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DIVISION OF FEDERAL FINANCIAL ASSISTANCE
HOUSING BRANCH
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
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**NOFA APPENDIX B -
COMMUNITY HOUSING
DEVELOPMENT ORGANIZATION
(CHDO)
APPLICATION FOR CERTIFICATION**

APPLICATION FOR STATE COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) CHECKLIST AND CERTIFICATION

Introduction

The National Affordable Housing Act of 1990 (the Act) created the HOME Investment Partnerships Program (HOME). The Act is designed to promote partnerships between states, local governments, and nonprofit organizations and increase the ability of nonprofit organizations to develop and manage affordable housing.

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 as defined at 24 CFR Part 92 section 92.2, (the “Final Rule”).

In 2013 the HOME Final Rule changed the definitions of “Owner,” “Developer,” and “Sponsor” as they apply to CHDOs and effective project control (see Section II.A.2 of the HOME 2024 NOFA). The Final Rule also requires that CHDOs demonstrate experience and capacity to carry out the obligations of each role that the CHDO will perform.

In addition to the Final Rule, the state HOME Program is governed by state HOME regulations, found in Title 25 of the California Code of Regulations (“25 CCR”), Division 1, Chapter 7, Sub-Chapter 17 (the “State Regulations”).

Certification is not a guarantee that a NOFA application will receive funding.

CHDO Definition

A CHDO is a private, nonprofit, community-based service organization which has among its purposes the provision of decent housing that is affordable to low- and moderate-income people. The CHDO must meet the requirements set forth in 24 CFR section 92.2 and be certified by the California Department of Housing and Community Development (the “Department”)

CHDO Roles

Funding under the 15 percent CHDO set-aside offer through the NOFA is available for state certified CHDOs who meet the certification requirements for their proposed project and are investing in housing developed, sponsored, and/or owned by the CHDO:

Owner

The CHDO is required to own (in fee simple absolute or long-term ground lease) the HOME project during development and throughout the period of affordability. As owner, the CHDO is required to oversee all aspects of the development process. When a CHDO lacks developer capacity, the CHDO may own the project and hire a qualified project manager or contract

with a development contractor to oversee all aspects of development. This option is available to CHDOs having experience and capacity to own and operate affordable rental housing but lack the experience or capacity to develop the project. This option is NOT available for projects owned by a partnership entity (see Sponsor).

Developer

The CHDO may act as developer if the CHDO owns (in fee simple absolute or long-term ground lease) the HOME project. As a developer, the CHDO must be solely responsible for the entire development process to include obtaining local zoning and all applicable permits and approvals, securing financing, selecting contractors, overseeing work progress and determining reasonableness of costs. The CHDO must own the project during development and for multi-family rental projects, throughout the period of affordability. This option is NOT available for project owned by a partnership entity (see Sponsor).

Prior to publication of the 2013 HOME Program federal regulations (“Final Rule”) at 24 CFR Part 92, CHDOs were allowed to act as developer in projects where the CHDO had no long-term ownership interest if the CHDO had a contractual relationship with the project owner (i.e. a Development Services Agreement) to develop the project. This option is no longer available.

Sponsor

The Final Rule provides two definitions of “Sponsor” of HOME-assisted rental housing:

1. A CHDO “sponsors” a project when the property is “owned” or “developed” by:
 - a. An affiliated subsidiary of the CHDO, which is wholly owned by the CHDO;
 - b. A limited partnership in which the CHDO or its wholly owned affiliated subsidiary is the sole general partner; or
 - c. A limited liability company in which the CHDO or its wholly owned affiliated subsidiary is the sole managing member.

Note: 1(b) is the most commonly-used definition for tax credit projects.

2. A CHDO may “sponsor” a project when the CHDO owns (in fee simple absolute) the housing and agrees to grant the housing to a different private non-profit organization at an established future date after completion of the project. The non-profit grantee is not required to be a CHDO, but it must be approved by the Department prior to commitment of HOME funds. Additionally, a government agency cannot create the non-profit. If, for any reason, the project is not transferred to the non-profit; then, the CHDO remains liable for the HOME funds and the project for the life of the affordability period for the project.

Capacity of the CHDO

The CHDO must demonstrate capacity for each role (Owner, Developer or Sponsor) it intends to undertake. The Final Rule emphasizes that the CHDO must have paid key staff

members who have housing experience appropriate to the role the CHDO undertakes. Thus, a CHDO in the role of Developer must demonstrate development experience and a CHDO in the role of owner/manager must demonstrate ownership and management experience. If the CHDO lacks development experience or capacity it may be certified only as an Owner/Operator. Capacity is evaluated during the certification process as well as each time the CHDO applies for funding.

The capacity requirement cannot be met through the use of volunteers or staff that is donated by organization, including the parent organization, if applicable.

Use of Consultants to Demonstrate Development Capacity (New CHDOs ONLY)

The CHDO cannot rely exclusively upon consultants to demonstrate development capacity, but a consultant may be hired to fill a capacity gap, provided that the following conditions are met:

- a) The CHDO and consultant must enter into a written agreement which specifies the tasks to be performed by the consultant;
- b) The consultant must demonstrate sufficient experience to perform the assigned tasks;
- c) The written agreement must include a provision that the consultant will provide training to CHDO staff; and
- d) A detailed training plan must be submitted with the certification application. The plan must specifically state the scope of the training and a timeline for completion of the training. Training must commence within 6 months after the CHDO is certified and must be completed no later than two years of the certification date.

Section 92.300 of the HOME Final Rule requires Participating Jurisdictions (PJs) to confirm and document the capacity of an existing CHDOs to own, develop, or sponsor housing each time it commits CHDO set-aside funds to an organization for a specific project. Please submit all of the documents listed in Section II.A(2) of the HOME 2024 NOFA with your HOME NOFA Application.

Application Process for State CHDO Certification

Complete and submit the following to the Department:

- **CHDO Applicant Submission Checklist**
- **Required Exhibits and Attachments.** (See CHDO Applicant Submission Checklist).

CHDO Certification review will begin once an application has completed the feasibility analysis of the project application. If upon initial review of the application the application is found deficient, a letter of deficiency will be sent advising of the errors and corrections needed. It is the responsibility of the applicant to respond quickly and to not rely upon HCD staff to follow-up. Within 45 days of receipt of a complete package, HCD will review and send a letter of determination. Time is of the essence since the application has time-sensitive information.

Application and Documents

Application must be completed and uploaded into eCivis application portal along with all of the other application documents on or before the application submission deadline. Use the *CHDO Applicant Checklist as the cover page*.

REQUIRED EXHIBITS

Exhibit 1 – Current IRS Exemption Ruling

Attach the CHDO's 501(C)(3) or (4) non-profit tax exemption ruling issued within the last 12 months by Internal Revenue Service (IRS), as established in the Internal Revenue Code (IRC) of 1986. If the CHDO seeking certification is a subordinate organization, the application must include the parent organization's 501(C)(3) or 4 tax exemption ruling issued by the IRS within 12 months prior to submitting the CHDO certification application.

Exhibit 2 – Articles of Incorporation

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

Exhibit 3 – By-Laws

Attach a copy of the organization's By-Laws, which must be compliant with federal regulation 24 CFR section 92.2, and clearly state the following:

- Purpose statement of the organization in compliance with 24 CFR section 92.2.
- Description of how the governing board is formed, and how members are selected and removed.
- Description of how the one-third representation is selected and maintained.
- Description of the eligible geographic areas served by the CHDO. A list of eligible jurisdictions is found in Appendix A of the current HOME NOFA.
- Clarification of the CHDO's relationships with for-profit individuals and/or entities, if as it relates to the governance of the corporation.
- Testament that no part of the CHDO's net earnings shall benefit any member, founder, contributor, or individual.
- Description of the formal process to solicit advice from low-income beneficiaries as referenced in Exhibit 7

If the nonprofit is sponsored by a for-profit entity, the for-profit may not appoint more than one-third of the board members. Board members appointed by the profit entity may not appoint the remaining two-thirds of the board members. Employees or officers of the for-profit cannot be employees or officers of the CHDO.

Local governments may create a CHDO; however, may not appoint more than one-third of the board members. Board members appointed by the local government may not appoint the remaining two-thirds of the board members. Employees or officers of the government entity cannot be employees or officers of the CHDO.

The By-Laws should include the organization's outreach plan to seek advice from low-income program beneficiaries in the decisions about the design, siting, development, and management of affordable housing projects. If the By-Laws do not include an outreach plan, the applicant must submit a Plan for Solicitation of Advice from Tenants and Low-Income Beneficiaries (Exhibit 7). See Exhibit 7 for further instructions.

Exhibit 4 – Purpose Resolution

If not clearly documented in Exhibits 2 or 3, provide a Resolution of the board indicating part of its purpose is to provide decent housing that is affordable to low- and moderate-income people.

Exhibit 5 – Franchise Tax Letter of Good Standing

Attach a current Letter of Good Standing from the California Franchise Tax Board. Letter must be dated within the last 12 months of the application date.

Exhibit 6 – Certificate of Status of Domestic Corporation

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

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

Include the CHDO's approved formal process to solicit advice from low-income program beneficiaries in the decisions of design, site selection, development, and management of affordable housing projects, and include one or more of the following:

- Bylaws explaining the process.
- Resolution approved by the Governing Board that includes the vote of members.
- Operating procedures approved by the Governing Board that describes the formal "low-income community input" process. Copies of minutes from one or more meetings or other documentation that verifies efforts to gain input from intended beneficiaries and low-income residents of the community.

Note: The requirement to solicit advice from low-income beneficiaries is not met solely by a board member being a representative of a low-income community.

Exhibit 8 –Tenant Participation Plan, Proposed Lease Agreement, and Proposed Grievance Procedures

The following must be included:

- Plan for tenant participation in management decisions for rental projects.
- Proposed lease agreement pursuant to 24 CFR section 92.253.
- Proposed grievance procedures pursuant to 24 CFR section 92.303.

This requirement applies to only projects (not homeownership programs).

Exhibit 9 – Corporation Audited Financial Statement

Dated no more than 12 months prior to the date of the application for certification.

Exhibit 10 – Financial Accountability Standards

Submit an executed Attachment 10.1, Affidavit of Standards for Financial Management Systems, by the President or Chief Financial Officer. **This document must be notarized.** This certifies the organization’s financial accountability standards conform to the requirements detailed in, “Standards for Financial Management Systems” and are in compliance with the submittal requirements of the federal regulations at 2 CFR Part 200.

Exhibit 11 – Capacity of Organization

Pursuant to 25 C.C.R. 8204.1, to demonstrate an CHDO’s capacity to perform the duties/roles (i.e., Owner, Developer, Manager/MGP) for which it seeks certification, the applicant must submit the following documents:

- Attachment 11.1, Organization Staffing Plan.
- Attachment 11.2, Key Staff Core Competencies.
- Attachment 11.3, Staff Training Plan (if applicable).
- Attachment 11.4, Audit Findings
- Statements and resumes from key staff members and consultants (if applicable) describing their qualifications and experience in development and/or ownership and operation of affordable housing projects. Must specifically describe the role and duties performed on prior projects; Copy of contract for consultant services and detailed training plan (if applicable).
- Copy of contract for consultant services and detailed training plan (if applicable).
- Development Capacity: A list of projects completed by the organization which includes the type of project, project name, location, completion date and showing the roles of the organization and key staff in each project.
- Owner/Operator Capacity: A list of projects owned/operated by the organization showing the role of the organization (i.e. MGP) and key staff in each project.

For new staff, if any, include resumes and statements describing their qualifications and experience in development, ownership and/or operation of affordable housing projects. Resumes must specifically describe the role and duties performed on prior projects.

Exhibit 12 – History of Serving the Community

- Attachment 12.1.

Exhibit 13 – Geographic Area Served

Description of the geographic service area that must include state HOME eligible jurisdictions as listed in Appendix A of the 2019 HOME NOFA. The description of geographic service area must be named in the:

- Articles of Incorporation, or
- Resolution, or
- By-Laws.

This section must also include the following:

- A list of counties for which certification is being requested
- Attachment 13.1 Prior Certification Status
- Attachment 13.2 CHDO Subsidiaries and Affiliates

Exhibit 14 – Business Plan

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

1. This is the first CHDO certification application submitted for the State HOME program.
2. There has been 5 or more years since the expiration of last certification.
3. The organization was incorporated within the last 10 years.

The business plan shall include the following:

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

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

To satisfy this requirement, applicants must submit the following documentation:

- Verification that the organization is not on the federal debarment list, which is obtained at the federal System for Award Management (SAMS).

- State of California HOME Certification found in Chapter 4 of the HOME Manual (<http://www.hcd.ca.gov/grants-funding/active-funding/home/cmm.shtml>). This form must be completed online and signed by the Chief Executive Officer.

Exhibit 16 – Board Member Certifications

Submit one completed Certification form (Attachment 16.1) for each board member, if any. Include this attachment only if any Board Members were added or changed since the initial date of the current certification. If no changes, so state in the Board Chair's certification statement.

Exhibit 17 – Board Status and Compliance

Submit complete Attachments 17.1 "Certification of Board Status" and 17.2 "CHDO Board Compliance Certification".

Exhibit 18 – Relationship with For-Profit Entities

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

CHDO APPLICANT SUBMISSION CHECKLIST

Contact information:
Phone: 916-263-2305
Email: jeri.amendola@hcd.ca.gov

Applicant to Complete

Applicant/Organization Name

Organization SN/TIN/EIN

Street Address
Mailing Address
City/State/Zip

Chief Executive
Title

Email

Phone:
Fax:

Contact Name
Phone
Email
Contact Fax:

CHECKLIST OF APPLICATION ITEMS

Binders must include Exhibit tabs, 1-18, with titles of each. Mark an “x” for each corresponding exhibit/section included in the package. If a section is blank, insert a page with a brief explanation or ***Not Available, Intentionally Left Blank, Not applicable...***

- 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 for only Homeownership Activities
- Exhibit 9 – Corporation Audited 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 and consultants (if applicable)
 - Consultant Contract and Training Plan
 - Attachment 11.1: Organization Staffing Plan
 - Attachment 11.2: Staff Core Competencies
 - Attachment 11.3: Staff Training Plan
 - Not applicable; training not required
 - Attachment 11.4: Audit Findings
- Exhibit 12 – Experience of Organization
 - Attachment 12.1: History of Serving the Community

- Exhibit 13 – Geographic Area Served
 - Described in Articles of Incorporation, By-Laws, and/or Board Resolution
 - List of counties for which organization seeks CHDO certification
 - Attachment 13.1: Prior Certification of CHDO Status
 - Attachment 13.2: CHDO Subsidiaries and Affiliates

- Exhibit 14 - Business Plan
 - Business Plan is required for any of the following:
 - (i) this is the first certification request with the State HOME Program
 - (ii) five or more years since the last certification expired
 - (iii) CHDO has been incorporated less than 10 years

 - The plan must include:
 - Description of organization
 - Market evaluation and strategy
 - Organization plan
 - Financial plan
 - Risk analysis

 - Not applicable. Neither of reasons i – iii above apply.

- Exhibit 15 – Federal List of Excluded, Debarred, or Suspended Contractors
 - Supporting print-out(s) as result of accessing
 - Self-certification signed by chief executive that not on federal list

- 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 (legal name of organization):

Applicant certifies that the following statements are true:

1. The signor is the President and/or Chief Financial Officer of the organization applying for certification as a CHDO and is authorized to execute this affidavit on behalf of the organization.
2. The organization's financial management system(s) conform(s) to the financial accountability standards as set forth in 24 CFR 84.21, and must include the following:
 - a. Accurate, current and complete disclosure of the financial results of each federally-sponsored project or program;
 - b. Records of the source and funding applications 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 and accountability of funds, property and other assets; adequate safeguards of assets must be adopted to assure 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 of federal cost principles (OMB Super circular) and the terms and conditions of an award;
 - g. Accounting records, including cost accounting records, are supported by source documents.

Signature: _____

Print Name:

Title:

Date:

Attachment 11.1 - Organization Staffing Plan

CHDO staff experience and capacity will be evaluated each time the CHDO applies for funding. Capacity cannot be solely based on the experience of consultants and volunteers. To substantiate capacity, indicate all key staff, current and proposed, who will be involved in development and/or owner/operator activities on HOME projects in the below table.

***Type of staff:** For each person named, indicate staff type as defined here, 1-6:

- 1 - Current W-2 Employee
- 2 - Current IRS 1099 Independent Contractor
- 3 - Current contracted Consultant
- 4 - Proposed W-2 Employee;
- 5 - Proposed IRS 1099 Independent Contractor;
- 6 - Proposed Consultant to be contracted.

Staff/employee type definitions and information are available at <https://www.irs.gov>.

Staff Type*	Employee Name	Position Title	Full time (FT); Part-time (PT); or, Other	Percentage of time dedicated to Home projects

Attachment 11.2 - Key Staff Core Competencies

In the chart below, mark an “x” for each core competency of each staff person identified in the Exhibit 11.1. “Core competencies” include the knowledge, skill, and ability to perform listed tasks and responsibilities. Applicants are required to employ or contract with persons that fulfill the core competencies listed below. If a consultant will be used to fill any capacity “gaps”, the consultant must be included in this checklist. Use additional checklists to identify staff, if needed.

	Staff Name / Title	Staff Name / Title	Staff Name / 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 11.3 - Key Staff Training Plan
(For organizations contracting with consultants only)**

For organizations in contract with a consultant, or plan to be, in order to fill a capacity “gap”, Title 25 of the California Code of Regulations section 8204.1(d)(3) requires CHDOs to include consultant(s) in the training plan and schedule. The schedule must indicate that training must commence no later than six months from the date of certification and be completed within two years from the date of certification.

To indicate the core competencies **of each consultant staff** to be trained, mark an “x” to identify the competencies for which they will receive training. If a consultant staff training plan is required, certification of the CHDO may be conditional upon completion of the training. As such, the conditional certification letter will specify the CHDO is required to submit periodic status reports.

	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"/>
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Attachment 11.4 - Audit Findings

Per Title 25 of the California Code of Regulations, section 8204.1(d)(1), applicant must resolve, to the satisfaction of HCD, any prior HCD or federal audit findings for each project or program. All audit findings must be disclosed below. If there are unresolved audit findings, indicate “unresolved” in the resolution column. If applicant has no prior HCD or federal audit findings, mark the chart “not applicable, no prior audit findings”, and include it in the application documentation.

All audit finding(s) documentation must be included in the application, and resolutions if applicable. Failure to enclose all documentation could delay or deny certification.

HCD or Federal Audit	Name Project / Program (or both)	Describe Audit Finding, include date	Describe Resolution of Finding, include date

Attachment 12.1 - History of Serving the Community

In order to demonstrate that the applicant, or its parent, has a history of serving the community where anticipated HOME funds will be used for housing related services, the applicant, or its parent, must have provided a housing-related service in the community for at least one year prior to application for certification, pursuant to 24 CFR section 92.2.

A housing-related service is one that provides a benefit to a tenant or homeowner in the community. Solely engaging in predevelopment activities for a housing project does not satisfy the requirement of this subsection and will cause for denial of the application.

In the following table, indicate the organization's, or its parent's, history serving the geographic area for which the CHDO seeks certification. The history must show housing related programs and projects. Solely engaging in predevelopment activities for a housing project will not qualify as experience. If the organization is newly founded, then the information must be specific to the performance of parent organization.

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 (City and County**) and Population Served ** identify projects/services in geographic area of the applicant, or parent of.

Attachment 13.1 - Prior Certification of CHDO Status

Pursuant to Title 25 of the California Code of Regulations, section 8204.1(j), “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, will 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 will 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.”

To ensure compliance, the following information is required in order to determine eligibility:

1. Has applicant received prior CHDO Certification?
 Yes. Provide most recent certification date _____, and continue to Question 2.

 No. Our organization **is eligible** to apply for CHDO (re)certification, and no further information is required.
2. List county/counties in the CHDO’s State-certified service area:
3. Is the applicant the sole source of CHDO services in the county being applied for?
 Yes. Identify county/counties in which CHDO is the only CHDO: _____

 No. Proceed to next page.
4. M

Attachment 13.2 - 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 organization created, formed, or controlled by another State-certified CHDO?
 Yes. Name the State-certified CHDO:
Counties served by CHDO:
Counties served by Applicant:

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

Yes. If so, other than the applicant, does the parent organization have a subsidiary or affiliate certified as a CHDO?

Yes. Name of the subsidiary(ies) or affiliate(s):

No.

Attachment 16.1 - Board Member Certification

Each board member of the applicant organization must complete and execute this certification. Collectively, the composition of the organization’s board must meet specific requirements, and be evidenced in the by-laws, charter, and/or articles of incorporation, as follows:

1. No more than one-third of the board may be from the public sector, including any employees of the participating jurisdiction.
2. At least one-third of the board must be 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, and the board members appointed by the for-profit may not appoint the remaining two-thirds of the board.
4. State or local governments who charter CHDOs may not appoint more than one-third of the board, and the state or local governments may not appoint the remaining two-thirds of the board.

Part A: Public Official Representation

According to 24 CFR Part 92, a “public official” is defined as any person serving in any of the following capacities. Check all that apply to the organization’s board.

- 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.

Certification:

- By signing and dating this statement, as a member of the board, I certify that I **do** serve in one of the “public official” capacities as indicated in Part A.

End of Part A certification. Sign below.

Part B: Low-Income Representation

According to 24 CFR Part 92, a person who does not serve as a “public official” in any elected or appointed capacity and meets any of the following criteria is recognized as representing the low-income community.

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.

A board member representing a low-income neighborhood organization must attach a copy of the signed resolution from the neighborhood organization naming the individual as a representative on the CHDO Board.

- I am a low-income resident of _____, a community in the CHDO's geographic 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. "Low-income neighborhood" is defined as 51 percent or more of the residents are low-income, and 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.

End of Part B certification. Sign here.

By signing and dating this statement, I certify that I currently serve as a member of the board in good standing, and in the capacity identified in Part A or Part B.

(Signature)

(Date)

(Printed Name)

Attachment 17.1 -Certification of Board Status

Please list each Board member, placing 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, Employer City	Board Representation					
	Low-Income Community	Public Institution (Official or Employee)	For- Profit	Public Board Member	For- Profit Board Member	Board Appoint 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"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application for CHDO Certification

Board Member's Name Residential Address, Telephone, Email, Employer, Employer City	Board Representation					
	Low-Income Community	Public Institution (Official or Employee)	For- Profit	Public Board Member	For- Profit Board Member	Board Appoint 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"/>

As Chair of the Board, I certify the that each named member and their respective status is accurately and truthfully identified in the *Certification of the Board List of Members*. Any misrepresentations may result in the termination of organization's CHDO designation.

Chairperson of the Board Signature

Date

Print Name

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 shall take no action in the investment of HOME funds without one-third low-income representation on the Board.

I further certify that no more than one-third of the Board members 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 the organization is sponsored or created by a for-profit entity, (a) the for-profit entity has/will not appoint more than one-third of the members of the Board ,and Board members appointed by a for-profit entity have/will not appoint 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 of the Board, adopted by the Board of Directors, dated and signed by the Chairperson of the Board.

Chairperson of the Board Signature

Date

Print name