



CHDO Requirement Checklist

Before committing CDHO set-aside funds to an organization, the PJ must certify that the organization:

1. Meets the definition of a “community housing development organization”.
2. Has a project eligible for the CHDO set-aside that the organization will own, develop, or sponsor.
3. Has paid staff with demonstrated experience appropriate to the role the organization will play for the project being developed, funded, and constructed.
4. Meets the requirements outlined in Chapter 3: CDHO Requirements and Activities.

CHDO Certification			
<i>Requirements</i>		<i>Compliance/Notes</i>	<i>Documentation</i>
Part 1. General Information	The organization provided general information and completed all fields of the application.		
Part 2. Legal Structure	The organization is organized under state or local law.		
	The organization has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons.		
	The organization has no part of its net earnings inuring to the benefit of any member, funder, contributor, or individual.		
	The organization is not under the control or direction by any individual or entity seeking to derive profit or gain.		
	The organization has one of the following IRS tax exempt statuses: <ul style="list-style-type: none"> ○ Exemption under 501(c)(3) or 501(c)(4) ○ Subordinate of a central nonprofit under IRC Section 905 ○ A private nonprofit that is a wholly owned subsidiary of an organization that has 501(c)(3) or 501(c)(4) status and meets the CHDO definition. 		
Part 3. Organizational Structure	The organization maintains at least one-third of its governing board’s membership for residents of low-income neighborhoods, or other low-income community residents, or elected representatives of low-income neighborhoods organizations as evidenced by its By-laws, Charter, and/or Articles of Incorporation.		
	The organization 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 affordable housing projects as evidenced by its By-laws, Resolutions, or a written statement of operating procedures approved by the governing body.		
Part 4. Capacity and Experience	The organization provided appropriate information regarding the affordable housing projects produced in the last five years.		
	The organization provided their board-approved business or strategic plan for housing development.		
	The organization provided its employees with training and skill set upgrades.		
Part 5.	The organization has financial accountability standards that conforms to Financial Management (2 CFR 200.302) and Internal Controls (2 CFR 200.303).		



Finance and Accounting Standards	The organization provided a copy of their most recent annual audit.		
	The organization resolved their audit findings.		
	The organization provided their most recent board-approved budget for operations, activities, and programs.		
	The organization provided their most current certificate of Insurance.		
	The organization provided the software for maintaining their accounting and financial records.		
	The organization has an equity position in completed housing projects within its portfolio as evidenced by its By-laws, Charter, Articles of Incorporation, or Resolution.		
	Organization to provide information regarding their ability to obtain financing such as commitment letters from funders.		
Part 6. Relationship with For Profit Entities (applicable to partnerships)	Organization to indicate what provisions it has in place to stipulate the organization is not controlled by nor receives direction from individuals or entities seeking profit.		
	Organization to indicate what provisions your organization has in place to stipulate the organization is free to contract for goods and services from vendors of its own choosing:		
	Verify that the organization has not appointed more than 1/3 of board members, and for-profit-appointed members may not appoint remaining 2/3 of the board.		
Part 6. Faith-Based Organization Requirements	Organization to provide provisions it has in place to stipulate the organization is a separate secular entity from the religious organization that is available to all persons, regardless of religion or membership criteria		
Exhibit A	CHDO Employee Staffing Plan completed.		
Exhibit B	CHDO Employee/Consultants Core Competencies completed.		
Exhibit C	Community-Based Housing Activities and Services completed.		
Exhibit D	Board Composition Certification was completed and submitted with the chair's signature.		
Exhibit E	Board Member Self-Certification provided. Each Board Member Certification should include proof of address and/or income (as applicable) for all members.		
Exhibit F	Certification Approving CHDO Application submitted. Applicant to provide a template or formal resolution from Board of Directors.		
Exhibit G	Proposed Project Plan provided.		
Exhibit H	Additional information (optional).		