



Housing and Community Development Division
**Community Housing Development Organization (CHDO)
Certification and Attachments**

The purpose of this certification is to determine if your organization qualifies under the guidelines established by HUD as a Community Housing Development Organization (CHDO) pursuant to Subpart A Section 92.2 of the HOME Final Rule (24 CFR Part) and revised to reflect the 2013 HOME Final Rule and the 2013 HOME Appropriations Law.

Any organizations that apply to the City of Tampa for HOME funding under the CHDO Set-Aside must be certified prior to any commitment of funding. Organizations are encouraged to apply for CHDO certification prior to any applications or funding. Information obtained from this certification request package will be used only to determine your organization's eligibility as a CHDO and is not an approval by the City of Tampa for funding.

In 2013 HUD made changes to the HOME Investment Partnerships Program to improve the performance, property standards and accountability in administering the program. Most significant, **to qualify as a CHDO, an organization must now have paid staff and demonstrate capacity and experience that applies to the specific project for which it is applying for CHDO status.** Prior to completing a CHDO Certification Application, organizations are strongly encouraged to review the applicable subject matter areas of the HUD Exchange (<https://www.hudexchange.info/>) for further information and guidance.

Please carefully review the certification requirements, complete the application and provide pertinent documentation. Please submit three (3) copies of the certification request, 1 original and 2 copies. If you have any questions please contact Danielle Miller via email at Danielle.miller@tampagov.net.

Please complete and return the certification form and related attachments by **July 26, 2018** to:

Danielle Miller - Community Development Specialist
Housing and Community Development Division
City of Tampa
306 E. Jackson St.
Tampa, Florida 33602

CHDO CERTIFICATION
CITY OF TAMPA - Division of Housing and Community Development
CHDO APPLICATION ONLY

I. CHDO STATUS

If the applicant is applying for CHDO certification, documentation of each of the following items must be provided as attachments or that item will be deemed incomplete. All applicants seeking CHDO funding must mark the appropriate response. If the applicant is unable to answer one of the questions using the responses provided, they are not eligible to receive CHDO funding. **Incomplete applications will not be considered for CHDO status.**

1. LEGAL STATUS

A. The nonprofit organization is organized under State or local laws, as evidenced by:

Charter

Articles of Incorporation

B. No part of its net earnings are to the benefit of any member, founder, contributor, or individual, as evidenced by:

Charter

Articles of Incorporation

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

501(c)(3) or (4) Certificate from the IRS

Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by a group exemption letter from the IRS that includes the CHDO.

D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:

Charter
 By-Laws

Articles of Incorporation
 Resolutions

2. CAPACITY

A. Conforms to the financial accountability standards of 24 CFR 84.21, "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

a HUD approved audit summary

B. Has a 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 CHDO funds
- 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

C. Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:

- a statement that documents at least one year of experience in serving the community
- 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

**The CHDO or its parent organization must be able to show one year of serving the community prior to 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 or other official of the organization.

3. 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 neighborhood organizations as evidenced by the organization's:

- By-Laws
- Charter
- Articles of Incorporation

**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).

B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, development, and management of affordable housing projects, as evidenced by:

By-Laws
 written statement of operating procedures approved by the governing body

Resolutions

- C. A CHDO may be chartered by a State or local government, but the following restrictions apply: (1) the State or local government may not appoint 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 (including any employees of the City of Tampa), as evidenced by the organization's:

By-Laws
 Articles of Incorporation

Charter

- 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
 Articles of Incorporation

Charter

4. **RELATIONSHIP WITH FOR-PROFIT ENTITIES**

- A. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:

By-Laws
 a Memorandum of Understanding (MOU)

- B. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however both of the following items must be true:

the for-profit entity's primary purpose does not include the development or management of housing, as evidenced in the for-profit organization's By-Laws

the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's (select one):

By-Laws
 Articles of Incorporation

Charter

SECTION 4 – APPLICANT VALIDATION
CITY OF TAMPA- Division of Housing and Community Development
HOME CHDO APPLICATION

The Undersigned hereby acknowledges and certifies to the City of Tampa Division of Housing and Community Development (the "City"), individually and on behalf of the Applicant as part of this Application for HOME CHDO set-aside funds in the amount of \$_____ for the development of _____ housing units.

The applicant certifies the following:

1. The information contained in the Application, including all statements and certifications attached hereto, is true and correct and has been prepared with due diligence. The Applicant has an affirmative duty to notify the City about any changes to the information contained in the Application or to the Applicant. The Applicant knows of no facts or circumstances that would threaten or adversely affect the Development and cause the information in the Application to be incorrect or misleading. The City or its agents may make verification of information contained in the Application at any time.
2. The Applicant agrees to indemnify and hold harmless the City, its members, officers, employees and agents, from and against, any and all claims, suits, damages, costs and expenses arising out of the City's review of and decisions with regard to the Application. City analysis and review of the Application and related documentation is for its own purposes. A grant commitment does not exist until the City has issued an Award Letter and the Applicant has accepted such letter.
3. Misleading information or misrepresentation contained in the Application may result in the termination of the underwriting/approval process, a revocation of grant approval and/or prohibition from participation in City programs.
4. The Contract Documents when entered into by the City and the Applicant shall supersede all discussions, negotiations and agreements about the Application.
5. The execution and delivery of the Application and this document is duly authorized and binding on the Applicant.

Date: _____

Name of Applicant

Signature of Executive Director

Name of Executive Director

Signature of Board President

Name of Board President