

**COUNTY OF SUMMIT
HOME INVESTMENT PARTNERSHIPS PROGRAM
2011 CHDO APPLICATION**



Application must be typed and completed when CHDO Funding application completed

1. ORGANIZATION INFORMATION

Organization Name: _____

Date of Incorporation: _____

Contact Person _____ Title _____

Phone Number: _____ Email: _____

Parent Organization, if applicable: _____

IRS Tax Status (circle one) 501(c) 3 501 (c) 4 Other 501 (c)
 received received explain _____

Board Composition: Attach additional page as necessary

<i>NAME</i>	<i>BOARD POSITION</i>	<i>LOW-INCOME REPRESENTATIVE (certification required)</i>	<i>PUBLIC OFFICIAL</i>

Annual Operating Budget \$ _____ (budget must be attached)

Major sources of ongoing Operating Funds (list, indicate if Federal or other and provide approximate annual amount) use additional sheet if necessary.

<i>SOURCE</i>	<i>AMOUNT</i>

What is the agency's defined service area? _____

Is the Executive Director experienced in housing development? Yes No

If yes, please list experience:

Are others on staff with prior development experience? Yes No

If yes, please list staff and experience:

Number of full-time employees: _____ Number of part-time employees: _____

2. LEGAL STATUS

A. Nonprofit that is organized under state or local laws as evidenced by (Attach a copy of Charter or Articles)

Charter Articles of Incorporation

B. No part of earnings will benefit of any member, founder, contributor or individual as evidenced by:

Charter Articles of Incorporation

C. Has among its purposes the provision of decent housing that is affordable to low- and moderate- income people as evidenced by:

Charter Articles of Incorporation By-laws Resolution

D. Has a tax exempt ruling from the IRS under section 501 (c) of the IRS Code of 1986 as evidenced by:

501(c) ruling from the IRS. Must be a 501(c)(3) or (4) IRS Certificate holder; OR be classified as a subordinate or central organization non-profit under section 905 of the IRS code as evidenced by a group exemption letter from the IRS that includes CHDO.

3. CAPACITY

A. Conforms to financial accountability standards of 24 CFR Part 84, Section 84.21 as evidenced by:

Statement from a Certified Public Accountant: OR

Notarized statement by the president or chief financial officer of the organization that at a minimum states that: "It is our opinion that the management of the corporation maintains financial records in compliance with the standards outlined in 24 CFR Part 84, Section 84.21. We believe that our (audit or review) provides a reasonable basis for our opinion"

OR, a HUD approved audit summary

B. Has demonstrated capacity for carrying out activities with HOME funds as evidenced by (include resumes, other documentation to show compliance)

Resumes/Statements describing the experience of key staff who have successfully completed projects similar to those to be assisted with HOME funds.

Contracts 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 where housing to be assisted with HOME funds will be used as evidenced by:

A statement documenting at least one year of experience in serving the community.

For newly created organizations formed by local churches, service or community organizations, a statement documenting the parent organization has at least one year of experience serving the community.

The CHDO or its parent organization must be able to show one year of serving the community. In the statement, the organization must describe its history (or that of its parent organization) of serving the community by describing activities which it or its parent organization provided, such as developing new housing, rehabilitation of existing housing stock, managing housing, 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 state-approved representative.

3. ORGANIZATION 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 organizations:

By-laws Charter Articles of Incorporation

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

By-Laws Resolution Written statement of operating procedures approved by governing body

C. No more than one-third of the governing board members are public officials as evidenced by the organizations:

Charter By-Laws Articles of Incorporation

4. RELATIONSHIPS WITH FOR-PROFIT AND SPONSORING ENTITIES

A. The CHDO is sponsored or created by a for-profit entity:

Yes No

If the answer is yes, answer the following questions. If no, stop here.

B. The sponsoring or creating entity is a housing developer or manager as evidenced in the for-profit organizations by-laws or similar operating guide:

Yes No

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

Charter By-Laws Articles of Incorporation

D. The for-profit or sponsoring 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 organizations:

Charter By-Laws Articles of Incorporation

E. The CHDO is not controlled by, nor receives direction from individuals or entities seeking profit from the parent organization as evidenced by:

Charter By-Laws Articles of Incorporation

CERTIFICATION FORM: LOW-INCOME STATUS FOR CHDO BOARD MEMBERS
A form must be completed for each Board Member listed as one of the Low-Income Representatives.

Name

Home Phone Number

Street Address

City/State/Zip

Please check one:

I certify that I have reviewed the HUD's definition of low-income for the area and that I qualify to represent the low-income community because my income is at or below 80% of the area median income adjusted for family size.

Name of Employer _____ Phone _____

Annual Income _____ Number in household _____

I certify that I am a representative of a low-income neighborhood organization.
(Organization cannot be the "CHDO" Organization)

Name of Organization

I certify that I am a resident of a neighborhood within the service area designated as low-income because more than 51% of the residents of the neighborhood have incomes below 80% of the area median income adjusted for family size.

Signature of Board Member

Date

Print Name

this form is a self-certifying form, no tax returns or pay stubs need to be attached

APPLICATION FORMAT

Applications must be typewritten or computer generated. Applicants are asked not to revise these forms in anyway.

Application material must be:

- 8 ½ x 11 format
- single sided
- three hole punched and bound
- indexed and tabulated to correspond with the information described below

Required Documentation (Tabs)

- A. Cover letter. Please include a cover letter briefly describing your organization, your mission and how it is related to the goal of being recognized as a Certified CHDO.
- B. Index. Provide an index of the required tabs.
- C. Application Forms. Complete and include the application.
- D. Proof of Non-Profit Status. Applicants must provide a copy of the non-profit 501(c) ruling from the Internal Revenue Service. If status is pending, you are not yet an eligible applicant.
- E. Staff Resumes. Current resumes of key staff members must be included. Resumes should indicate that staff members have experience with HOME funded projects.
- F. Agency Audit and Management Letter. Include a copy of the agency's most recent audit, including a copy of the Management Letter.
- G. Articles of Incorporation or Charter. Include a copy of the Agency's Charter or Articles of Incorporation.
- H. Agency's By-Laws. Include a copy of the Agency's By-Laws
- I. Board Resolutions. If any resolutions were passed in order to meet the CHDO Certification Regulations, include a copy of the applicable resolution.
- J. Financial Accountability Statement or HUD approved audit summary. Include a statement from a Certified Public Accountant or a notarized statement by the president or CEO of the applicant that certifies that they agency meets financial accountability requirements as outlined in the application.
- K. Community Services Experience. A statement that shows the agency has a history of serving the community where housing to be assisted with HOME funds will be used.
- L. Development Project Experience. Provide a written narrative outlining all development project experience. Describe all development projects completed to date, including: a description of the project(s), locations(s), number o units, type of housing, population served, financing sources total project cost and ongoing involvement in the project (if rental); describe any project(s) that is currently under development, and any future plans for development projects.
- M. Low-Income board Representative Certifications. Complete a copy of the Low-Income Board Member Certification Form for each low-income representative on the board. Certifications must be submitted for at least one third of the board members.

SUBMISSION DEADLINES

Applications for CHDO-Certification are accepted on an ongoing basis.
Applications must be mailed or hand delivered to:

County of Summit
Community Development Department
175 S. Main St.
Room #207
Akron, Oh 44308

Attn: Holly R. Miller – Certified HOME Specialist; Regulations and Administration

The department will make every effort to make a determination regarding certification within thirty (30) days of receipt of the application. If applying for CHDO funding the CHDO certification application **MUST** be submitted with the CHDO funding application.

If you have any questions regarding the application, please contact Holly Miller at 330-643-8013 or hmiller@summitoh.net