

CHDO Certification

If you are applying for HOME funds as a CHDO you are required to complete this form

Date: _____

Legal Name of CHDO: _____

Chief Executive Officer: _____ Title: _____

CHDO Contact Person: _____ Title: _____
(if not the Chief Executive Officer)

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, 92.2 of the HOME Rule.

A. Please attach copies of the following documents with this checklist:

- Articles of Incorporation or Charter
- By-Laws
- Certificate of Good Standing
- Board approved Mission Statement
- Current Organizational Chart
- List of Current Board Members (including the sector they represent)
- Annual Report
- Most Recent Strategic Plan
- List of Paid CHDO Staff along with payroll register or copies of W-2s or W4s
- Copies of Job Duties or Resumes of all staff members associated with the housing component of the Agency
- List of any federal funded programs being administered by the Agency

B. Have there been any changes to the organizational documents listed above, since you were last certified as a CHDO?

YES NO

If YES, please explain these changes, or notate below that you will highlight the changes on the actual document(s).

C. Does your organization still maintain its 501(c)(3) or 501(c)(4) certification?

YES NO

If your tax-exempt status has been revised in any way, please attach a letter from the IRS explaining the changes.

D. Please provide the following financial documents:

- Organization's Current Annual Operating & Capital Budget
- Current Statement of Income & Expenses
- Current Budget Variance Report
- Organization's Last Three (3) Annual Audits (including Mgmt. Letter) (If this is your first year to be recertified)
- If you were recertified last year, you need provide **your most current** Annual Audit (including Mgmt. Letter), ONLY.
- Letter from Auditor/CPA affirming that the CHDO confirms to financial accountability standards of 2 CFR Part 200.

E. Have there been any changes to your organization's financial management systems, since your last CHDO certification?

F. Have there been changes to your CHDO's "key" management positions and/or housing production staff since your last CHDO certification?

PLEASE LIST NEW KEY STAFF BELOW AND ATTACH RESUMES AND JOB DESCRIPTIONS THAT DESCRIBE THE EXPERIENCE OF THE NEW KEY STAFF

I have completed this form on behalf of the Community Housing Development Organization listed below and to the best of my knowledge; I do certify that the above information is true and correct.

(Print CHDO Organization Legal Name)

(Authorized Signature)

(Signatory's Title)