

CHDO Certification Application

Organization Information

Organization Legal Name:

Tax ID Number:

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Unique Entity ID:

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Mailing Address (include physical address if different from mailing address):

Contact Name/Title:

Organization President/CEO/Executive Director
(name and title):

Phone:

Phone:

E-Mail Address:

E-Mail Address:

Board President Name:

Phone:

E-Mail Address:

Activities

Please describe the CHDO-eligible activities your organization is planning and expects to receive funds for a project within 24 months (24 CFR 92.504(c)(6)).

Project Name:

Project Location:

Project Description:

Required Attachments Checklist

Please complete the Required Attachments Checklist (page 8 of this document). Include the requested information in the attachments indicated and check off the item in the Checklist. Articles of Incorporation, Bylaws, Charters, Memorandums of Understanding, Contracts, Certifications and Resolutions must be signed and dated by the Board President or authorized signatory.

CHDO Certification Application

I. Legal Status	WVHDF Use Only
<p>A. The nonprofit organization is organized under State or local laws. Provide a signed and dated copy, including all amendments, of the following. [92.2 CHDO definition paragraph (1)]</p> <p>Charter (Attachment 1) -OR- Articles of Incorporation (Attachment 2) Bylaws (Attachment 3) (for organization to apply as a CHDO) Resolution Authorizing Certification as CHDO for this CHDO Activity (Attachment 4) Resolution for CHDO projects should include project name and address, amount of funding, who is authorized to execute agreements and any other pertinent information. Resolution for CHDO Operating Expense Grant should include amount of funding, who is authorized to execute agreements and any other pertinent information. Certificate of Existence (Attachment 5) (current as of 30 days of the date of this submission) Certificate of Incorporation (Attachment 6)</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. The organization must have among its purposes the provision of decent housing that is affordable to low- and moderate-income people. Identify the appropriate document and Section below that indicates compliance. [92.2 CHDO definition paragraph (7)]</p> <p>Charter -OR- Articles of Incorporation -OR- Bylaws -OR- Resolutions</p> <p>Section # _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. The organization has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual. Identify the appropriate document and Section below that indicates compliance. [92.2 CHDO definition paragraph (2)]</p> <p>Charter -OR- Articles of Incorporation</p> <p>Section # _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>D. The organization may not be controlled by, nor be under the direction of, individuals or entities seeking to derive profit or gain from the organization. Identify the appropriate document and Section here below that indicates compliance. If a Memorandum of Understanding, please include as Attachment 7. [92.2 CHDO definition paragraph (3)]</p> <p>Charter -OR- Articles of Incorporation -OR- The organization's Bylaws, -OR- A Memorandum of Understanding (MOU).</p> <p>Section #: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>
<p>E. The organization must be a recognized nonprofit; i.e., has a tax exemption ruling from the IRS under Section 501(c)(3) or (4) of Internal Revenue Service Code of 1986; OR is classified as a subordinate of a central organization nonprofit under section 905 of the Internal Revenue Code; OR is a wholly-owned entity that is a disregarded entity separate from its owner for tax purposes and is owned by an entity with a tax exemption ruling from the IRS under Section 501(c)(3) or (4). [92.2 CHDO definition paragraph (4)] As Attachment 8, please provide a complete copy of:</p> <p>A 501(c)(3) or (4) ruling or current condition designation from the IRS; -OR- A group exemption letter from the IRS under Section 905 that includes the organization.</p> <p>Section #: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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I. Legal Status (continued)	WVHDF Use Only
<p>F. The organization may not be a governmental entity such as a participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, redevelopment authority, zoning board or commission [92.2 CHDO definition paragraph (5)]</p> <p><input type="checkbox"/> Charter -OR- <input type="checkbox"/> Articles of Incorporation</p> <p style="text-align: right;">Section #: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

II. Independence	WVHDF Use Only
<p>A. No more than one-third of its governing board members may be public elected or appointed officials or employees of a governmental entity. [92.2 CHDO definition paragraph (5)]</p> <p>Identify the appropriate document and Section below that indicates compliance.</p> <p><input type="checkbox"/> Bylaws -OR- <input type="checkbox"/> Charter -OR- <input type="checkbox"/> Articles of Incorporation AND <input type="checkbox"/> Current Board Roster indicating which members, if any, are public elected or appointed officials or employees of a governmental agency (Attachment 9).</p> <p style="text-align: right;">Section #: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. The officers (including elected or appointed officials) or employees of a governmental entity may not be employees of a CHDO [92.2 CHDO definition paragraph (5)]. Identify the appropriate document and section below that indicates compliance.</p> <p>The organization <input type="checkbox"/>was/<input type="checkbox"/>was not created by a governmental entity as evidenced by:</p> <p><input type="checkbox"/> Bylaws -OR- <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation AND <input type="checkbox"/> CHDO Staff Roster (Attachment 10)</p> <p style="text-align: right;">Section #: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. If the organization was created by a governmental entity, the governmental entity may not appoint more than one-third of the membership of the organization's governing body; and the board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members. [92.2 CHDO definition paragraph (5)]</p> <p>The organization <input type="checkbox"/>was/<input type="checkbox"/>was not created by a governmental entity as evidenced by:</p> <p><input type="checkbox"/> Bylaws -OR- <input type="checkbox"/> Charter -OR- <input type="checkbox"/> Articles of Incorporation AND <input type="checkbox"/> Current Board Roster indicating which members, if any, are public officials or employees of government entities along with certifications from all board members as to government official/employee status (Attachment 9)</p> <p style="text-align: right;">Section #: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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II. Independence (continued)		WVHDF Use Only
<p>D. A CHDO may be sponsored or created by a for-profit entity, provided that 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. The officers or employees of the sponsoring or created for-profit entity may not be employees of a CHDO. [92.2 CHDO definition paragraphs (3)(ii) and (iv)]</p> <p>The organization <input type="checkbox"/>was/<input type="checkbox"/>was not sponsored or created by a for-profit entity. If the organization was sponsored or created by a for-profit entity, provide:</p> <p>Bylaws -OR- Charter -OR- Articles of Incorporation AND CHDO Board Roster indicating which members, if any, are appointed by a for-profit parent entity (Attachment 9)</p> <p style="text-align: right;">Section #: _____</p>		<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>E. A CHDO may be sponsored or created by a for-profit entity, however, the for-profit entity's primary purpose does not include the development or management of housing AND the CHDO is free to contract for goods and services from vendor(s) of its own choosing. Identify the appropriate document and Section here below that indicates compliance. [92.2 CHDO definition paragraphs (3)(i) and (iii)]</p> <p>The organization <input type="checkbox"/>was/<input type="checkbox"/>was not sponsored or created by a for-profit entity. If the organization was sponsored or created by a for-profit entity, provide:</p> <p>For-profit organization profile and Articles/Bylaws -AND- CHDO's Bylaws -AND- Articles of Incorporation -OR- Charter</p> <p style="text-align: right;">Section #: _____</p>		<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
III. Accountability to Low-Income Community		WVHDF Use Only
<p>A. The organization must have a designated service area (i.e., the "community" in which it produces housing). A community may be a neighborhood or neighborhoods, city, county, metropolitan area, or multicounty area (but not the entire State). [92.2 CHDO definition paragraph (8)(i)]</p> <p>Identify the appropriate document and Section below that indicates designated service area.</p> <p>Bylaws -OR- Articles of Incorporation -OR- Charter -OR- Resolution</p> <p style="text-align: right;">Section # _____</p>		<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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III. Accountability to Low-Income Community (continued)	WVHDF Use Only
<p>B. The organization must maintain <u>at least</u> 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. [92.2 CHDO definition paragraph (8)(i)]</p> <p>Identify the appropriate document and Section below that indicates compliance.</p> <p>Bylaws -OR- Charter -OR- Articles of Incorporation AND Board Roster indicating which members meet this criterion along with documentation of each such board member's qualification (e.g., certification of low-income status, documentation of home address in low-income community, appointment by low-income neighborhood organization). (Attachment 9)</p> <p style="text-align: right;">Section #: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. The organization must have a formal process for low-income, program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing projects. In addition, describe how this will be accomplished. [92.2 CHDO definition paragraph (8)(ii)]</p> <p>Identify the appropriate document and Section here below that indicates compliance.</p> <p>The organization's Bylaws, -OR- Resolutions, -OR- A written statement of operating procedures approved and signed by the governing body, AND A statement signed by the Board President or Chief Executive Officer (CEO) describing input sought and received on the current project proposal (Attachment 11).</p> <p style="text-align: right;">Section #: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>D. The organization has a history of serving the community within which housing to be assisted with HOME funds is to be located. The prospective CHDO or its parent organization must be able to show one year of serving the community prior to the date the PJ provides HOME funds to the organization. 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). The statement must be signed by the president or other official of the organization. [92.2 CHDO definition paragraph (10)]</p> <p>As Attachment 12, the following documentation is submitted to demonstrate this item.</p> <p>A statement that documents at least one year of experience in serving the community by the organization; or if newly formed, by the organization's parent organization. Other: _____</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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IV. Capacity	WVHDF Use Only
<p>A. The organization must conform to the financial accountability standards of 2 CFR 200.302 and 200.303. [92.2 CHDO definition paragraph (6)]</p> <p>Certification of Financial Management Systems (page 10 of this document)</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. The organization must have demonstrated capacity appropriate to the organization's role under 92.300 and to the nature of the proposed or anticipated project. This capacity must be satisfied by having paid employees with housing experience appropriate to the project; or for the first year of funding as a CHDO, by having a qualified consultant who will train the organization's paid employees. [92.2 CHDO definition paragraphs (9)]</p> <p>Project Description from Proposal/Application (Attachment 13) -AND- Staff Roster (WVHDF Form CHDO-100) (Attachment 10); -AND- Résumés that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds (Attachment 14); -OR- Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization (Attachment 14). -AND- Job descriptions for key staff members responsible for the proposed CHDO project (Attachment 15) -AND- Copy of current payroll ledger (Attachment 16)</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. Certification is available only to organizations whose purpose is to provide and develop affordable housing. Please provide as Attachment 17 a copy of the following:</p> <p>Copy of most current fiscal year's full operating budget categorized by program, AND Copies of three most recent years' audits.</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>D. Provide a signed and dated copy, including all amendments, of the following:</p> <p>Procurement Policy (Attachment 18) -AND- Conflict of Interest Policy (Attachment 19)</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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V. Board Certification		WVHDF Use Only
<p>A. The Board and its low-income representatives must certify that they meet the low-income CHDO requirements.</p> <p>As Attachment 20, for each board member meeting this requirement, please complete and attach</p> <p>CHDO Board Member Certification for Low-Income Representation Form (WVHDF Form CHDO 102) -AND-</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>B. The Board and all of its Non-Low-Income Representatives must certify they are or are not a public official, employee, or appointee of a governmental entity.</p> <p>As Attachment 21, for each board member meeting this requirement, please complete and attach</p> <p>CHDO Board Member Certification for Non-Low-Income Representatives Form (WVHDF Form CHDO 103) -AND-</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>C. CHDO Board Roster Attachment 9 (WVHDF Form CHDO 101) -AND-</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>D. Do board members have professional skills directly relevant to housing development (e.g., real estate, legal, architecture, finance, management)?</p> <p>Yes No</p> <p>If so, as Attachment 22, attach written documentation of each board member's profession and relative experience.</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

FOR WVHDF USE ONLY:

☐ Approved ☐ Disapproved

HOME Program Manager Signature: _____

Date: _____

REQUIRED ATTACHMENTS CHECKLIST

VI. Required Attachments		
Required attachments should be labeled with cover sheets. Please highlight key sections of Articles, Bylaws, or other documents that denote CHDO-specific elements.		
	Included	Not Applicable
1. Charter		
2. Articles of Incorporation		
3. Current Bylaws		
4. Resolution		
5. Certificate of Existence (current as of 30 days of the date of this submission)		
6. Certificate of Incorporation		
7. Memorandum of Understanding		
8. IRS Nonprofit Designation Letter		
9. CHDO Board Roster (WVHDF CHDO Form 100)		
10. CHDO Staff Roster (WVHDF Form CHDO 101)		
11. Statement signed by the Board President or Chief Executive Officer (CEO) describing input sought and received on the current project proposal.		
12. Statement Signed by Board President that Details at Least One Year of Experience in Serving Each Community for which Certification is Sought		
13. Project Description from Proposal/Application		
14. Résumés of Key Staff or Contracts with Consulting Firm(s)		
15. Job Descriptions of Key Staff		
16. Copy of Current Payroll Ledger		
17. Copy of Most-Current Year's Operating Budget Categorized by Program and Copies of the Three Most-Recent Years' Audits		
18. Procurement Policy		
19. Conflict of Interest Policy		
20. CHDO Board Member Certification for Low-Income Representative (WVHDF CHDO Form 102)		
21. CHDO Board Member Certification for Non-Low-Income Representatives (WVHDF CHDO Form 103)		
22. Board Member's Professional Skills		

Statement of Certification

I hereby certify that all statements I have provided in this certification and in the attachments herein are true and comply with West Virginia law; that I am authorized to sign this certification and to make these statements on behalf of the applicant organization; and that the organization understands that misrepresentation of any facts which leads to the improper allocation and expenditure of public funds may result in legal action against the organization for retrieval of any such funds and appropriate penalties.

Name (Typed)

Date

Title

Signature

STATE OF WEST VIRGINIA,
COUNTY OF _____, To-Wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ (name of officer), _____ (title of officer) of _____ (organization name), a not-for-profit West Virginia corporation, on behalf of said corporation.

My commission expires _____

NOTARY PUBLIC

I hereby certify that the submission of this certification has been approved by a two-thirds vote of the Board of Directors.

Name (Typed)

Date

Board President Signature

STATE OF WEST VIRGINIA,
COUNTY OF _____, To-Wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ (name of officer), _____ (title of officer) of _____ (organization name), a not-for-profit West Virginia corporation, on behalf of said corporation.

My commission expires _____

NOTARY PUBLIC

CERTIFICATION OF FINANCIAL MANAGEMENT SYSTEMS

I, _____
(insert name and title of officer)
of _____
(insert legal name of organization)

do hereby certify that said organization maintains and has in place a functioning financial management system that conforms to the requirements of 2 CFR 200.302 and 200.303, as stated below:

1. Accurate, current and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements set forth in 2 CFR 200. If a recipient maintains its records on other than an accrual basis, the recipient shall not be required to establish an accrual accounting system. These recipients may develop such accrual data for their reports on the basis of an analysis of the documentation on hand.
2. Records that identify adequately the source and application of funds for federally-sponsored activities shall contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
3. Effective control over and accountability for all funds, property and other assets; recipients shall adequately safeguard all such assets and assure they are used solely for authorized purposes.
4. Comparison of outlays with budget amounts for each award; whenever appropriate, financial information should be related to performance and unit cost data.
5. Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the award.
6. Accounting records including cost accounting records that are supported by source documentation.

Dated this _____ day of _____, 20____.

(insert legal name of organization)

By: _____
(name)

Its: _____
(title)

STATE OF WEST VIRGINIA,
COUNTY OF _____, To-Wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
_____, _____ of
(name of officer) (title of officer)

(organization name)

a West Virginia nonprofit corporation, on behalf of said nonprofit corporation.

My commission expires _____

NOTARY PUBLIC