



## Community Housing Development Organization (CHDO) Certification

The purpose of this certification is to determine if your organization qualifies under the guidelines of the HOME Investment Partnerships Program (HOME) as a Community Housing Development Organization (CHDO) pursuant to Subpart A Section 92.2 of the HOME Final Rule (24 CFR Part) and revised to reflect the 2013 HOME Final Rule and the 2013 HOME Appropriations Law.

<b>Section 1: Applicant &amp; Key Contacts</b>	
<b>Organization name</b>	
<b>Mailing Address</b>	
<b>Organization Tax ID Number</b>	
<b>Organization DUNS Number</b>	
<b>President/CEO/Executive Director – name and contact information</b>	
<b>CHDO Application Contact – name and contact information</b>	
<b>Board President – name and contact information</b>	

**Section 2: CHDO Role, Experience and Project Information**

**CHDO Experience:** Briefly describe the organization’s experience with the development and management of affordable housing over the past five years.

**Units Developed in Past Five Years** – Provide the number of units developed in past five years.

Year	Development Name	Total Development Cost	Unit Count
		Unit Count Total:	

**Project pipeline.** Briefly describe the affordable housing projects that the organization has in its development pipeline. Include name, address, new construction/rehabilitation, rental/for sale, and number of affordable units.

**CHDO Housing Development Staff** – List all staff or contract employees who are engaged in the development or management of affordable housing. Include resumes as attachments.

Name	Title	Full Time / Part Time	Hours worked per week	Staff or Contract Employee	Resume Attached Yes/No	W-2 Attached Yes/No

**Prior CHDO Funding** – Describe any CHDO funding received in the past five (5) years

Year	Source	Amount	Purpose	Amount Expended to Date

### Section 3: CHDO Definition Requirements

**Instructions:** In this section, the applicant should indicate which attached document(s) provide evidence for specific threshold criteria. Additionally, the applicant should indicate where in the attached document applicable provision can be found.

<b>EXAMPLE</b>	
<b>X</b>	Articles of Incorporation
	By-laws
	Other:
<i>Specify document section:</i>	Article II, Section 3, Clause 4

**Part A: Legal Status**

<b>(1) The nonprofit organization is organized under State or local laws, as documented by:</b>	
	Articles of Incorporation/Charter
	Other: _____
<i>Specify document section:</i>	

<b>(2) The organization must have among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as documented by:</b>	
	Articles of Incorporation/Charter
	By-laws
	Resolutions
<i>Specify document section:</i>	

<b>(3) No part of the organization’s net earnings may inure to the benefit of any member, founder, contributor, or individual, as documented by:</b>	
	Articles of Incorporation/Charter
	By-laws
	Other: _____
<i>Specify document section:</i>	

<b>(4) The organization may not be controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization, as documented by:</b>	
	Articles of Incorporation/Charter
	By-laws
	A Memorandum of Understanding (MOU) with any “parent” organization
<i>Specify document section:</i>	

<b>(5) The organization must be a recognized nonprofit by virtue having a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986, as documented by:</b>	
	501(c)(3) or (4) ruling or current conditional designation from the IRS

**Part B: Independence**

<b>(6) No more than one-third of the governing board members may be public officials or employees of a governmental entity, as documented by:</b>	
	Articles of Incorporation/Charter, or
	By-laws
	Current Board Roster
<i>Specify document section:</i>	

<b>(7) The officers (including elected or appointed officials) or employees of a governmental entity may not be employees of a CHDO. as documented by:</b>	
	Articles of Incorporation/Charter
	By-laws
	Other: _____
	CHDO Staff Roster
<i>Specify document section::</i>	

<b>(8) If the organization was created by a governmental entity, then (a) the governmental entity may not appoint more than one-third of the membership of the organization's governing body; and (b) the board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members, as documented by:</b>	
	Articles of Incorporation/Charter, or
	By-laws <b>AND</b>
	Current Board Roster
	NOT APPLICABLE, organization not created by governmental entity
<i>Specify document section:</i>	

<b>(9) A CHDO may be sponsored or created by a for-profit entity, provided that (a) the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body; (b) the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members; and (c) the officers or employees of the sponsoring for-profit entity may not be employees of a CHDO, as documented by:</b>	
	Articles of Incorporation/Charter
	By-laws
	Current Board Roster
	NOT APPLICABLE, organization not created by for profit entity
<i>Specify document section:</i>	

**(10) A CHDO may be sponsored or created by a for-profit entity, however, the for-profit entity's primary purpose does not include the development or management of housing AND the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as documented by:**

	Articles of Incorporation/Charter
	By-laws
	Current Board Roster
	NOT APPLICABLE, organization not created by for profit entity
<i>Specify document section:</i>	

**Part C: Accountability to Low Income Community**

**(11.a.) The organization must have a designated service area (i.e. the “community” in which it produces housing). A community can be a neighborhood or neighborhoods, city, county, metropolitan area, or multi-county area (but not the entire State), as documented by:**

	Articles of Incorporation/Charter
	By-laws
	Resolution
	Other: _____
	Map or description of service area
<i>Specify document section:</i>	

**(11.b.) Describe the organization’s geographic service area. A map may be attached if relevant.**

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**(12) The organization must maintain at least one-third of its governing board's membership for residents of low income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations, as documented by:**

	Articles of Incorporation/Charter
	By-laws
	Current Board List
<i>Specify document section:</i>	

**(13.a.) The organization must have a formally adopted process for low income program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects), as documented by:**

	By laws
	Resolutions
	A written statement of operating procedures approved by the governing body
<i>Specify document section:</i>	

**(13.b.) Briefly describe the process the organization uses to enable low income program beneficiaries to provide advice to the organization:**

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**Part D: Financial Capacity**

<b>(15) The organization conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems" 24 CFR 84.21, as documented by:</b>	
	Notarized statement by the president or chief financial officer of the organization
	Certification from a Certified Public Accountant
	HUD-Approved Audit summary

<b>(16) Description of administrative, audit or legal issues</b>	<b>Yes</b>	<b>No</b>
Has your organization been placed under administrative restrictions from federal, state or local sources at any time in the past five years?		
Has your organization been involved in any lawsuits in the past 5 years?		
Are there any outstanding judgements against your organization?		
Has your organization defaulted on any loans in the past 5 years?		
Has your organization had any audit findings in the past 5 years?		
<i>If you answered yes to one or more questions, provide a brief explanation below:</i>		

## Attachments

### Required Attachments

- Articles of Incorporation/Charter
- By Laws
- IRS 501 (c)(3) or (4) letter
- Current Board List (use format in **Appendix A**)
- CHDO Board Member Certification for Low Income Representatives (use format in **Appendix B**)
- Resumes for current CHDO housing development & management staff
- W-2s for current CHDO housing development & management staff
- Certificate of Good Standing from N.C. Secretary of State
- Most recent annual audit
- Budget for current fiscal year as approved by governing board
- Supporting information for Section 3.D.15

### Other Attachments, if Applicable

- A Memorandum of Understanding (MOU) with any “parent” organization (Section 3.A.4)
- Map of Geographic Service Area (Section 3.C.11)
- A written statement of operating procedures approved by the governing body (Section 3.C.13)



**APPENDIX B: CHDO BOARD MEMBER CERTIFICATION FOR LOW INCOME REPRESENTATIVES**

<b>CHDO BOARD MEMBER CERTIFICATION</b>								
<i>Name:</i>	<i>Address:</i>							
<i>Name of Organization (prospective CHDO):</i>	<i>Board Term:</i>							
<b>LOW INCOME REPRESENTATIVES</b>								
<b><i>Board members meeting Low Income Representation requirement must complete this certification</i></b>								
<p>I represent the interests of low-income families in this organization’s targeted service area. I have checked below the manner in which I meet the qualification as a low-income representative:</p> <p><input type="checkbox"/> I qualify as a low-income resident under the HOME Program definition. The gross annual income of my household of _____ people is at or below 80% of Durham-Chapel Hill metro area median income in the amount of \$_____ (80% AMI limit/see chart below); OR</p> <p><input type="checkbox"/> I live in a low-income area (where 51% or more of the households in my US Census tract have incomes at or below 80% of the median household income, as defined by HUD), which is part of the CHDO’s targeted service area. My census tract is _____ (census tract number). <b>The Census tract data must accompany this certification;</b> OR</p> <p><input type="checkbox"/> I am an elected representative of _____ (name of low income neighborhood organization) located within _____ (name of neighborhood and city) which is part of the CHDO’s targeted service area. <b>A signed resolution or signed minutes and election roster from the neighborhood organization naming the individual as its representative on the CHDO’s board of directors must be provided.</b></p> <p>AND</p> <p><input type="checkbox"/> Further, I am <u>not</u> a public official, employee, or appointee of a governmental entity. (<i>Note: Board members who are public officials/governmental employees may not be counted as a Low Income Representatives for purposes of CHDO qualification.</i>)</p>								
<b>2020 HOME Low Income Limits for Durham-Chapel-Hill</b>								
<b>Household size</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>Low Income Limit (80%)</b>	\$50,900	\$58,200	\$65,450	\$72,700	\$78,550	\$84,350	\$90,150	\$96,000
<p><b><i>Certification:</i></b> I hereby certify that the above is true and correct as of the date of my signature below. If my status as a Low Income Representative changes at any time during my tenure on the board, I will immediately notify the board chair and executive director in writing and update my certification.</p>								
<i>Signature:</i>						<i>Date:</i>		
<i>Printed Name:</i>								