

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE
FEDERAL PROGRAMS BRANCH
HOME INVESTMENT PARTNERSHIPS PROGRAM**

1800 Third Street, Suite 390-3
P.O. Box 952054
Sacramento, CA 94252-2054
(916) 322-0356
FAX (916) 322-2904



APPLICATION

**FOR CERTIFICATION AS A
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
(CHDO)**

APPLICATION FOR STATE COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) CERTIFICATION

Introduction

The National Affordable Housing Act of 1990 (the Act) created the HOME Investment Partnerships Program (HOME). The Act's objectives include promoting partnerships between states, local governments, and nonprofit organizations and increasing the capacity of nonprofit organizations to develop and manage affordable housing.

To help achieve these objectives, the Act requires that participating jurisdictions (PJs) set-aside at least 15 percent of their HOME funds for housing that is developed, owned, or sponsored by Community Housing Development Organizations (CHDOs). CHDOs are a specific type of nonprofit organization defined in the HOME Final Rule (24 CFR Part 92).

The California Department of Housing and Community Development (HCD) has also issued regulations regarding the State HOME Investment Partnership Act Program. These regulations can be found in Title 25 of the California Code of Regulations, Division 1, Chapter 7, Sub-Chapter 17 (State Regulations).

CHDO Definition

A CHDO is a private, nonprofit, community-based service organization whose primary purpose is to provide and develop decent, affordable housing for the community it serves. CHDOs receive certification from a PJ indicating that they meet certain HOME requirements and are eligible for HOME funding. HCD is the PJ that certifies CHDOs in geographic areas in California that are not served by local PJs.

The federal HOME definition of a CHDO is found at 24 CFR 92.2. The State HOME definition is found in Section 8204.1 of the California Code of Regulations. In general, the CHDO definition focuses on the legal status of the organization, its capacity and experience, the organizational structure, and the relationship of the CHDO to other governmental and non-governmental entities. The attached CHDO Applicant Checklist outlines these criteria in detail.

CHDO Set-aside

At least 15 percent of the state's HOME allocation must be invested in housing, in which the CHDO will be the sole project developer, sole owner or sole general partner. Other nonprofit organizations not meeting CHDO requirements can receive HOME funding for projects, but these projects cannot be funded under the state's CHDO set-aside, rather they must apply through a State Recipient. CHDOs can also receive HOME funding through a State Recipient of the funds, but these HOME awards also do not count toward the CHDO set-aside.

Application for CHDO Certification

Only certain types of activities are eligible under the state's CHDO set-aside. Current eligible CHDO set-aside activities are described in each Notice of Funding Availability (NOFA) that is issued by HCD. It is important to note that eligible project and program activities may vary from NOFA-to-NOFA. Additionally, aggregate set-aside funding levels and limitations on award amounts to individual CHDOs may also vary in each NOFA. Consequently, applicants for funding should refer to the applicable NOFA for specific rules, requirements and processes.

CHDO Roles

To access CHDO set-aside funding, a certified CHDO must serve as the sole project developer, sole owner or sole general partner of a HOME-eligible project. A CHDO may serve in one of these roles or it may undertake projects in which it combines roles.

Process for State CHDO Certification

To apply for state CHDO certification, complete the attached CHDO Applicant Submission Checklist and include the required Exhibits and Attachments. Submit the completed application to HCD as directed on the first page of the CHDO Applicant Submission Checklist. After review, HCD staff will notify the CHDO of any deficiencies or issue the certification.

HCD will provide the applicant with written notice within 15 business days of receipt of an application for CHDO certification, indicating whether the application is adequate or incomplete and, if incomplete, what specific information is required for it to be considered complete. If additional information is required, HCD will condition that it be received within 30 days. Within 45 business days of receiving all of the documentation requested, HCD will provide the applicant with either written notice of certification identifying the geographic area for which the CHDO is being certified or written notice indicating why the CHDO application is being denied. Time is of the essence in the submittal and review process because some required documentation in the application is time-sensitive and will need to be resubmitted if it becomes aged.

In order to be considered for certification (or recertification) prior to the NOFA deadline, a CHDO applicant must submit its CHDO application no later than 60 days prior to the NOFA application deadline. Applicants that are not certified by the final filing date published in a particular NOFA will not be considered eligible to apply for funding as a CHDO during that funding cycle.

HCD maintains a list of state-certified CHDOs on its website. Every three years, CHDOs will be responsible for certifying their status by providing a new application for CHDO certification. If a CHDO fails to submit the required CHDO certification application to HCD by the end of the three-year certification, the CHDO will lose its certification.

At the time of application for certification and, again, at the time of application for funding under a NOFA, CHDO applicants will be required to demonstrate that they are not debarred or suspended from participation in federal programs. Additionally, they will be required to resolve any audit findings for prior HCD or federally funded housing projects or programs to the satisfaction of HCD.

HCD staff members are available on an on-going basis to provide CHDOs with technical assistance in structuring HOME project proposals or funding applications as well as to assist CHDOs in project

Application for CHDO Certification

implementation and administration once funded. Please refer to the contact persons for each particular NOFA for this assistance.

Application for CHDO Certification

A list of the required exhibits for the CHDO Certification Application is immediately attached. Also included are various attachments that are required as part of the exhibit requirements. Please read and review the criteria to develop a complete application.

Applications must be typewritten or computer generated on 8 1/5" X 11" pages. Please package the documents in a labeled 3-ring binder with the completed CHDO Applicant Checklist as the cover page with all applicable exhibits (and their accompanying attachments) in sequential order. Please use tab dividers to identify each exhibit. All pages must be numbered.

Once completed, the application package can be forwarded by mail or can be scanned and emailed per delivery instructions on the first page of the CHDO Applicant Checklist (page 8 of this document).

Questions regarding the CHDO Certification Application can be directed to the HCD contact person on the attached CHDO Application Submission Checklist.

REQUIRED EXHIBITS

Applicant must address each of the following as an Exhibit to this application. Exhibit numbers should be clearly labeled in the application submission.

Exhibit 1 – Current IRS Exemption Ruling

Attach documentation that the nonprofit organization 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. If organization is a subordinate organization under Section 905, provide a tax exemption ruling, including documentation of the superior organization's group 501(C)(3) tax exemption. The applicant organization must submit a tax exemption letter dated no more than 12 months prior to the date of the application for CHDO certification.

Exhibit 2 – Articles of Incorporation

Attach a copy of the Articles of Incorporation and, if any, amendments.

Exhibit 3 – By-Laws

Attach a copy of the By-Laws. *(Highlight sections that correspond to requirements, below.)*

By-laws must include the governing board composition, the fulfillment and maintenance of the one-third representation requirement contained in 24CFR Section 92.2, a description of the manner in which board members are selected, evidence that the purposes of the organization comply with 24 CFR Section 92.2, the geographic areas served by the organization, and relationships to for-profit individuals or entities, if any, as they relate to the governance of the corporation.

By-Laws must include a statement that no part of its net earnings inures to the benefit of any member, founder, contributor, or individual.

By-Laws must also include the following:

- No more than one-third of the board may be representatives (officials or employees) of the public sector, including any employees of the participating jurisdiction.
- At least one-third of the board must be representatives (a resident, or elected or appointed) of the low-income community served by the nonprofit.
- If the nonprofit is sponsored by a for-profit entity, the for-profit may not appoint the remaining two-thirds of the board members.
- Local governments may not appoint more than one-third of the board, and the board members appointed by the local government may not appoint the remaining two-thirds of the board members.

Application for CHDO Certification

By-Laws must identify the specific portion of eligible geographic areas that may be served by the organization. Eligible areas served must be within cities or counties which have **not** been designated as participating jurisdictions by HUD for HOME funding. Refer to the HCD website for a list of the eligible State HOME jurisdictions (HOME NOFA Appendix A).

By-Laws should include organization's plan to solicit advice from low-income program beneficiaries in all decisions regarding the design, siting, development, and management of affordable housing projects. If not clearly stated in By-Laws, then submit a Plan for Solicitation of Advice from Tenants and Low-Income Beneficiaries as Exhibit 7. (Refer to Exhibit 7 for more specifics.)

Exhibit 4– Purpose Resolution

If not clearly documented in Exhibits 2 or 3 attach a resolution from the organizations board stating that, among its purposes, the organization has the provision of decent housing that is affordable to low- and moderate-income people.

Exhibit 5 – Franchise Tax Letter of Good Standing

Attach a current copy of a letter from the California Franchise Tax Board, stating that the organization is in good standing. The letter must be dated no more than 12 months prior to the date of the application for certification.

Exhibit 6 – Certificate of Status of Domestic Corporation

Attach a Certificate of Status of Domestic Corporation from the California Secretary of State that is dated no more than 12 months prior to the date of application for certification.

Exhibit 7 – Description of Formal Process to Solicit Advice from Low-Income Beneficiaries

Attach organization's description of formal process to solicit advice from low-income program beneficiaries in all decisions regarding the design, siting, development, and management of affordable housing projects, if not clearly identified in Exhibit 3. Evidence of compliance for this section must include:

- Formal statement of plan in By-Laws or in a Board Resolution.
- A written statement of operating procedures approved by the organization's Board, which describes the formal "low-income community input" process, including copies of minutes from one or more meetings or other appropriate evidence documenting efforts to gather input from intended project or program beneficiaries and low-income residents of the community. (Note: Input from the low-income community is not met solely by having low-income community representatives on the organization's board of directors).

Exhibit 8 –Tenant Participation Plan, Proposed Lease Agreement, and Proposed Grievance Procedures: (Not applicable if seeking CHDO certification only for homeownership activities.)

- Attach plan for tenant participation in management decisions for rental projects.
- Attach proposed lease agreement pursuant to 24 CFR Section 92.253.

- Attach proposed grievance procedures pursuant to 24 CFR Section 92.303.

Exhibit 9 – Corporation Financial Statement

Attach corporation's financial statement that is dated no more than 12 months prior to the date of the application for certification.

Exhibit 10 – Financial Accountability Standards

Complete and notarize Attachment 10.1, which is a certification by the organization's President or Chief Financial Officer that the organization's financial accountability standards conform to the requirements detailed in 24 CFR 84.21, "Standards for Financial Management Systems" and are in compliance with the submittal requirements of OMB A-133, Single Audit Report.

Exhibit 11 – Capacity of Organization

In addition, attach the following to demonstrate that the organization has capacity to carry out the anticipated HOME-assisted activities:

- Statements and resumes from key staff members describing their experience on successfully completed projects similar to the proposed HOME activities.
- Contract(s) with consulting firms, individuals or out-sourcing organizations that have relevant experience with similar projects to help plan and develop proposed projects as well as train the organization key staff.
- Complete Attachments 11.1, 11.2, 11.3, and 11.4.

Exhibit 12 – History of Serving the Community

- Complete Attachment 12.1.

Exhibit 13 – Geographic Area Served

To be eligible areas for State CHDO certification, areas served must be within cities or counties which have **not** been designated as participating jurisdictions by HUD, or included as part of an urban county for HOME funding. To include a county as part of the service area, Applicant must have provided a housing-related service to within that county for at least one year. Refer to the HCD website; HOME NOFA Appendix A.

Attach the following:

- The sections of Articles of Incorporation, By-Laws, and/or Board Resolution identifying the specific eligible geographic areas served by the organization, evidencing compliance with Section 8204.1(b)(12).
- A list of specific counties for which organization is seeking CHDO certification.
- A map of eligible areas to be served by CHDO, which evidences compliance with Section 8204.1(b)(12). (Eligible areas cannot include areas served by local participating jurisdictions. Refer to the HCD website; HOME NOFA Appendix A.)
- Complete Attachment 13.1.
- Complete Attachment 13.2.

Exhibit 14 – Business Plan

Attach a copy of the organization's business or strategic plan adopted by the Board if any of the following applies to the organization:

1. This is the first certification request with the State HOME Program.
2. There has been 5 years or more since the last certification has expired.
3. The organization has been incorporated less than 10 years.

The business plan shall include:

- a. Descriptions of the organization's background, purpose, and who, what, where, when and how the organization plans to operate.
- b. A market evaluation and strategy including customers, geographical area, competition, and environment in which the organization plans to operate.
- c. An organizational plan covering the organization's structure, status, staffing plan, policies and procedures for delivery of program, management controls, physical space and equipment needs.
- d. A financial plan detailing projected capital budgets for equipment, construction, development projects or for loan funds; start-up and cash flow; and
- e. A risk analysis of potential financial, political, regulatory, unknown and crucial threats.

Exhibit 15 – Federal List of Excluded, Debarred, or Suspended Contractors

- Provide copy of supporting print-out dated no more than 60 days prior to the date of the application, substantiating that organization is not on the federal list of excluded, debarred, or suspended contractors. Supporting documentation is accessed at <https://www.sam.gov/portal/public/SAM/>
- Attach the self-certification, which can be accessed at <http://www.hcd.ca.gov/fa/home/manual/04/>. Select D04. Appendix IV-B and complete the on-line form. This must be signed by organization's chief executive.

Exhibit 16 – Board Member Certifications

Attach a completed Certification form (see Attachment 16.1) from each board member.

Exhibit 17 – Board Status and Compliance

Provide a list of the organization's board of directors using the provided Certification of Board Status form (Attachment 17.1) and complete the Board Compliance Certification (see Attachment 17.2).

Exhibit 18 – Relationship with For-Profit Entities

If the organization is sponsored or organized by a for-profit entity, or has a for-profit parent company, attach a copy of the for-profit organization's By-Laws.

CHDO APPLICANT SUBMISSION CHECKLIST

Mail (or scan) this checklist, completed application, and required documentation to:

Lark McNeill, HOME Program Representative
HOME CHDO Projects
Department of Housing and Community Development
1800 Third Street, MS 390-3
P.O. Box 95252-2054
Sacramento, CA 95252-2054

If you have questions:
Phone: 916-322-7546
Fax: 916-322-2904
Email: lmcneill@hcd.ca.gov (Address for sending scanned application.)
Website: [HOME Program CHDO Certification/Recertification](#)

Applicant to Complete

FOR HCD USE ONLY
Date Received: _____
Certification Date: _____

APPLICANT
(organization name):

SSN/TIN/EIN:

Chief Executive (name):
Title:

Address (physical):
Address (PO Box):
City/State/Zip

Phone:
Fax:
Email:

Website:

Primary Contact for Applicant:
Title:

Contact Address
(if different than above):

Contact Phone:
Contact Fax:
Contact Email:

CHECKLIST OF ITEMS INCLUDED

(Please check each item submitted in application package)

- Exhibit 1 – Current IRS Exemption Ruling
- Exhibit 2 – Articles of Incorporation
- Exhibit 3 – By-Laws
- Exhibit 4 – Purpose Resolution
 - Not included because already clearly documented in Exhibits 1 or 2
- Exhibit 5 – Franchise Tax Letter of Good Standing
- Exhibit 6 – Certificate of Status of Domestic Corporation
- Exhibit 7 – Description of Formal Process to Solicit Advice from Low-Income Beneficiaries
 - Specific Board Resolution or section of By-Laws
 - Board-Approved statement of operating procedures
- Exhibit 8 – Plan Describing Tenant Participation
 - Tenant Participant Plan
 - Proposed Lease Agreement
 - Proposed Grievance Procedures
 - Not Applicable – Seeking CHDO Certification only for Homeownership Activities
- Exhibit 9 – Corporation Financial Statement
- Exhibit 10 – Financial Accountability Standards
 - Attachment 10.1, Affidavit of Standards for Financial Management Systems
- Exhibit 11 – Capacity of Organization
 - Statements and resumes from key staff
 - Contracts and out-sourcing of experience and training
 - Attachment 11.1, Organization Staffing Plan
 - Attachment 11.2, Staff Core Competencies
 - Attachment 11.3, Staff Training Plan
 - Not applicable; no training required
 - Attachment 11.4, Audit Findings
- Exhibit 12 – Experience of Organization
 - Attachment 12.1, History of Serving the Community

Application for CHDO Certification

- Exhibit 13 – Geographic Area Served
 - Specific section(s) of Articles, By-Laws, and/or Board Resolution
 - Specific counties for which organization is seeking CHDO certification
 - Map of eligible areas
 - Attachment 13.1, Prior Certification of CHDO Status
 - Attachment 13.2, CHDO Subsidiaries and Affiliates

- Exhibit 14 - Business Plan
 - Business Plan required if this is 1st certification request, 5+ years have elapsed since certification expired, or organization has been incorporated less than 10 years
 - Description of organization
 - Market evaluation and strategy
 - Organization plan
 - Financial plan
 - Risk analysis
 - Not submitted, because none of the 3 reasons, above, to include business plan apply

- Exhibit 15 – Federal List of Excluded, Debarred, or Suspended Contractors
 - Supporting print-out(s) as result of accessing <https://www.sam.gov/portal/public/SAM/>
 - Self-certification signed by chief executive that not on federal list (<http://www.hcd.ca.gov/fa/home/manual/04/>, select D04. Appendix IV-B)

- Exhibit 16 – Board Member Certifications
 - Exhibit 16.1, Board Member Certification (for each Board member)

- Exhibit 17 – Board Status and Compliance
 - Attachment 17.1, Certification of Board Status
 - Attachment 17.2, CHDO Board Compliance Certification

- Exhibit 18 – Relationship with For-Profit Entities
 - Not applicable if organization not sponsored/organized by for-profit organization, nor has for-profit parent company

Attachment 10.1

Affidavit of Standards for Financial Management Systems

APPLICANT (exact legal name of organization):

Applicant certifies that the following statements are true:

1. Signor is the President and/or Chief Financial Officer of the organization that is applying for certification as a CHDO and is authorized to make this affidavit on behalf of the organization.
2. The organization's financial management systems conform to the financial accountability standards set forth in 24 CFR 84.21, by providing for and incorporating the following:
 - a. Accurate, current and complete disclosure of the financial results of each federally-sponsored project or program;
 - b. Records that identify adequately the source and application of funds for federally-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest;
 - c. Effective control over and accountability for all funds, property and other assets; adequate safeguards of all such assets shall be adopted to assure that all assets are used solely for authorized purposes;
 - d. Comparison of outlays with budget amounts for each award;
 - e. Written procedures to minimize the time elapsing between the receipt of funds and the issuance or redemption of checks for program purposes by the organization;
 - f. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions Federal cost principles (Circular A-122) and the terms and conditions of an award;
 - g. Accounting records, including cost accounting records, that are supported by source documentation.

Signature: _____

Print Name:

Title:

Date:

Attachment 11.2

Staff Core Competencies

In order to ensure compliance with State Regulation 8204.1(d)(2), indicate the core competencies for each staff member by marking the appropriate competencies with an "x". "Core competencies" means the particular knowledge, skill, and ability to perform listed items. Applicant must have full-time W-2 and/or 1099 Independent Contractors who meet the core competencies listed below. [Note: Prior to project funding, the CHDO will be evaluated as to whether their current staff has experience developing projects of the same size, scope and level of complexity.]*

	Staff Name and Title	Staff Name and Title	Staff Name and Title
Core Competencies:			
A. Conduct market/needs analyses and conceptual project design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Choose and negotiate purchase of a suitable site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Select and work with architects and other consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Understand and comply with local planning, zoning and building requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Create a development pro forma and operating budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Set rents or sales prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Identify financing sources and apply for financing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Comply with other lender requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Deal with community concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Comply with CEQA and NEPA requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Choose and work with construction contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Manage the construction process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Choose and work with a management agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Successfully market a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Comply with HOME program requirements, construction close-out and long-term obligations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*The IRS provides guidance for identifying types of employees at:
<http://www.irs.gov/businesses/small/article/0,,id=99921.00.html>

Attachment 11.3

Staff Training Plan

*If applicant has executed contract with a consultant experienced in housing development to train the applicant's staff in the core housing development competencies, please provide a copy of an executed contract with a consultant experienced in housing development to train **each staff member** in the core housing development competencies listed below. If applicant has not executed a contract for staff training, mark this document as "not applicable". [Note: Prior to project funding, the CHDO will be evaluated as to whether their current staff has experience developing projects of the same size, scope and level of complexity, i.e., staff will need to have received training and gained appropriate experience prior to the time of project funding.]*

Per State Regulation 8204.1(d)(3), the contract shall include a training timetable requiring the training to commence not later than six months of the date of certification or recertification and requiring the training to be completed not later than two years from the date of certification or recertification, and which shall identify the names and titles of persons being trained and the specific core competencies in which they are being trained.

*In order to ensure compliance with State Regulation 8204.1(d)(2), indicate the core competencies **for each staff member** to be trained by marking the appropriate competencies for which they will receive training by which date they will receive the training. "Core competencies" means the particular knowledge, skill, and ability to perform listed items. A CHDO certified with a staff training plan must submit a status report on the progress of such training on the first and second anniversaries of its certification.*

	Staff Name and Title	Staff Name and Title	Staff Name and Title
Core Competencies:			
A. Conduct market/needs analyses and conceptual project design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Choose and negotiate purchase of a suitable site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Select and work with architects and other consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Understand and comply with local planning, zoning and building requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Create a development pro forma and operating budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Set rents or sales prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Identify financing sources and apply for financing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Comply with other lender requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Deal with community concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Comply with CEQA and NEPA requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Choose and work with construction contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Manage the construction process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Choose and work with a management agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Successfully market a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Comply with HOME program requirements, construction close-out and long-term obligations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 12.1

History of Serving the Community

Incorporate the organization's history (or its parent organization's history) of serving the geographic area for which CHDO certification is sought by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing housing stock, or managing housing stock. If organization is newly created, include in the statement how the organization's parent organization has at least one year of experience in serving the community. Include type of housing or service, population served, financing sources, and any on-going involvement). Specifically identify under "Location" column all projects or services that are in the immediate geographic area for which CHDO certification is being sought.

The organization or its parent organization must be able to show one at least one year of serving the community for which the organization is seeking CHDO certification pursuant to 8204.1(e). Parent organization experience counts for this purpose only if the proposed CHDO has been in existence for less than a year. Solely engaging in predevelopment activities for a housing project shall not satisfy the requirement.

Describe Completed Development or Services Provided	Type of Development and Type of Financing	Duration of Project or Service	Serves Tenants (T) or Homeowners (H)	Location (Community, County) and Population Served <small>** Identifies projects/services in geographic area for which CHDO certification is sought</small>

Attachment 13.1

Prior Certification of CHDO Status

Title 25 of the California Code of Regulations, Section 8204.1(j) states: "A CHDO that serves a county in which there is no other CHDO, and that has not applied for State HOME funds during any six consecutive years of certification and that has not developed, owned or sponsored housing during that six year period, shall be deemed ineligible for certification for three years from the end of the sixth year of certification. Any other CHDO that has not applied for State HOME funds during a three-year certification period shall be deemed ineligible for certification for three years from the end of the three-year certification period, unless that CHDO has developed, owned or sponsored housing within the past three years."

1. Has applicant received prior CHDO Certification? Yes No

If "yes", provide date of most recent certification:

(If "no", do not complete remainder of form. Applicant is eligible to apply for CHDO status. If "yes", continue with 2, below.)

2. List county/counties in the CHDO's State-certified service area:

3. Is CHDO the only CHDO serving any particular county? * Yes No

Identify county/counties in which CHDO is the only CHDO (if applicable):

- a. If "yes" to 3., above, has CHDO applied for State HOME funds during any 6 most recent consecutive years of its CHDO certification **AND** developed, owned or sponsored housing during that 6 year period? Yes No

If "yes", list date(s) CHDO applied for State HOME funds and list housing developed, owned or sponsored during that six year period:

Application date(s):

Housing developed, owned or sponsored:

(If "yes" to 3.a., CHDO is eligible to apply for CHDO certification. Do not complete remainder of form.)

(If "no" to 3.a., CHDO is ineligible to apply for CHDO certification for 3 years from the end of the 6th year of CHDO certification. Do not complete remainder of form.)

- b. If "no" to 3., above, has CHDO applied for State HOME funds during any 3 most recent consecutive years of its CHDO certification OR developed, owned or sponsored housing during that 3 year period? Yes No

If "yes, list dates(s) CHDO applied for State HOME funds and list housing that was developed, owned or sponsored during that 3 year period:

Application date(s):

Housing developed, owned or sponsored:

(If "yes" to 3.b., CHDO is eligible to apply for CHDO certification.)

(If "no" to 3.b., CHDO is ineligible to apply for CHDO certification for 3 years from the end of the 3rd year of CHDO certification.)

* Refer to <http://www.hcd.ca.gov/fa/home/CertifiedCHDOListWebsite.pdf> for a list of certified CHDOs, expiration of CHDO certification, and counties CHDO is certified to serve.

CHDO Subsidiaries and Affiliates

Title 25 of the California Code of Regulations, Section 8204.1(f) states:

"A nonprofit corporation created, formed, or under the control of another State certified CHDO and that proposes to serve the same community as the existing CHDO shall not be eligible to apply for the CHDO certification. In addition, a non-CHDO, non-profit parent organization may not have more than one subsidiary or affiliate that is certified as a CHDO by the State."

1. Was applicant created or formed by, or is it under the control of, another State certified CHDO? Yes No

If "yes":

Name of the State certified CHDO:

Counties served by CHDO:

Counties served by Applicant:

2. Is applicant a subsidiary or affiliate of a non-profit, non-CHDO parent organization?
Yes No

If "yes", does parent organization have a subsidiary or affiliate other than the applicant that is certified as a CHDO? Yes No

If "yes", name of subsidiary or affiliate:

Application for CHDO Certification

Attachment 16.1

Board Member Certification

There are four specific requirements related to an applicant organization's board which must be evidenced in the organization's by-laws, charter, or articles of incorporation. These are:

1. No more than one-third of the board may be representatives of the public sector, including any employees of the participating jurisdiction.
2. At least one-third of the board must be representatives of the low-income community served by the CHDO.
3. If a CHDO is sponsored by a for-profit entity, the for-profit may not appoint more than one-third of the board. The board members appointed by the for-profit may not appoint the remaining two-thirds of the board members.
4. States or local governments who charter CHDOs may not appoint more than one-third of the board, and the board members appointed by the state or local government may not appoint the remaining two-thirds of the board members.

Part A: Public Official Representation

For the purposes of 24 CFR Part 92, a "public official" is defined as any person serving in any of the following capacities (check all that are applicable):

- An elected official such as but not limited to a city council member, county supervisor, state legislator, or school board representative.
- An appointed public official such as members of a planning or zoning commission or of any other regulatory and/or advisory commissions appointed by a public official.
- A public employee such as any employee of the city, county, or state of California.
- A person appointed by a public official to serve on the CHDO board.

Check one of the following:

- By signing and dating this statement, I hereby certify that I **do** serve in one of the "public official" capacities previously stated (you must check at least one line above). End of certification. Sign below.
- By signing and dating this statement, I hereby certify that I **do not** serve in any of the "public official" capacities previously stated. Proceed to Part B.

Part B: Low-Income Representation

For the purposes of 24 CFR Part 92, a person who does not serve as a "public official" in any elected or appointed capacity and who meets any of the following characteristics is recognized as representing the low-income community. By signing and dating this statement, I hereby certify that (check one):

- I am a low-income resident of _____, a community in the CHDO's geographic service area.
(To qualify under this criterion, the board member must be a low-income resident of a community in the CHDO's service area. "Low-income" is defined as having a gross annual household income at or below 80 percent of the area median, as defined by HUD.)
- I am a resident of a low-income neighborhood in _____, a community in the CHDO's service area.
(To qualify under this criterion, the board member must live in a low-income neighborhood where 51 percent or more of the residents are low-income. The board member does not have to be low-income.)
- I am an elected representative of _____, a low-income neighborhood organization within _____, a community in the CHDO's service area.

(To qualify under this criterion, the person must be elected by a low-income neighborhood organization to serve on the CHDO Board. The organization must be composed primarily of residents of a low-income neighborhood and its primary purpose must be to serve the interest of the neighborhood residents. Such organizations might include block groups, neighborhood associations, and neighborhood watch groups. The group must be a neighborhood organization and may not be the CHDO itself. If the board member is representing a low-income neighborhood organization, please attach a copy of the signed resolution from the neighborhood organization naming the individual as its representative on the CHDO Board.)

I further certify that I am a current member in good standing of the CHDO's governing board.

(Signature)

(Date)

(Printed Name)

Application for CHDO Certification

Attachment 17.1

Certification of Board Status

Please list each Board member by name, then place a check indicating the representation that member brings to the Board. Please list only current or approved Board members. Do not list prospective Board members who have not been approved to join the Board. Use as many pages as necessary to include all Board members.

Board Member's Name, Residential Address, Telephone, Email, Employer, and Employer City	Low-Income Community (Appointed or Elected from Community)	Public Institution (Public Official or Employee)	For-Profit (Appointed by For-Profit)	Appointed by Public Board Member	Appointed by For-Profit Board Member	Board Appointment Date/Term
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that the above listing of current, participating Board members is accurate.

Board Chairperson Signature

Date

Application for CHDO Certification

Attachment 17.1(Continued)

Certification of Board Status

Please list each Board member by name, then place a check indicating the representation that member brings to the Board. Please list only current or approved Board members. Do not list prospective Board members who have not been approved to join the Board. Use as many pages as necessary to include all Board members.

Board Member's Name, Residential Address, Telephone, Email, Employer, and Employer City	Low-Income Community (Appointed or Elected from Community)	Public Institution (Public Official or Employee)	For-Profit (Appointed by For-Profit)	Appointed by Public Board Member	Appointed by For-Profit Board Member	Board Appointment Date/Term
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that the above listing of current, participating Board members is accurate.

Board Chairperson Signature

Date

Attachment 17.2

CHDO Board Compliance Certification

I, _____, (Chairperson of the Board) certify that _____ (the CHDO) will at all times maintain at least one-third of the membership of the Board of Directors for: 1) residents of the CHDO's geographic service area who are low-income; 2) residents of the CHDO's geographic service area who live in a low-income neighborhood; or 3) representatives elected by a low-income neighborhood organization as evidenced by some action by the low-income neighborhood organization's governing body.

I further certify that the Board of Directors regarding the investment of HOME funds shall take no action without one-third low-income representation on the Board.

I further certify that no more than one-third of the Board membership shall be public officials, including elected officials, appointed public officials, public employees, and board members appointed by a public official.

I further certify that a State or local government has not appointed more than one-third of the Board membership and that Board members appointed by a State or local government have not appointed the remaining two-thirds of the Board members.

I further certify that, if my organization is sponsored or created by a for-profit entity, (a) the for-profit entity has not appointed more than one-third of the membership of the Board membership and that Board members appointed by a for-profit entity have not appointed the remaining two-thirds of the Board members and (b) the for-profit entity is not an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.

I further certify that the CHDO is free to contract for goods and services from vendors of its own choosing.

This certification approval is evidenced by a resolution adopted by the Board of Directors, dated and signed by the Chairperson of the Board.

Board Chairperson Signature

Date