

CHDO 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 Interim Rule. The checklist should be used as a tool to educate participating jurisdictions about the documents they must receive from a nonprofit before it may be certified as a CHDO.

Name of Applicant:					
Address:					
			Email:		
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I.	LEGAL STATUS				
A.	The nonprofit organization is	organized under	State or local laws, as evidenced by:		
	a Charter, OR Articles of Incorporati	on.	Location:		
B. No part of its net earning inure to the benefit of any member, founder, cont as evidenced by:		ny member, founder, contributor, or individual			
	a Charter, OR Articles of Incorporati	on.	Location:		
C.	. Has a tax exemption ruling from the Internal Revenue Servi Internal Revenue Code of 1986, as evidenced by:				
	a 501(c) Certificate from	om the IRS	Location:		
D.	Has among its purposes the provision of decent housing that is afforcincome people, as evidenced by a statement in the organization's:				
	Charter, Articles of Incorporati By-laws, OR Resolutions.	on,	Location:		

II. CAPACITY

A.	Conforms to the financial accountability standards of attachment F of OMB Circular A-110, Standards for Financial Management Systems, as evidenced by:
	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.
	Location:
B.	Has 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.
	Location:
C.	Has a history of serving the community where housing to be assisted with HOME funds will be used, 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.
	Location:

The CHDO, or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD approved representative.

III. ORGANIZATIONAL STRUCTURE

A.	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 neighborhoods organizations as evidenced by the organization's:			
	By-laws, Charter, OR			
	Articles of Incorporation.			
	Location:			
neigh sever	ghborhoods, a city, county, or metropolita eral neighborhoods, a town, village, coun	as, the term "community" is defined as one or several an area. For rural areas, "community" is defined as one or ty, or multi-county area (but not the whole state), provided me residents from each of the multi-county areas.		
В.	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, as evidenced by:			
	the organization's By-laws, Resolutions, OR a written statement of operations	ing procedures approved by the governing body.		
	Location:			
C.	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; (2) the board members appointed by the State or local government may not, ir turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third or the governing board members are public officials, as evidenced by the organization's:			
	By-laws, Charter, OR Articles of Incorporation.	Location:		

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.	Location:
IV.	RELA	TIONSHIP WITH FOR-PROFI	ΓENTITIES
A. Is not controlled by , nor receives directions from, individuals or entities seeking prorganization, as evidenced by:		s from, individuals or entities seeking profit from the	
В.	A Co	the organization's By-laws, OR a Memorandum of Understanding mmunity Housing Development Org, entity, however:	
	(1)	the for-profit entity's primary management of housing, as evide	purpose does not include the development or enced:
		in the for-profit organization's By	y-laws AND;
	(2)	the CHDO is free to contract for choosing, as evidenced in the CH	or goods and services from vendor(s) of its own IDO's:
		By-laws, Charter, OR Articles of Incorporation.	Location:

nents received?YN equesting additional documentat	tion)
l:/	
nature	
corrections://	Date agreement sent://
nature	HOME Program CPA