



## Community Development

### CHDO & Non-Profit Certification Application

Organization Name:	Tax ID Number:
Mailing Address (include physical address if different from mailing address):	
Contact Name / Title:	Organization President/CEO/Executive Director Name & Title:
Contact Phone Number and E-mail Address:	President/CEO/Executive Director Phone Number & E-mail Address:
Board President Name:	Board President Phone Number and E-mail Address:
<b>PLEASE DESCRIBE THE CHDO-ELIGIBLE ACTIVITIES YOUR ORGANIZATION PLANS TO UNDERTAKE AS A CHDO:</b>	
<b>LIST EACH GEOGRAPHIC AREA TO BE CONSIDER FOR CHDO CERTIFICATION:</b>	
Locality	Locality
1.	4.
2.	5.
3.	6.

***I certify that the submission of this application has been approved by a two-thirds vote of the Board of Directors.***

\_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Date

Please complete the applicant portion of this checklist. Include the requested information in the Attachments indicated and check-off the item in the checklist. Articles of Incorporation, By-Laws, Charters, Memorandums of Understanding, Contracts, Certifications and Resolutions must be signed and dated by the Board President or other authorized signor. Incomplete applications will not be considered.

LEGAL STATUS	COC Use Only
<p><b>A</b> The nonprofit organization is organized under State or local laws. As <b>Attachment A-1</b>, please provide a signed and dated copy of:</p> <p>_____ A Charter, <b>-OR-</b>            _____ Articles of Incorporation</p> <p>As <b>Attachment A-2</b>, please provide a Certificate of Good Standing from the South Carolina Secretary of State's office. If the organization is newly created and has been in existence less than one year, a Certificate of Existence will suffice.</p> <p>Date of incorporation: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>B</b> No part of its net earnings inure to the benefit of any member, founder, contributor, or individual. As <b>Attachment B</b>, please provide and highlight the appropriate area in the following document:</p> <p>_____ A Charter, <b>-OR-</b>            _____ Articles of Incorporation</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>C</b> Has either a tax exemption ruling or conditional designation from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986. As <b>Attachment C</b>, please provide complete copy of:</p> <p>_____ A 501(c) Certificate from the IRS, <b>-OR-</b>            _____ Letter of conditional designation from the IRS</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

LEGAL STATUS		COC Use Only
<b>D</b> Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people. As <b>Attachment D</b> , please provide and highlight the appropriate area in one of the following document:  _____ Charter _____ Articles of Incorporation _____ By-laws _____ Resolutions	Requirement Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>E</b> Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems. As <b>Attachment E</b> , please provide a copy of one of the following:  _____ A notarized statement by the president or chief financial officer of the organization; _____ A certification from a Certified Public Accountant; <b>-OR-</b> _____ A HUD approved audit summary.	Requirement Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAPACITY/EXPERIENCE		
<b>F</b> Has a demonstrated capacity for carrying out activities assisted with HOME funds. As <b>Attachment F</b> , please provide the following:  _____ Resumes and/or narrative that describes the experience of key staff and board members who have successfully completed HOME-funded projects similar to those to be undertaken as a CHDO.	Requirement Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No

CAPACITY/EXPERIENCE		COC Use Only
<p><b>G</b> Has a history of serving the community (ies) where housing to be assisted with HOME funds will be produced.</p> <p>As <b>Attachment G</b>, provide one of the following:</p> <p>_____ Statement signed by the Board President that details at least one year of experience in serving each community which for which Certification is sought,</p> <p><b>-OR-</b></p> <p>_____ For newly created organizations formed by local churches, service or community organizations, a statement signed by the Board President that details that its parent organization has at least one year of experience in serving each community for which Certification is sought.</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	
ORGANIZATIONAL STRUCTURE		
<p><b>H</b> Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations.</p> <p>As <b>Attachment H</b>, highlight the relevant text in one of the following:</p> <p>_____ By-Laws</p> <p>_____ Charter</p> <p>_____ Articles of Incorporation</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	
<p><b>I</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 all HOME-assisted affordable housing projects.</p> <p>As <b>Attachment I</b>, highlight the relevant text in one of following:</p> <p>_____ The organization's By-laws, <b>-OR-</b></p> <p>_____ Resolutions, <b>AND</b></p> <p>_____ A written statement of operating procedures approved and signed by the governing body.</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	

ORGANIZATIONAL STRUCTURE		COC Use Only
<p><b>J</b> A CHDO may be chartered by a State or local government, however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body;</p> <p>(2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and</p> <p>(3) no more than one-third of the governing board members are public officials.</p> <p>As <b>Attachment J</b>, highlight relevant text in one of the following which describes the process for selecting the remaining two-thirds of the board members:</p> <p>_____ By-Laws</p> <p>_____ Charter</p> <p>_____ Articles of Incorporation</p>	Requirement Met?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>RELATIONSHIP WITH FOR-PROFIT ENTITIES</b>		
<p><b>K</b> Is the CHDO sponsored or created by a for-profit entity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, the for-profit entity may not appoint more than one-third of the membership of the CHDO's board and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members.</p> <p>As <b>Attachment K</b>, highlight the relevant text in one of the following which describes the process for selecting the remaining two-thirds of the board members:</p> <p>_____ By-Laws</p> <p>_____ Charter</p> <p>_____ Articles of Incorporation</p>	Requirement Met?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>RELATIONSHIP WITH FOR-PROFIT ENTITIES</b>		
<p><b>L</b> Does the CHDO have a relationship with a for-profit entity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, the CHDO can not be controlled by, nor receive directions from, individuals or entities seeking profit from the organization. As <b>Attachment L</b>, highlight the relevant text and provide one of the following:</p> <p>_____ The organization's By-laws, <b>-OR-</b></p> <p>_____ A Memorandum of Understanding (MOU).</p>	Requirement Met?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>RELATIONSHIP WITH FOR-PROFIT ENTITIES</b>		
<p><b>M</b> Is the CHDO sponsored or created by a for-profit entity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, A CHDO may be sponsored or created by a for-profit entity, however:</p>	Requirement Met?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>(1) The for-profit entity's primary purpose does not include the development or management of housing. As <b>Attachment M-1</b> provide:</p> <p>_____ The for-profit organization's By-Laws, AND;</p> <p>(2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing. As <b>Attachment M-2</b>, highlight relevant text in the following CHDO:</p> <p>_____ By-Laws          _____ Charter          _____ Articles of Incorporation</p>	
<b>HOUSING AS PRIMARY PURPOSE</b>		<b>COC Use Only</b>
<b>N</b>	<p>Certification is available only to organizations whose primary purpose is to provide and develop affordable housing. Please provide as <b>Attachment N</b>, a copy of the following:</p> <p>_____ Copy of current fiscal year's full operating budget categorized by program, <b>AND</b>          _____ Description of current and planned affordable housing activities.</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

BOARD CERTIFICATION		COC Use Only
O	<p>The Board and its low-income representatives must certify that it meets the low-income CHDO requirements. As <b>Attachment O</b>, attach</p> <p>_____ Certification of Low Income Representation (form attached), <b>AND</b></p> <p>_____ Certification of Board Status</p>	Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No
P	<p>_____ Do board members have professional skills directly relevant to housing development (e.g. real estate, legal, architecture, finance, management)? If so, as <b>Attachment P</b>, attach written documentation of each board member's profession and relative experience.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**For COC Use Only:**


Approved       Disapproved

CHDO Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_