

CHDO QUALIFICATIONS CHECKLIST

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, Section 92.2 of the HOME Investment Partnerships Program Final Rule. The non-profit applicant has met all criteria and submitted all documents referred to herein to be designated as a CHDO and qualifies for this funding. The City keeps all application material on file in compliance with Federal regulations.

I. LEGAL STATUS

A. The private non-profit organization is organized under State or local laws, as evidenced by:

- ☐ A charter, OR
- ☐ Articles of incorporation, AND
- ☐ Most recent registration with the Ohio Secretary of State

B. No part of its net earnings inures to the benefit of any member, founder, contributor, or individual, as evidenced by:

- ☐ A notarized statement by the organization

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

- ☐ A 501(c)(3) or (4) certificate from the IRS, AND
- ☐ Most recent IRS Form 990.

D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organizations:

- ☐ charter,
- ☐ articles of incorporation,
- ☐ by-laws, OR
- ☐ Resolution

II. CAPACITY

A. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems", as evidenced by:

- ☐ a notarized statement by the president or chief financial officer of the organization, And
- ☐ a certification from a Certified Public Accountant

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

- ☐ resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR
- ☐ contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.

C. Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:

- ☐ a statement that documents at least one year of experience in serving the community, OR

_____ for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

III. ORGANIZATIONAL STRUCTURE

A. Low Income Representation. At least 1/3 of the organization's Board must be representatives of a low-income community served by the CHDO. The CHDO is required to certify the status of low-income representatives. There are three methods to meet the HOME requirement that stipulates 1/3 of the organization's board be representatives of a low-income community served by the CHDO. If a potential board member fits one of the following descriptions, then they count towards fulfilling this requirement:

The board member lives in a low-income neighborhood where 51% or more of the residents are low-income. This board member represented as a resident does not have to be low-income. Neighborhood means a geographic location designated in comprehensive plans, ordinances, or other local documents as a neighborhood, planning district, or similar geographical designation that is within the boundary but does not encompass the entire corporate limits of the City of Hollywood.

The person is a low-income resident of the community. In order to qualify under this standard, the board member must be a low-income (80% or less of area median family income) resident of a community that the CHDO is certified to serve.

The person was elected by a low-income neighborhood organization to represent the neighborhood on the CHDO board. The neighborhood organization must be composed primarily of residents of the low-income neighborhood and its primary purpose must be to serve the interests of the neighborhood residents. Such organizations might include block clubs, neighborhood associations, and neighborhood watch groups. The group must be a neighborhood organization and it may not be the CHDO itself. If the board member is qualifying under this criterion, the individual must submit a copy of a signed resolution from the neighborhood organization naming the individual as their representative on the CHDO.

The CHDO meets the requirement that at least 1/3 of the organization's Board must be representatives of a low-income community served by the CHDO, as evidenced by:

- _____ By-Laws,
- _____ Charter, OR
- _____ Articles of Incorporation, AND
- _____ A matrix of board members and their representation roles approved by the governing body.

B. Provides a formal 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. The process must be described in writing and may be documented in the:

- _____ Organization's by-laws,
- _____ Resolutions, OR
- _____ A written statement of operating procedures approved by the governing body.

C. A CHDO may be chartered by a State or local government, but the following restrictions apply:

(1) The State or local government may not have the right to appoint more than one-third of the membership of the organization's governing body; and

(2) No more than one-third of the governing board members may be public officials or employees of the State or the City of Dayton; and

(3) The board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; as evidenced by the CHDO's:

_____ By-laws,

_____ Charter, OR

_____ Articles of incorporation

D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

_____ By-laws,

_____ Charter, OR

_____ Articles of Incorporation

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:

_____ The organization's by-laws, OR

_____ A memorandum of understanding (MOU).

B. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however:

(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced:

_____ In the for-profit organization's By-laws, AND

(2) The CHDO is free to contract for goods and services from vendors of its own choosing, as evidenced in the CHDO's:

_____ By-laws,

_____ Charter, OR

_____ Articles of Incorporation

Liberia Economic and Social Development Inc. has met the requirements and all criteria and submitted all documents referred to herein to be designated as a CHDO and qualifies for this funding.

Clay Milan, Manager
Community Development Division

Date: _____

Wazir Ishmael, City Manager
City of Hollywood

Date: _____