its current cash position and maintain controls over expenditures? If yes, how regularly does the organization experience cash flow problems?		
Internal Controls: Does the organization have adequate internal controls to ensure separation of duties & safeguarding of corporate assets? Is there sufficient oversight of all financial activities?		
Procurement/Conflict of Interest: Does the organization have a conflict of interest policy governing employees and development activities, particularly in procurement of contract services and the award of housing units for occupancy?		
Financial Stability: 1) Does the current balance sheet and budget indicate sufficient funds to supports essential operations? 2) To what extent does the organization have a diversified and stable funding base for operations? What revenue sources are predictable year-to-year? 3) Does the CHDO have an established fundraising program for both capital & operational needs?		
Portfolio Financial Condition: If the organization has a portfolio of properties, are they are in stable physical and financial condition? Does it collect adequate management fees from the properties?		
Liquidity: Does the organization have liquid assets available to cover current expenses? Does it have funds available for predevelopment expenses or equity investments required for development?		
Portfolio: Does the organization's portfolio of projects/properties evidence competent management and oversight? Do the properties have adequate funding?		
Previous Performance: Has the organization engaged in CHDO activities previously? Did it perform competently?		

Additional Considerations:		
Management Capacity: Does the current management have the ability to manage additional development activities? Does the organization have the capabilities to analyze alternative housing projects?		
Procedures: Are the corporate lines of authority for development activities clear? Are policies & procedures in place governing development activities?		
Project Management: Does the organization have procedures for monitoring the progress of a project? Does it have the capacity to monitor project-level cash flow and schedule?		
Personnel: Does the organization have staff who are assigned responsibilities for housing development? Are personnel policies and job descriptions clear?		
Staff Skills: How strong are staff in the following areas: <input type="checkbox"/> Legal/financial aspects of housing development <input type="checkbox"/> Management of real estate development <input type="checkbox"/> Oversight of design & construction management <input type="checkbox"/> Marketing, intake <input type="checkbox"/> Property management (if applicable)		
Training: Are staff encouraged to obtain training and develop new skills? What is their potential for learning skills that they currently do not have?		
Member Involvement: Is the organization's membership active and in support of housing activities?		
Funding Access: Does the organization have funds available as equity in housing development projects? Does the organization have the ability to raise funds for the capital requirements of a project? How strong are relationships with funders of housing? With lenders?		

**CHDO CERTIFICATION
(City Use Only)**

8. CHDO Certification:

The organization meets **all** CHDO regulatory thresholds.

And one or more of the following:

The organization has a project that meets the project eligibility requirements of 92.300 for a reservation of CHDO set-aside funds.

The organization has a project that qualifies for a pre-development loan for eligible costs under 92.301.

The organization qualifies for Operating Expenses.

Reviewed by: _____ Date _____

Name _____

Title _____

Approved by: _____ Date _____

Name _____

Title _____

City of Gainesville CHDO CERTIFICATION

Certification of Experience

Please attach signed copies for each staff member or consultant whose experience should be considered for meeting the Experience/Capacity requirement. Please maintain a copy of this certification in your files.

Staff Member or Consultant _____

Mailing Address _____

Phone Number _____ Email _____

Description of Staff/Consultant Role in Project _____

Project References:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

I certify that the information provided above is accurate and give my consent to contact references listed.

Signature

Date

City of Gainesville CHDO CERTIFICATION

Certification of Low-Income Representation for CHDO Board Members

Board Member Name: _____
Phone Number: _____
Street Address: _____
City/State/Zip _____

I certify that I am a current member in good standing of the governing board for _____ and that I represent the interests of low-income families in the Applicant's target community.

I certify that I am **not** a public official or employee of a governmental entity.

Please check one of the following:

I certify that I have reviewed HUD's definition of low-income for the Gainesville area and that I qualify to represent the low-income community because my gross annual housing income is at or below 80% of the area median income adjusted for family size.

I certify that I am a representative of a low-income neighborhood organization (Note: organization cannot be the CHDO organization).
Name of Organization: _____

I certify that I am a resident of a neighborhood designate as low-income because more than 51% of the residents of the neighborhood have incomes below 80% of the area median income adjusted for family size.

Board Member Signature

Date

STATE OF **FLORIDA**
COUNTY OF **ALACHUA**

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____, Who is(are) personally known to me or has produced a Driver's License as identification.

Print Name: _____
Notary Public, State of Florida at Large
My Commission expires:
My Commission number:

City of Gainesville CHDO CERTIFICATION

Certification of Governing Board List

Please list all board members and complete all columns. Do not list prospective board members who have not been approved to join the board. Include a signed Governing Body Self-Certification form for each board member.

Name	Address	Employer	Term Date Expiration	Low-Income Representative (Y/N)	Public Official (Y/N)

- 1) At least 1/3 of the governing board of a CHDO is required to be low-income representatives of the community and fit one of the following criteria: 1) the person is low-income resident of the community; 2) the person lives in a low-income neighborhood where 51% or more of the residents are low-income; 3) the person was elected by a low-income neighborhood organization to serve on the CHDO board.
- 2) A maximum of 1/3 of the governing board of a CHDO can be public officials. For purposes of the CHDO certification, a public official is any elected or appointed representative of the City of Gainesville. Employees of the City of Gainesville as well as other employees of governmental agencies including State of Federal agencies that are located or serve the City of Gainesville are also considered a public official. A public official is any employee elected or appointed to represent the City of Gainesville. Their role as a public sector representative superseded their residency or income status. Therefore, the official would be counted toward the 1/3 public sector limitations and not towards the 1/3 low-income representative requirement.

CHDO Certification BOARD MEMBER Governing Body Self-Certification

Select Only One:

- Public Official or Governmental Employee**
I currently hold a publicly elected or appointed office or I am an employee of a governmental agency.

For the purposes of this certification, a "public official" is any elected or appointed representative of the City of Gainesville. Employees of the City of Gainesville, as well as other employees of governmental agencies including State or Federal agencies that are located in or serve the City of Gainesville are also considered a "public official."

- Member of a Low-Income Household**
I am low-income resident of _____ a community in the applicant's service area.

In order to qualify, the board member must be a low-income resident of a community that the CHDO is planning to serve or currently serves. Low-income is defined as 80% or less of area median family income.

- Resident of a Low-Income Area**
I am a resident of _____ a low-income neighborhood in the applicant's service area.

In order to qualify, the board member must live in a low-income neighborhood where 51% or more of the residents are low-income. The board member does not have to be low-income.

- Elected Representative of a Low-Income Group**
I am an elected representative of _____, a neighborhood organization whose membership is open to all residents of a defined neighborhood in which at least 51% of the households are low-income. My position on our governing body is primarily as a representative of that neighborhood organization.

In order to qualify, the board member must be elected to serve on the CHDO board by a neighborhood organization composed primarily of residents of a low income neighborhood. The neighborhood organization's primary purpose must be to serve the interests of the neighborhood residents. Attach a copy of the signed resolution from the neighborhood organization naming the individual as their representative to the CHDO.

- Not a Low-Income Representative**

Signature: _____

Date: _____

Print Name: _____

Title: _____

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) Conflict of Interest Policy

No employee, agent, consultant, elected official, or appointed official of _____ (the "CHDO") may obtain a financial interest or unit benefits from a HOME-assisted activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. This prohibition includes the following:

- Any interest in any contract, subcontract or agreement with respect to a HOME-assisted project or program administered by the CHDO or the proceeds thereunder; or
- Any unit benefits or financial assistance associated with HOME projects or programs administered by the CHDO including:
 - o Occupancy of a rental housing unit in a HOME-assisted rental project;
 - o Receipt of HOME tenant-based rental assistance;
 - o Purchase or occupancy of a homebuyer unit in a HOME-assisted project;
 - o Receipt of HOME homebuyer acquisition assistance; or
 - o Receipt of HOME owner-occupied rehabilitation assistance.

This prohibition does not apply to an employee or agent of the CHDO who occupies a HOME assisted unit as the on-site project manager or maintenance worker.

In addition, no member of Congress of the United States, official or employee of HUD, or official or employee of Alachua County shall be permitted to receive or share any financial or unit benefits arising from the HOME-assisted project or program.

Prior to the implementation of the HOME-assisted activity, exceptions to these provisions may be requested by the CHDO in writing to the Housing & Community Development Division (HCD). The CHDO must demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. HCD may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, 85.36 and 84.42, as they apply.

Signature: _____

Date: _____

Print Name: _____

Title: _____

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

SECONDARY EMPLOYMENT QUESTIONNAIRE

Organization Name			
Name			
Employer			
Title			
Are you currently employed in a job other than the one listed above?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes, please complete the following.			
Name and Address of Secondary Employer:			
Position:		Length of Service:	
Work Hours:		Work Days:	
Do you have an interest in any business?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes, please complete the following:			
Type of Interest			
<i>Name and Address of Business:</i>			
Nature of Business:			

I certify that all the information contained on this form is complete and accurate. I am also aware that I am required to immediately complete a new questionnaire upon changes in any of the above information. I am further aware that all secondary employment must not pose a conflict of interest with the goals and objectives of this agency or the City of Gainesville.

Signature: _____

Date: _____

Approved: _____

Date: _____

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
(HUD) INCOME LIMITS FOR GAINESVILLE MSA

2024

CITY OF GAINESVILLE

FAMILY SIZE (Persons)	EXTREMELY LOW (30% MFI)	VERY LOW INCOME (50% MFI*)	LOW INCOME (80% MFI*)
1	\$20,050	\$33,350	\$53,400
2	\$22,900	\$38,150	\$61,000
3	\$25,750	\$42,900	\$68,650
4	\$28,600	\$47,650	\$76,250
5	\$30,900	\$51,500	\$82,350
6	\$33,200	\$55,300	\$88,450
7	\$35,500	\$59,100	\$94,550
8	\$37,800	\$62,900	\$100,650

Fiscal Year 2024 Median Family Income (MFI) = \$96,700 CDBG/HOME

Effective Dates

CDBG - 05/01/2024

HOME - 06/01/2024

92.300 Set-Aside for CHDOs

A number of revisions have been made to the CHDO set-aside requirements.

Determining Qualification as a CHDO

To ensure that PJs provide CHDO set-aside funds only to organizations that qualify as CHDOs, §92.300(a) is revised to require PJs to:

1. Certify that a nonprofit organization meets the definition of "community housing development organization."
2. Document that the organization has the capacity to own, develop, or sponsor housing (as required by the revised definition of CHDO in §92.2) **each time** it commits CHDO funds to an organization for a specific project.

These provisions require a higher level of PJ scrutiny of CHDOs than was required under the pre-2013 Rule. Previously, a PJ was required to review documentation from the nonprofit organization in order to make a determination that it met the requirements for CHDO designation, including demonstrated capacity for carrying out HOME activities. The new certification requirement increases PJ accountability and formalizes this process. The documentation of CHDO capacity each time there is a commitment of funds is a new requirement.

Effective Date

August 23, 2013 (The certification and documentation requirements apply to commitments of funds to any CHDO after this date.)

Reservation of CHDO Funds

§92.300(a)(1) redefines "reservation of funds" to a CHDO as occurring when a PJ enters into a written agreement with the CHDO committing HOME funds to a specific project to be owned, developed, or sponsored by the CHDO. This revision conforms to the revised definition of "commitment" at §92.2.

This change alters the previous requirements for reserving funds to a CHDO. Rather than permitting a general agreement between a PJ and a CHDO for a project to be identified at a future time, the Rule now requires a commitment of funds to a specific project to be undertaken by a CHDO.

Qualification as "Set-Aside" Funds: Definition of Owned, Developed, Sponsored

With respect to the CHDO set-aside, it is statutorily required that the PJ provide a minimum of 15 percent of its annual HOME allocation for housing that is "owned, developed, or sponsored" by CHDOs. The pre-2013 Rule required a CHDO to have "effective project control" to qualify as a set-aside project. In 1994, HUD issued detailed guidance to clarify what qualified as housing owned, developed, or sponsored by a CHDO. The 2013 Rule codifies these definitions, with a significant modification to the definition of "owner" of rental housing as detailed below.

- **Owner of rental housing.** A CHDO that is an "owner" of rental housing is defined at §92.300(a)(2). The CHDO is required to own (in fee simple absolute or long-term ground lease) multifamily or single family housing that is rented to low-income families, in accordance with §92.252. The CHDO must own the HOME project during development and throughout the period of affordability, and is required to oversee all aspects of the development process. At a minimum, the CHDO can own the property and hire a project manager or contract with a

development contractor to oversee all aspects of the development. Under the 2013 Rule at §92.300(a)(2), a CHDO is also permitted to acquire housing that is in standard condition (and meets the property standards at §92.251) provided it owns the housing throughout the affordability period. This new definition facilitates participation of community-based nonprofit organizations that have the capacity to own and operate affordable rental housing in their communities, but do not have the capacity to develop such housing. Consequently, this new definition creates additional opportunities for nonprofit organizations to access the CHDO set-aside funds to address their neighborhoods' affordable housing needs. The new definition of "owner" should also assist rural States, which consistently experience great difficulty in developing and retaining capable CHDOs.

- **Developer of rental housing.** A CHDO that is a "developer" of rental housing is defined at §92.300(a)(3). The CHDO is the owner (in fee simple absolute or long-term ground lease) and developer of the project and must be in sole charge of all aspects of the development process, including obtaining zoning, securing non-HOME funds, selecting contractors, overseeing the progress of work, and determining reasonableness of costs. The CHDO must own the HOME-assisted housing during the development process and throughout the period of affordability. This is a change from the pre-2013 Rule in that the CHDO must own the property; it no longer has the option to be under contract with an owner to develop the property.
- **Sponsor of rental housing.** The 2013 Rule provides two definitions of a "sponsor" of HOME-assisted rental housing:
 1. §92.300(a)(4) clarifies the requirement for CHDOs to maintain effective project control when acting as "sponsor" of rental housing. A CHDO "sponsors" rental housing when the property is "owned" or "developed" by:
 - a. A subsidiary of the CHDO (in which case the subsidiary, which may be a for-profit or nonprofit organization, must be wholly owned by the CHDO);
 - b. A limited partnership (in which the CHDO or its wholly owned subsidiary must be the sole general partner); or
 - c. A limited liability company (in which the CHDO or its wholly owned subsidiary must be the sole managing member).

If the limited partnership or limited liability company agreement permits the CHDO to be removed as sole general partner or sole managing member, respectively, the agreement must require that the removal be "for cause" and that the CHDO must be replaced by another CHDO. In addition, HOME funds must be provided to the entity that owns the project.

2. §92.300 (a)(5) codifies the pre-2013 Rule definition of "sponsor." It states that a CHDO "sponsors" HOME-assisted rental housing in situations in which the CHDO owns and develops the housing and agrees to convey the housing to a private nonprofit organization (that does not need to be a CHDO but cannot be created by a governmental entity) at a predetermined time after completion of the project development.

Such arrangements typically occur when a CHDO has development expertise and the nonprofit organization has the capacity to own and operate the housing. The CHDO is required to own the property before the development phase of the project and is required to select the nonprofit organization before entering into an agreement with the PJ that commits HOME funds to the project. The nonprofit organization assumes the CHDO's HOME obligation (including any repayment of loans) for the project. If the property is not transferred to the nonprofit organization, the CHDO sponsor remains liable for the HOME assistance and the HOME project.

- **Developer of housing for homeownership.** For HOME-assisted homebuyer projects, the housing is "developed" by the CHDO if it is the owner (in fee simple absolute) and developer of new housing that will be constructed or existing substandard housing that is owned or will be acquired by the CHDO and rehabilitated for sale to low-income families, in accordance with §92.254. To be the "developer," the CHDO must arrange financing for the project and be in sole charge of construction. As part of its set-aside funds, the CHDO can provide direct down payment assistance to a buyer of the housing it has developed with HOME funds in an amount not to exceed 10 percent of the amount of HOME development funds. In this role, the CHDO is not a subrecipient. This definition is very similar to the pre-2013 definition.
- **Sponsor of housing for homeownership.** Under the pre-2013 Rule a CHDO was able to serve as a "sponsor" of homebuyer housing. There is no equivalent "sponsor" role for homebuyer housing in the 2013 Rule.

Qualification as "Set-Aside" Funds: Other Regulatory Changes

The 2013 Rule also makes minor changes at §92.300(a)(e) to reference and/or conform to other provisions related to the use of CHDO set-aside funds:

- The written agreement between the PJ and the CHDO must state the actual sales prices of the housing or describe the method that will be used to determine the sales price. [See [§92.504\(c\)\(3\)\(ii\)](#).] This is a new requirement.
- The written agreement must state whether the proceeds of sale must be returned to the PJ or may be retained by the CHDO, and whether the proceeds must be used for HOME-eligible activities or other housing activities to benefit low-income families. [See [§92.504\(c\)\(3\)\(x\)](#).] This is not a new requirement.
- Funds that are recaptured during the period of affordability [because housing no longer meets the affordability requirements under §92.254(a)(5)(ii)] must be reinvested in HOME-assisted activities in accordance with §92.503. This is not a new requirement.

The 2013 Rule does not change the requirement that CHDO set-aside funds may only be used for housing owned, developed, or sponsored by a CHDO. When a CHDO administers a TBRA, direct homebuyer assistance (except in conjunction with development activity, as defined above), or a homeowner rehabilitation program, it is serving as a subrecipient and cannot use CHDO set-aside funds for those activities.

Effective Date

August 23, 2013 (Any CHDO set-aside projects to which the PJ makes a commitment after this date are subject to the new definitions of owner, developer, and sponsor. However, the requirement that PJs make a commitment of CHDO set-aside funds to a specific project, rather than a reservation of funds to a project to be determined at a later date becomes effective on October 22, 2013).

<https://www.onecpd.info/home/home-final-rule/section-by-section-summary/subpart-g/#qualification>

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

Certification Of Signatures & Address

The Board of Directors of _____ met on the _____ day of the month of _____, _____ and authorized the below named individuals to sign contracts, amendments, disbursement requests and other documents requiring such signatures as a part of the CHDO Certification program.

Name & Title (Printed): _____ Signature: _____
Name & Title (Printed): _____ Signature: _____
Name & Title (Printed): _____ Signature: _____

In addition, the following individuals have been authorized to service as the primary and secondary contacts for the organization for matters relating to the CHDO Certification Program.

Primary Contact

Secondary Contact

Name/Title: _____ Name/Title: _____

Phone _____ Phone: _____

Email: _____ Email: _____

The address to which all correspondence to the organization shall be sent is listed below:

Changes to authorized signatures, contact persons or address shall be made in writing to the City of Gainesville Housing and Community Development.

Signature of President _____ Date _____

Signature of Secretary _____ Date _____

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) Required Documentation Tab Format CHDO APPLICATION INSTRUCTIONS

Application Format

Please submit 3 copies of the CHDO certification - 1 original and 2 copies Application materials must be submitted in a Notebook Binder (2 inches) with Labeled Tabs for each Application Section (notebooks are available at local area office supply retailers):

- ◆ 8 ½ x 11 format
- ◆ Single-sided
- ◆ Three hole punched (No Staples)
- ◆ Indexed and tabulated to correspond with the information described below:

Required Documentation (Tabs)

The following items must be tabbed as follows:

- A. **Cover letter.** Please include a cover letter briefly describing your organization, your mission and how it is related to the goal of being recognized as an CITY OF GAINESVILLE Certified CHDO.
- B. **Index.** Provide an index of the required tabs.
- C. **Application Forms.** Complete and include the application forms, pages 12-17.
- D. **Organizational Chart**
- E. **Staff Payroll Report**
- F. **Contracts for Employment (if applicable)**
- G. **Completed Checklist with Signature page**
- H. **Project Description**
- I. **Map of CHDO Service Area**
- J. **Proof of Non-Profit Status.** Applicants must provide a copy of the non-profit 501(c) ruling from the Internal Revenue Service. If status is pending, you are not yet an eligible applicant.
- K. **Staff Resumes.** Current resumes of key *paid* staff members should be included in the application at this tab. Indicate whether staff is full or part time, how many years with the organization and in current capacity. Resumes should indicate that staff members have experience with the requested HOME CHDO Set-Aside project activities (i.e. owner, developer or sponsor) or consultant(s) with relevant development and HOME experience should be engaged to train the agency for the first year of operation as a CHDO and the consultant's resume should be included.
- L. **Agency Audit and Management Letter.** Include a copy of the organization's (1) most recent last fiscal year end (FYE) audit including a copy of the Management Letter, (2) unaudited FYE statement if the audit is than a year old, and (3) current YTD financial statement dated within 3 months of the application.
- M. **Charter**

- N. **Articles of Incorporation.** Include a copy of the Articles of Incorporation and any amendments.
- O. **A 501)(3) or 501(c)(4) Certificate from the IRS**
- P. **Certificate of Good Standing**
- Q. **Agency's By-Laws.** Include a copy of the By-Laws and any amendments.
- R. **Board Resolutions.** If any resolutions were passed in order to meet the CHDO Certification Regulations, include a copy of the applicable resolution(s).
- S. **Financial Accountability Statement or HUD approved audit summary.** Included at this tab must be a statement from a Certified Public Accountant or a notarized statement by the president or CEO of the organization that certifies that the agency meets financial accountability requirements and including the following language: *"It is our opinion that the management of the corporation maintains financial records in compliance with the standards outlined in 24 CFR Part 84, Section 84.21. We believe that our audit provides a reasonable basis for our opinion"*.
- T. **Community Service Experience.** A statement showing that the organization has a history of serving the community where housing to be assisted with HOME funds will be used.
- U. **Development Project Experience.** Please provide a written narrative outlining all development project experience. Describe all development projects completed to date, including: a description of the project(s), location(s), number of units, type of housing, population served, financing sources, and any ongoing property management involvement in the project (if rental); describe any projects that are currently under development, and any future plans for development projects.
- V. **Board Member List and Low-Income Board Representative Certifications (All Board Members).** Attach the complete Board list and include a copy of the Low-Income Board Member Certification Form for each low-income representative on the board and include at this tab. *Board members who are public officials or employees of a governmental entity count towards the maximum one-third maximum Public Sector allowance regardless of whether or not they would otherwise count as low income board members.*
- W. **Signed Conflict of Interest Statements for all governing board members and staff (including contract staff and consultants if applicable)**
- X. **Signed Secondary Employment Questionnaire for governing board members and staff (including contract staff and consultants if applicable)**
- Y. **Other Supporting Documentation**