

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: _____

Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state), provided that the governing board contains low-income residents from each of the multi-county areas.

- 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, as evidenced by:

_____ the organization's By-laws,
_____ Resolutions, OR
_____ a written statement of operating 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, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

_____ By-laws,
_____ Charter, OR
_____ Articles of Incorporation.

Location: _____

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FOR FLORIDA HOUSING FINANCE CORPORATION USE ONLY:

Were all documents received? ___Y___N
(attach letter requesting additional documentation)

Date Reviewed: ___/___/___

Reviewer's Signature

Date received corrections: ___/___/___

Date agreement sent: ___/___/___

Reviewer's Signature

HOME Program CPA

Notes: _____

