

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

Name of Agency: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

In order to qualify as a Community Housing Development Organization (CHDO) under federal regulations governing the HOME Program, a nonprofit organization must meet the criteria listed below. Please indicate in the appropriate space whether your agency meets these criteria. In addition, please attach the appropriate documentation listed after each question.

1.  YES  NO Is the non-profit organized under state or local laws? (Charter or Articles of Incorporation)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.  YES  NO Is the non-profit organized in such a manner that no part of its net earnings (profit), benefits members, founders, contributors, or individuals? (Charter or Articles of Incorporation)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.  YES  NO Does the non-profit have a tax exempt ruling from the IRS under Section 501 (c) (3) or (4) of the Internal Revenue Code of 1986 or is the non-profit classified as a subordinate of a central organization non-profit under Section 905 of the Internal Revenue Code as evidenced by a group exemption letter from the IRS that includes the CHDO applicant? (Note: Organizations which have applied for, but not yet received, their 501(c) ruling do not meet this requirement.)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.  YES  NO Is there a provision for decent housing affordable to low- and moderate-income persons stated in the charter, articles of incorporation, resolutions, or by-laws? (Charter, Articles of Incorporation, By-Laws or Resolutions)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.  YES  NO Is the non-profit organized in such a manner that it is not controlled by nor under the direction of for-profit individuals or entities seeking profit from the organization? (By-Laws or a Memorandum of Understanding)

(Note: CHDOs may be sponsored or organized by a for-profit if:

- the primary purpose of the for-profit is not development or management of housing; a builder, developer, or real estate management firm may not spin off as a CHDO.
- the for-profit appoints no more than 1/3 of the CHDO's governing board and the board members appointed by the for-profit do not appoint the remaining members of the board.
- the CHDO is free to contract for goods and services from any vendor it selects.)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.  YES  NO Is the non-profit organized in such a manner that it is not a public body or instrumentality of a public body? (By-Laws, Charter, or Articles of Incorporation)

(Note: Government chartered non-profits may qualify. However, not more than 1/3 of the membership of the organization's governing body may be appointed by the public body, and not more than 1/3 of the board members can be public officials.)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7.  YES  NO Do the non-profit's standards of financial accountability conform to 24 C.F.R. 84.21, "Standards for Financial Management Systems"? (a notarized statement by the president or chief financial officer of the organization, a certification from a Certified Public Accountant, or a HUD-approved audit summary)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8.  YES  NO Does the non-profit maintain accountability to low-income residents by having 1/3 of its board consist of: residents of low-income neighborhoods, other low-income residents of the community, or elected representatives of low-income neighborhood organizations? (By-Laws, Charter, or Articles of Incorporation)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9.  YES  NO Does the non-profit provide a formal process for low-income program beneficiaries to advise the organization on design, location of sites, development and management of affordable housing? (By-Laws, Resolutions, or a written statement of operating procedures approved by the governing body)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10.  YES  NO Has the non-profit demonstrated a capacity to carry out HOME assisted activities? (resumes and/or statements that describe the experience of accomplished key staff members who have successfully completed project 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)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11.  YES  NO Does the non-profit have a history of at least one year of serving the community within which HOME assisted housing would be

located? (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 a least one year of experience in serving the community.)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12.  YES  NO If your agency has not met all of the criteria of a CHDO as noted above, is it willing to take the necessary steps to meet these criteria?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What kind(s) of training do you need to become a CHDO?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return form to: Jo Ann McGuirk  
Director, HOME & HSF Programs  
Department of Housing and Community Development  
One Congress Street, 10th Floor  
Boston, MA 02114