

# Memorandum



DATE March 19, 2018

TO Members of the Economic Development & Housing Committee:  
Tennell Atkins, Chair, Rickey D. Callahan, Vice-Chair, Lee M. Kleinman,  
Scott Griggs, Casey Thomas, II, B. Adam McGough, Mark Clayton, Kevin Felder,  
Omar Narvaez

SUBJECT **Community Housing Development Organizations (CHDO's) Update**

## Summary

The Chair of the Economic Development and Housing Committee requested a briefing regarding Community Housing Development Organizations (CHDO) to address discussion points included in this briefing as requested by the CHDO's. These same points were discussed in a meeting held with the group on Monday February 12, 2018. **(Attachment 1)**

## What is a CHDO?

A CHDO is defined under 24 Code of Federal Regulations (CFR) Part 92.2 as a nonprofit organization (501©3 or 4) organized under state law; has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; is neither controlled by nor under the direction of individuals seeking to derive profit or gain from the organization. While a CHDO may be sponsored or created by a for-profit entity whose primary purpose is **not** the development or management of housing, such as a builder, developer or real estate management firm, the for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body and the board members appointed by the for-profit entity may not appoint the remaining board members. A CHDO does not include a public body although a locally chartered organization may qualify under certain conditions.

The CHDO must be free to contract for goods and services from vendors of its own choosing. The CHDO must comply with certain financial accountability standards as described in the 24 CFR 84.21 Standards for Financial Management Systems. Among the primary purposes of the CHDO's organization, as outlined in their organizational charter, articles of incorporation, resolutions or bylaws must be the provision of decent housing that is affordable to low-to-moderate income persons. A CHDO must remain accountable to the low-income community residents by: **1)** maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of a low-income neighborhood organization; **2)** providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, site selection, development and management of affordable housing.

A service area in urban areas such as Dallas, “community” may be defined as a neighborhood, or neighborhoods, city, county or metropolitan area. Additionally, CHDOs are subject to the affirmatively furthering fair housing rules which state that housing should not be located in areas of minority concentration or with high poverty rates. Historically, Dallas CHDOs have elected to work in areas where disinvestment has occurred, and where high concentrations of poverty exist. CHDOs should grow and develop the capacity to partner with for-profit developers to produce market rate housing in areas of disinvestment. Furthermore, CHDOs should work in areas with low poverty rates, have access to a quality education, transportation, and jobs. These high opportunity areas lack quality affordable housing options.

A CHDO must demonstrate the capacity to carry out the activities assisted with HOME Investment Partnership Program (HOME) funds within **12 months** of the project commitment. CHDO’s may satisfy the HOME requirement by hiring experienced key staff members who have successfully completed similar projects or a consultant with the same type of qualified experience and a plan to train appropriate key staff member of the organizations. CHDO’s must demonstrate a minimum of one-year experience in serving the community in which the assisted housing will be located before funds can be reserved for the organization. This requirement can be satisfied by a parent organization in some cases if a CHDO is formed by a group of local churches or local service organizations. CHDOs must be certified by the City of Dallas to be awarded CHDO set-aside funds for the development of housing and operating assistance.

**CHDO Set-Asides**

The City of Dallas receives an annual HOME allocation, of which no less than **15** percent must be set-aside for qualified CHDOs for the development of housing. For FY 2017-18, the City received **\$4,123,371.00** in HOME funds of which **\$618,505.65** must be committed and spent with CHDOs. The City is required to commit these dollars by 2019 and they must be spent on eligible activities by 2025. Included in **Table 1** is a history of the City’s HOME allocation and CHDO set-asides since 2012. CHDOs must serve in the role as owner, developer or sponsor. Eligible activities for CHDO set-aside funds include but is not limited to the following: **1)** acquisition, **2)** demolition; and **3)** new construction and rehabilitation of single family and multifamily residential units. Additionally, the City of Dallas may exercise the option to award up to **5%** of the fiscal year HOME allocation for CHDO operating assistance (Operating Assistance Grant). Operating Assistance Grants can be used for operating expenses, predevelopment costs, and affordable housing activities such as training. The City has not provided Operating Assistance Grants for the 2016-17 and 2017-18 funding years, but these funds will be included in the upcoming Notice of Funding Availability (NOFA) to be issued with the adoption of the comprehensive housing policy.

<b>Funding Year</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>HOME Allocation</b>	\$4,700,686	\$4,240,210	\$4,365,818	\$3,956,627	\$4,132,323
<b>CHDO Set-aside</b>	\$705,102.90*	\$636,031.50*	\$654,872.70*	\$593,494.05*	\$619,848.45*
<b>**Optional OAG</b>	\$200,000	\$175,000	\$175,000	\$175,000	\$175,000**
<b>Commitment Deadline</b>	2014	2015	2016	2017	2018
<b>Expenditure Deadline</b>	2017	2018	2019	2023	2024
*Historically, the City supported CHDOs with more than the required <b>15%</b> set-aside amount. A minimum of <b>\$1,000,000</b> was budgeted all funding years.					
**Allocated under the Action Plan Budget but not awarded to CHDOs.					

**CHDO Certification and Recertification Process**

To be eligible to receive HOME CHDO set-aside funding and Operating Assistance Grants, a CHDO must be certified by the City of Dallas. CHDO certification must be done prior to the commitment of funds for a set-aside development, and there cannot be a general CHDO certification. The City can work in advance to determine if a CHDO will likely meet the requirements for certification prior to funding considerations. A CHDO must continue to be a certified throughout the development of a project and during the affordability period.

The last date of certification for all **5** active CHDOs was May 24, 2016. Previously, staff did not have policies and procedures in place to certify and recertify CHDOs. Current staff has drafted a policies and procedures manual for CHDO certification and recertification which is included as **Attachment 2**. The City’s CHDO application is included in the manual as **Exhibit A**. Staff will publish the manual along with the application on the City’s website. Recertification of existing CHDOs is expected start within the next **3** months. The recertification process will apply to CHDOs with active development projects including those under construction and within the affordability period. Existing CHDOs will be expected to submit documentation for review in conjunction with an annual CHDO compliance and monitoring review. New CHDOs may apply for CHDO certification year-round; however, the City will only be issuing certifications when a project is approved for funding. Both existing and new CHDOs must be certified prior to execution of any written agreement committing funds to a development or for OAG.

**Benefit of CHDOs to the City**

CHDOs that have capacity can be a dedicated source of affordable housing development and provide expertise to increase production of units throughout the City. They can work in City targeted areas to advance the City’s goals. They can leverage funds to increase the opportunities for affordable housing. Finally, CHDOs can partner with for-profit developers to focus on the affordable housing component of a development to meet the City’s production goals.

**Benefits to CHDOs**

CHDOs can benefit tremendously from the funding provided under the HOME CHDO set-aside and Operating Assistance Grants. Successful CHDOs can leverage the assistance provided to grow their organization, increase their project portfolio, and develop meaningful partnerships with for-profit developers. The CHDO’s also have first right of purchase on land bank lots and as a nonprofit they are eligible to purchase HB110 lots.

**CHDO Performance**

CHDOs are a significant development partner in our communities; however, since 2009 there has been a decline in participating CHDOs, from **24** to **5**. Since HUD changed the rules in 2013, many of the former CHDOs did not satisfy the requirements to be certified as a CHDO such as having experienced staff or the necessary project experience. The subsequent **Table 2** is a complete list of former and current CHDOs.

<b>TABLE 2 – List of Former and Current CHDOs</b>		
<b>CHDO</b>	<b>Current or Former</b>	<b>Status</b>
Builders of Hope Community Development Corporation	Current	No active development contract

Center for Housing Resources	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
Central Dallas Community Development Corporation	Former	Elected not to apply
City Wide Community Development Corporation	Current	One active development contract
Cornerstone Community Development Corporation	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
Dallas City Homes	Former	Elected not to apply
Dallas Neighborhood Alliance for Habitat	Former	Elected not to apply
East Dallas Community Organization	Current	Three active development contracts
Ecological Community Builders	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
Forest Heights Neighborhood Development Corporation	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
Frazier Berean Group	Former	Elected not to apply
GMP Development Corporation, Inc.	Former	Elected not to apply
Golden SEEDS Foundation	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
Life Net Community Behavioral Healthcare	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
Light Economic and Development, Inc.	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
Neighborhood Builders Community development Corporation	Former	Elected not to apply
Operation Relief Community Development	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
South Dallas Fair Park Inner-city Community Development Corporation	Current	Two active development contracts
Southfair Community Development Corporation	Current	Two active development contracts
Urban League of Greater Dallas and North Central Texas	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements

Urban Progress Community Development Corporation	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
Vecinos Unidos	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements
4E Community Development Corporation	Former	Dissolved
2000 Roses Foundation	Former	Unable to satisfy <b>2013</b> HUD Final Rule CHDO Requirements

Since 2004, CHDOs have been awarded **\$33,204,199** in City funds. A breakdown of funding is as follows: **\$22,249,223** in HOME funds; **\$4,629,674** in Community Development Block Grant (CDBG) funds; **\$3,843,666** in Neighborhood Stabilization Program (NSP) funds; **\$298,230** in Economic Development Initiative (EDI) funds; and **\$1,583,406** in General Obligation Bonds (GO Bonds). Additionally, the City provided **\$600,000.00** in Operating Assistance Grants (OAG). This funding was leveraged to produce the following: **736** single family residential units (1-4); and **33** multifamily residential units. **Attachment 3** is a comprehensive breakdown of funding provided to CHDOs for projects that have been completed, including Operating Assistance Grants, and funding amounts are based on the contract amounts not actuals. Historically, the average cost for a newly constructed affordable single family home was approximately **\$135,000**. The average amount of City subsidy, including HOME funds, per unit was **\$42,010.36** which is approximately **31%** of the total development costs. The average amount of CHDO set-aside funds was **\$41,979.66** which is **31%** of costs per unit. The average amount of other City funds per unit is **\$42,078.43** which includes CDBG, NSP and GO Bond funds, and is **31%** of the costs per unit.

The City of Dallas has **5** certified CHDOs, they include: **1)** Builders of Hope Community Development Corporation, **2)** City Wide Community Development Corporation, **3)** East Dallas Community Organization, **4)** South Dallas Fair Park / ICDC, and **5)** Southfair Community Development Corporation. Four of these CHDO's have active housing developments under construction for a combined total of **8** CHDO projects. The City has provided CHDOs additional funding outside of the HOME CHDO set-aside to develop projects as listed in the previous paragraph. **Attachment 4** provides a breakdown and status of each of the current developments by funding source.

For current active projects, CHDOs have been awarded **\$12,927,301** in City funds. A breakdown of funding is as follows: **\$5,451,210** in HOME funds; **\$408,331** in CDBG funds; **\$355,020** in NSP funds; and **\$6,712,740** in GO Bonds. This funding was leveraged to produce the following: **65** single family residential units (1-4); and **3** commercial developments. The original contract authorized by Council included **3** proposed mixed-used developments; however, since Council approval the CHDOs have changed their plans. Current development projects with existing CHDOs have varying total project costs dependent upon lot costs, construction costs, size of unit and amenities available. The developments are funded with private financing including lines of credit and interim construction loans as well as gap financing provided by the City. The average cost to develop the lot and build the unit is **\$165,802.09**. The average amount of City subsidy per unit is **\$101,840.00** and is approximately **61%** of the total development costs. The average amount of HOME funds, including CHDO set-aside funds is **\$118,504.56** is **71%** of costs per unit. The average amount of other City funds per unit is **\$61,494.26** which includes CDBG, NSP and GO Bond funds, and is **37%** of the costs per unit. The City provided **\$6,307,700.00** for commercial/retail space for an average cost of **\$198.51** per square ft.

The development timelines often run beyond the completion date. For example, of the existing 8 CHDO projects underway, 6 are expected to need contract amendments within the upcoming months to extend the completion timeline project scope revisions. Most recently, concerns stem from the HUD 2017 monitoring which identified several recordkeeping findings for 4 of the 5 CHDOs.

To alleviate some of the challenges noted above, the City of Dallas has taken several steps which include the following:

**1) Program Changes**

In October 2017, the Dallas Homebuyer Assistance Program and Dallas Urban Land Bank Demonstration Program were redesigned to include underwriting criteria. Some changes were in response to concerns raised by HUD's monitoring, while others were weaknesses identified through program evaluation. Revisions to the Development Program will be launched as part of the NOFA to be released in Spring 2018.

**2) Training and Development**

The City of Dallas has provided on-site training at no cost to CHDO organizations. In September 2017, the National Development Council a nonprofit organization that conducts housing and economic development finance training began a series of housing finance certification courses. In January 2018, Building HOME webinars were offered onsite for CHDO's wishing to participate. As more opportunities become available, they will continue to be extended to our CHDO partners. It is in the best interest of all parties to acquire the skillsets needed to eliminate HUD findings. In the future, staff will hold meetings with the active or potential CHDOs to provide ongoing technical assistance including how to develop bylaws, articles of incorporation to become a CHDO, board structure; and brief on future funding opportunities.

**3) Outreach**

During the redesign of the Dallas Housing Assistance Program and Dallas Urban Land Bank Demonstration Program last fall, the City of Dallas outreached to CHDOs to solicit feedback on program redesign. Additionally, active CHDOs participated on the Market Value Analysis Steering Committee and more recently offered input through the Housing Policy Stakeholder Sessions. CHDOs are a key component to the success of the HOME Program and the communities they serve. Staff will continue to look for additional opportunities for CHDOs to participate and provide feedback.

**4) Development Process Improvements**

Internally, staff will look for ways to assist with the development process so that projects may be completed, and funds spent in a timely manner. Staff will be trained to be proactive and shepherd CHDOs throughout the development process. For example, assisting with plans review approval if there are delays by coordinating with internal department partners such as Sustainable Development and Construction.

**Funding Cycles and Next Steps**

To expend HOME program funds on a timely basis and serve a larger community base, the City of Dallas looks forward to expanding its pool of CHDO partners. Staff will work to issue a NOFA annually to coincide with the Annual HUD Action Plan. The initial NOFA release is anticipated for April or May 2018, at which time available funding will include HOME, with CHDO set-aside, Neighborhood Stabilization Program and possible Community Development Block Grant funds. HOME CHDO funds will include Fiscal Year allocations for 2016-17 and 2017-18 in the amounts of: **\$300,000** for Operating Assistance Grants and **\$1,700,000** for gap financing for the development of housing projects. The

City's housing policy will address how additional funding sources and tools such as General Obligation Bonds, General Funds, New Market Tax Credits, the Dallas Housing Finance Corporation, and Tax Increment Financing can be utilized for the production of housing.

**Land Available to CHDOs**

Land-banking activities under House Bill 110 and Urban Land Bank Demonstration Program shall continue to be made available to CHDO's upon the finalization of the application which is anticipated in March 2018. Under the Urban Land Bank Demonstration Program, CHDOs receive a right of first refusal to purchase these lots.

With a greater pool of CHDOs and the tools available, the City and communities may expect to see community revitalization in several areas across the City of Dallas.

Should you have any questions, please contact me at (214) 671-5257.



**Raquel Favela**  
Chief of Economic Development & Neighborhood Services

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|---|---|
| c: T.C. Broadnax, City Manager<br>Larry Casto, City Attorney<br>Craig D. Kinton, City Auditor<br>Billierae Johnson, City Secretary (Interim)<br>Daniel F. Solis, Administrative Judge<br>Kimberly Bizer Tolbert, Chief of Staff to the City Manager<br>Majed A. Al-Ghafry, Assistant City Manager | Jon Fortune, Assistant City Manager<br>Jo M. (Jody) Puckett, P.E., Assistant City Manager (Interim)<br>Joey Zapata, Assistant City Manager<br>M. Elizabeth Reich, Chief Financial Officer<br>Nadia Chandler Hardy, Chief of Community Services<br>Theresa O'Donnell, Chief of Resilience<br>Directors and Assistant Directors |
|---|---|

**ATTACHMENT 1**  
**DISCUSSION POINTS PROVIDED BY COMMITTEE CHAIR**

1. Explain what a CHDO is
2. Explain the benefit CHDOs to the city
3. Clarify the new NOFA and OAG
  - When will they be available?
  - How much money will be available?
  - What are the details? (applications, timelines, etc.)
4. Clarify the CHDO and OAG Recertification Process
  - What are the details? (applications, timelines, etc.)
  - What happened to the 2016 NOFA set-aside (\$175,000) for OAG to be received by approved applicants, which was rescinded?
5. Properties available to CHDOs and when?
  - HB110
  - Land Bank
6. Funding available to CHDOs and when?
  - Bond Funds
  - CDBG
  - HOME
  - NSP
  - HFC
  - General Funds
  - Economic Development
  - 108
  - New Markets Tax Credits
  - Public & Private Partnership Funding

ATTACHMENT 2



**City of Dallas  
Community Housing Development  
Organization (CHDO)  
Certification and Recertification  
Manual**



Photo: Matthew Visinsky, Getty Images



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## WHAT IS A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)?

A CHDO (pronounced cho'doe) is a private nonprofit, community-based service organization that has significant capacity, and whose **primary** purpose is, to develop affordable housing for the community it serves. Certified CHDOs receive special designation from the City of Dallas (City). The HOME Investment Partnership (HOME) Program definition of a CHDO is found at 24 CFR Part 92.2.

## WHAT SPECIAL BENEFITS ARE AVAILABLE TO CHDOs?

HOME regulations require that the City set aside **15%** of its annual HOME allocation exclusively for qualified, eligible CHDO projects. If an organization becomes a certified CHDO, it is eligible to take advantage of the HOME funds set-aside just for CHDOs, as well as financial support for a portion of its operating expenses (Operating Assistance Grants) associated with CHDO projects. The City's CHDOs also have first right of purchase on land bank lots and as a nonprofit they are eligible to purchase HB110 lots.

## REGULATORY REQUIREMENTS FOR CHDO CERTIFICATION

The U.S. Department of Housing and Urban Development (HUD) has established standard criteria for organizations to be eligible to become a certified CHDO:

1. **Organized Under State/Local Law.** A nonprofit organization must show evidence in its Articles of Incorporation that it is organized under state or local law.
2. **Nonprofit Status.** The organization must be conditionally designated or have a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986. A 501(c) certificate from the IRS must evidence the ruling.
3. **Purpose of Organization.** Among its primary purposes, the organization must have the provision of decent housing that is affordable to low- and moderate-income people. This must be evidenced by a statement in the organization's Articles of Incorporation and/or Bylaws.
4. **Board Structure.** The board of directors must be organized to contain no more than one-third representation from the public sector and a minimum of one-third representation from the low-income community.
5. **No For-Profit Control.** The organization may not be controlled by, nor receive directions from, individuals or entities seeking profit from or that will derive direct benefit from the organization.
6. **No Individual Benefit.** No part of a CHDO's net earnings (profits) may benefit any members, founders, contributors, or individuals. This requirement must also be evidenced in the organization's Articles of Incorporation.
7. **Clearly Defined Service Area.** The organization must have a clearly defined geographic service area outlined in its Articles of Incorporation and/or Bylaws. CHDOs may serve individual neighborhoods or large areas. However, while the organization may include an entire community in their service area (such as a city, town, village, county, or multi-county area), they may not include the entire state.

**Low-Income Advisory Process.** A formal process must be developed and implemented

for low-income program beneficiaries and low-income residents of the organization's service area to advise the organization in all of its decisions regarding the design, location, development and management of affordable housing projects.

8. **Capacity/Experience.** The key staff and board of directors must have significant experience and capacity to carry out CHDO-eligible, HOME-assisted projects in the community where it intends to develop affordable housing (key staff and board of directors have successfully completed HOME-funded, CHDO-eligible projects in the past).
9. **Community Service.** A minimum of one year of relative experience serving the community(ies) where it intends to develop affordable housing must be demonstrated.
10. **Financial Accountability Standards.** The organization must meet and adhere to the financial accountability standards as outlined in 24 CFR 84.21, "Standards for Financial Management Systems."

## CITY REQUIREMENTS FOR CHDO CERTIFICATION

In addition to the regulatory requirements, the City has established additional criteria for CHDO designation. To be eligible for CHDO designation, an organization must also:

1. Maintain a record of good standing with the Texas Secretary of State's office.
2. Maintain a staffed, physical office location in the proposed service area that is open for business and accessible by potential program applicants during generally-accepted customary business hours.
3. Have established a minimum 3-year strategic business plan, which must include CHDO-related production and community involvement goals.
4. Maintain a history of no significant compliance findings on its City funded projects.

The City will accept applications from new CHDOs year-round; however, CHDO certifications will not be provided until a project is identified for funding and prior to execution of a written agreement. Please note that the criteria noted above is not intended to be all-inclusive and the City may require additional information prior to making a determination for CHDO designation. Meeting the above requirements does not guarantee that the organization will be granted CHDO designation. City reserves the right to deny or revoke CHDO designation based upon its evaluation of the nonprofit organization's performance. Designated CHDOs will be evaluated periodically for production and other benchmarks as established by City.

## ORGANIZATIONAL STRUCTURE REQUIREMENTS FOR CHDO CERTIFICATION

The HOME Program establishes requirements for the organizational structure of a CHDO to ensure that the governing body of the organization is **controlled by the community it serves**. These requirements are designed to ensure that the CHDO is capable of decisions and actions that address the community's needs without undue influence from external agendas.

There are four specific requirements related to the organization's board, which must be evidenced in the organization's Articles of Incorporation and/or Bylaws. These are:

1. **Low Income Representation.** At least one-third of the organization's board must be

representatives of the low-income community served by the CHDO. There are three ways a board member can meet the definition of a low-income representative:

- The person lives in a low-income neighborhood where **51%** or more of the residents are low-income. This person need not necessarily be low-income.  
**or**
- The person is a low-income (below **80%** area median income) resident of the community.  
**or**
- The person was elected by a low-income neighborhood organization to serve on the CHDO board. The organization must be composed primarily of residents of the low-income neighborhood and its primary purpose must be to serve the interests of the neighborhood residents. Such organizations might include block groups, neighborhood associations, and neighborhood watch groups.

The CHDO is required to certify the status of low-income representatives.

- 2. Public Sector Limitations.** No more than one-third of the organization's board may be representatives of the public sector, including elected public officials, appointees of a public official, any employees of a local government or public school system, or employees of City or the State of Texas. If a person qualifies as a low-income representative **and** a public-sector representative, their role as a public-sector representative supersedes their residency or income status. Therefore, this person counts toward the one-third public sector limitation.
- 3. Low-Income Advisory Process.** Input from the low-income community is not met solely by having low-income representation on the board. The CHDO must provide a formal process for low-income program beneficiaries to advise the CHDO on design, location of sites, development and management of affordable housing. The process must be described in writing in the Articles of Incorporation and/or Bylaws. Each project undertaken by the CHDO should allow potential program beneficiaries to be involved and provide input on the entire project from project concept, design and site location to property management. One way to accomplish this requirement is to develop a project advisory committee for each project or community where a HOME assisted project will be developed. Proof of input from the low-income community will be required at the CHDO's annual recertification.
- 4. For-Profit Limitations.** If a CHDO is sponsored by a for-profit entity, the for-profit may not appoint more than one-third of the board. The board members appointed by the for-profit may not appoint the remaining two-third of the board members.

## **EXPERIENCE, CAPACITY AND ROLES (24 C.F.R. 92.300-92.303)**

To be certified as a CHDO, the HOME Program requires organizations to demonstrate sufficient experience, capacity, and financial accountability.

**Experience & Capacity:** A CHDO must certify to City that it has the capacity, demonstrated by having paid staff with demonstrated capacity to perform the specific role for which is it being

funded. CHDO staff can be full-time or part-time and can be contract employees. The CHDO cannot count the experience of board members, donated staff, parent organization staff, or volunteers to meet the capacity requirement. The CHDO can only count capacity brought to the table by a consultant in the first year of participation. Afterward, the CHDO must demonstrate capacity based upon paid staff.

The CHDO must demonstrate experience and capacity relevant to the project and its role as owner, developer, or sponsor. If the CHDO is the owner, its staff must have the capacity to act as the owner (this may mean the ability to oversee development.) If the CHDO is the developer or sponsor, its staff must have development experience on projects of similar scope or complexity.

CHDOs must demonstrate a history of serving the community where the housing to be assisted with HOME funds will be located. HUD requires that organizations show a history of serving the community by providing:

- A statement that documents at least one year of experience serving the community.
- For newly created organizations, provide a statement that the parent organization (if applicable) has at least 1-year experience serving the community.

CHDOs must provide resumes and/or statements of key staff members that describe their experience of successfully completed projects similar to those proposed.

### **CHDO SERVICE AREA**

While the City does not limit the number of counties is a CHDO's service area, the very definition of a CHDO is that it be community-based. Therefore, an organization proposing a large or regional service area must demonstrate that it is taking the appropriate steps to achieve the community-based component. Some of the ways this can be achieved is by having an active community (nonpublic) representative from each of the counties on the CHDO's board of directors; establishing local advisory councils to advise the CHDO board on topics relative to the organization's activities; hosting "town hall" meetings in the proposed project areas, etc. the City will consider other methods suggested by the CHDO. CHDOs will be required to provide updates on how it is ensuring that it is active and visible in the communities included in its service area.

The City reserves the right to limit CHDOs going into a service area where an existing CHDO is already providing service. Unless a CHDO is already approved to serve a particular territory, the City will not approve CHDOs to serve overlapping territory.

### **CHDO RECERTIFICATION**

To ensure compliance with the HOME regulations, the recertification process will apply to CHDOs with active development projects including those under development and within the affordability period. Each CHDO will be required to submit specific information to City on an annual basis in conjunction with annual monitoring and compliance audits, including, but not limited to:

- The response to questions, numbered exhibits ,and attachments listed in the City's

CHDO certification application

- An updated **3-year** business plan and a description of how the low-income advisory process was implemented. If no HOME funds were used within the reporting period, a detailed description of all other affordable housing initiatives undertaken will be requested.

Recertification will be required **ANNUALLY WHEN THE CITY MONITORS THE CHDO FOR COMPLIANCE**. The CHDO must recertify as to its continued qualifications as a CHDO and its capacity to own, sponsor, or develop housing.

CHDOs that have not been allocated project funds from the HOME CHDO set-aside for **3** consecutive years will be deemed inactive. At its discretion, the City may revoke the designation of inactive CHDOs based upon a review of other non-CHDO housing activities the organization has undertaken (if any), as well as other factors deemed appropriate by City.

### **CHDO SET-ASIDE**

The HOME requirements at 24 CFR Part 92.300 require City to set aside at least **15%** of its annual HOME allocation for projects owned, developed or sponsored by CHDOs. A certified CHDO must serve as the owner, developer or sponsor of a HOME-eligible project when using funds from the **15%** percent CHDO set-aside. A CHDO may serve in one of these roles or it may undertake projects in which it combines roles, such as being both an owner and developer. The CHDO must be certified for each type of activity it plans to undertake.

### **FINANCIAL ACCOUNTABILITY**

CHDOs must have financial accountability standards that conform to the requirements detailed in 24 CFR 82.21, “Standards for Financial Management Systems.” This can be evidenced by:

- A notarized statement by the president or chief financial officer of the organization.
- Certification from a certified public accountant.
- Audit completed by CPA.
- City reserves the right to request additional audited financial statements at any time.

### **ELIGIBLE AND INELIGIBLE USES OF HOME CHDO SET-ASIDE FUNDS**

#### **ELIGIBLE ACTIVITIES - OWNERS, SPONSORS, DEVELOPERS**

Using the **15%** set-aside, a CHDO acting as an owner, sponsor, or developer may undertake any of the following activities:

- Acquisition and/or rehabilitation of rental property;
- New construction of rental housing;
- Acquisition, rehabilitation and resale of existing, vacant homebuyer property;
- New construction of homebuyer property;
- Direct financial assistance to purchasers of HOME-assisted housing developed by a CHDO with HOME CHDO set-aside funds.

Please note that to be considered a CHDO-eligible project, CHDO set-aside HOME funds must be used during the construction or rehabilitation of the project.

### **INELIGIBLE CHDO ACTIVITIES**

Using the **15%** set-aside, a CHDO may not undertake any of the following activities:

- Rehabilitation of existing homeowners' properties;
- Tenant-based rental assistance (TBRA); or
- Down payment and/or closing cost assistance to purchasers of housing not developed with HOME CHDO set-aside funds.

### **ELIGIBLE ACTIVITIES – SUBRECIPIENTS**

CHDOs may also act as subrecipients with non-set-aside funds by undertaking other HOME-eligible activities such as:

- Tenant-Based Rental Assistance (TBRA);
- Owner-occupied rehabilitation of single-family dwellings; and
- Down payment or closing cost assistance in the acquisition of single-family units.

### **OPTIONAL OPERATING EXPENSES**

From time to time, funds may be available to provide general operating assistance to CHDOs receiving CHDO set-aside funds for activities. When funds are available, certified CHDOs that are administering an eligible project funded from the CHDO set-aside may be eligible to receive funds to be used for operating expenses. The regulations allow the City to allocate no more than **5%** of its HOME allocation for CHDO operating expenses (Operating Assistance Grants). However, the City reserves the right to further restrict the amount of funds an entity may receive for CHDO operating funds. This allocation does not count toward the required **15%** CHDO set-aside funds that are to be used by CHDOs for projects.

The amount of the optional Operating Assistance Grants awarded will be based on, but not limited to, the following factors:

1. The total amount of HOME funds City has available to allocate for reimbursable CHDO operating expenses;
2. The anticipated completion date and size of your current CHDO set-aside project(s); and
3. The CHDO's past performance as a CHDO developer.
4. The CHDO's capacity to complete the project in a timely manner.
5. The ability of the CHDO to retain CHDO proceeds.

The City will allocate Operating Assistance Grants on annually. Operating Assistance Grants will be provided on a fiscal year basis (October 1 – September 30) provided funds are available and the CHDO has demonstrated acceptable performance.

**Although the disbursement of CHDO operating funds is not tied directly to the drawdown of the CHDO project funds, the City reserves the right to delay disbursement of operating funds if it is evident that the CHDO project is experiencing excessive delays.**

City reserves the right to reduce the amount of, or not award, operating funds based upon its evaluation of the CHDO's production and overall performance.

Eligible operating expenses for which CHDOs may use operating funds include:

- Salaries, wages, benefits, and other employee compensation
- Employee education, training and travel
- Rent and utilities
- Communication costs
- Taxes and insurance
- Equipment, materials and supplies

Because the purpose of providing CHDO operating support is to nurture successful CHDOs and ensure their continued growth and success, the City will periodically evaluate the performance of any CHDO wishing to receive CHDO operating funds.

## **CHDO PROCUREMENT**

As noted in HUD CPD Notice 97-11, CHDO organizations are not subject to the requirements of 24 CFR, Part 84 in regard to the procurement of goods and services. However, the City strongly encourages organizations to ensure that costs are reasonable and equitable. This exemption is only applicable to procurement associated with CHDO-eligible projects; CHDOs must still follow appropriate procurement procedures compliant with Part 84 for its non-CHDO projects. City may request a copy of the CHDO's procurement policy for any non-CHDO project funding proposals.

## **EFFECTIVE PERIOD OF CHDO CERTIFICATION**

In order to maintain its CHDO certification, the CHDO must submit at least **30** days prior to its annual compliance and monitoring audit a copy of the most recent audit financial statements along with all required attachments listed in the City's CHDO Certification Application, which is attached to this manual as **Exhibit "A" – City CHDO Application**. If the CHDO fails to submit the recertification packet, the CHDO may no longer qualify as a CHDO. Prior to awarding any City CHDO funds, the CHDO must recertify that no changes have occurred within the agency that would disqualify the entity as a CHDO for the specific type of activity being undertaken.

## **HOW TO APPLY FOR CHDO CERTIFICATION**

Complete the City's CHDO Certification Application including all requested attachments, documentation, and forms. The applicant has **30** days to respond to any request for additional information. If information is not received within **30** days, the CHDO certification application will be denied.



A Community Housing Development Organization (CHDO) is a private, nonprofit, community-based service organization that has obtained staff with the capacity to develop affordable housing in the community it serves.

The following application details the requirements that nonprofit corporations must satisfy in order to be certified as a CHDO by the City of Dallas Housing and Neighborhood Revitalization Department (HNR). Please refer to the CHDO Manual which provides details and additional requirements HNR will use in reviewing your application submission. The CHDO Manual can be found on the City of Dallas (City) website at [www.dallascityhall.com/departments/housing-neighborhood-revitalization](http://www.dallascityhall.com/departments/housing-neighborhood-revitalization).

Please fully complete the application and supply all requested documentation. An incomplete application package will significantly delay the consideration of your application.

**We are here to help if you have any questions in completing the application. Please do not hesitate to contact Cynthia Rogers-Ellickson (214) 670-3601 for assistance.**

**We look forward to receiving your application!**

**Submit Original Certification Application Package to:**



**Cynthia Rogers-Ellickson**  
*Housing Development Manager*  
Housing and Neighborhood Revitalization  
1500 Marilla Street, 6DN  
Dallas, TX 75201



***APPLICANT INFORMATION REQUIRED***

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Name of Applicant Organization

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Address

---

City State Postal Code

---

Contact Person Position with Organization

---

Telephone Number Email Address

---

Fax Number Federal Tax I. D. Number

**STATEMENT OF CERTIFICATION**

I hereby certify that all statements I have provided in this application and in the attachments herein are true; that I am authorized to sign this application, and to make these statements, on behalf of the applicant organization; and that the organization understands that misrepresentation of any facts which lead 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.

Signed:

---

Signature Date

---

Name: (typed or printed)

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Title: (Executive Director)

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Name of Organization

(Submit this application, with original signature, to the City of Dallas)

## I. LEGAL STATUS

1. **ORGANIZED:** In order to receive certification, your organization must be organized under state or local laws and must provide evidence of your legal status. Which of the following have you supplied?

- Charter  
 Articles of Incorporation along with confirmation from the Secretary of State.

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

2. **PURPOSE OF ORGANIZATION:** An organization must have among its purposes the provision of decent housing that is affordable to low and moderate-income persons'. Which of the following have you included that demonstrate compliance with this requirement?

- Charter  
 By-laws signed by the board Secretary  
 Articles of Incorporation

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

3. **NO INDIVIDUAL BENEFIT:** No part of your organization's net earnings can inure to the benefit of any member, founder, contributor or individual. Which of the following have you included that demonstrate compliance with this requirement?

- Charter  
 By-laws signed by the board Secretary  
 Articles of Incorporation

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

4. **SERVICE AREA:** In order to receive certification an organization must have a clearly defined geographic service area. The service area can be an area larger than a single neighborhood but must be an area smaller than an entire state. If you will be serving a special population the geographic boundaries and your service area must also be defined. Which of the following have you included to demonstrate that your organization has a clearly defined geographic service area?

- Charter  
 By-laws signed by the board Secretary  
 Articles of Incorporation

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

5. **TAX EXEMPT RULING:** Your organization must have a tax-exempt ruling from the Internal Revenue Service (IRS), under section 501 (c) (3), 501 (c) (4) or a Section 905 of the Internal Revenue Code of 1986. Which of the following have you provided to indicate receipt of such a ruling?

- A 501 (c) (3) Certificate Letter from the IRS  
 A 501 (c) (4) Certificate Letter from the IRS  
 A group exemption letter, that is dated 1986 or later, from the IRS that includes the agency seeking certification as a CHDO (acceptable for Section 905 organizations only)

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

## II. ORGANIZATIONAL STRUCTURE

6. **BOARD COMPOSITION:** In order to be certified a CHDO, an organization must structure the board of directors to consist of **at least** one-third representatives of the low-income community and no more than one-third representatives of the public sector. These provisions and examples are as follows:

a) An applicant organization must ensure that at all times **at least** one-third of its governing board consists of representatives of the low-income community. There are three ways to meet this requirement: 1) Individuals can be residents of a low-income neighborhood in the organization’s service area (but do not necessarily have to earn a low income themselves), 2) they can be low-income residents of the community, or 3) they can be appointed representatives to the board from a low-income neighborhood association. Which of the following documents have you provided that demonstrate that the one-third requirement will be maintained?

- Charter
- By-laws signed by the board Secretary
- Articles of Incorporation

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

b) An organization’s board of directors may consist of no more than one-third representatives of the public sector. Representatives of the public sector include: 1) ***elected officials*** such as council members, 2) ***appointed public officials*** such as planning or zoning commission, regulatory or advisory boards, 3) ***public employees*** which include employees of public agencies or departments of the City such as fire and police, and 4) any individual who is not necessarily a public official, but has been ***appointed by a public official*** to serve on the organization’s Board of Directors. Which of the following have you provided that demonstrate that the one-third cap on public representation will be met?

- Charter
- By-laws signed by the board Secretary
- Articles of Incorporation

(Under the HOME Program, “community” is defined as one or several neighborhoods or the city at large)

In order to verify that your **current board** meets both the low-income requirement and the limits on public-sector representation above, please complete the worksheet included as **Attachment B** to this application. In order to complete the worksheet, you will need to know whether the board member resides in a ‘low-income’ neighborhood or whether the board member qualifies as a low-income resident. An individual residing in a household earning **80%** of the area median family income or less meets the “low-income” designation. **Attachment E** provides the dollar amount of that income cap by family size. If you are uncertain as to whether the neighborhood your board member resides in can qualify as a ‘low-income neighborhood,’ please call Cynthia Rogers-Ellickson at **(214) 670-3601** for verification of the zip code in which the board member resides.

7. **LOW-INCOME INPUT:** In order to be certified a CHDO, an organization must provide a specific formal process for low-income program beneficiaries to advise the organization in all of its decisions regarding the design, location of sites, development and management of affordable housing projects. Specifically, a detailed plan for ensuring that input from low-income program beneficiaries will be solicited and integrated into the decision-making and project development processes of the organization. Which of the following has your organization provided, that detail the systems you will use to gather community involvement/input from those affected by your projects?

- By-laws signed by the board Secretary
- A Board Resolution, (written statement of operating procedures approved by the governing body).

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

### III. RELATIONSHIP WITH OTHER ENTITIES

#### **RELIGIOUS ORGANIZATION SPONSORSHIP:**

8. Is your nonprofit organization sponsored or created by a religious organization?

- Yes, (please continue with the following)  
 No, (if no, skip to # 9)

A religious organization cannot qualify as a CHDO, but they may sponsor the creation of a wholly secular nonprofit. The developed housing must be used exclusively for secular purposes. It must also be ensured that housing will be made available to all persons, regardless of religious affiliation or belief. The religious organization can appoint an unlimited number of board members to the housing organization's board, but the religious organization cannot control the housing organization. Which of the following has been provided to demonstrate that all of these provisions will be met in the operation of the organization?

- By-laws  
 Charter  
 Articles of Incorporation

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

#### **PUBLIC ENTITY SPONSORSHIP:**

9. Was your organization chartered by a state or local government?

- Yes, (please continue with the following)  
 No, (If no, skip to # 10)

The state or local government may not appoint more than one-third of the organization's governing body, and the board members appointed by the state or local government may not, in turn, appoint the remaining two-thirds of the board members. Which of the following has been provided that demonstrate compliance with these requirements?

- By-laws signed by the board Secretary  
 Charter  
 Articles of Incorporation

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

#### **FOR-PROFIT RELATIONSHIPS:**

10. Is the nonprofit organization being sponsored by or was it created by a for-profit entity?

- Yes, (please continue with the following, # 11-14)  
 No, (If no, skip to # 15)

11. A CHDO cannot be controlled by, nor receive direction from individuals or entities seeking profit from the organization. Which of the following has been provided to address compliance with this requirement?

- By-laws signed by the board Secretary  
 A Memorandum of Understanding (MOU)

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

### III. RELATIONSHIP WITH OTHER ENTITIES, Continued...

12. An organization may be sponsored or created by a for-profit entity, however; the for-profit entity's primary purpose may not include the development or management of housing. Please provide the following to evidence compliance:

- The By-laws of the for-profit entity

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

13. The non-profit organization is free to contract for goods and services from vendor(s) of its own choosing. Which of the following items has been provided to demonstrate that the non-profit is free to do this?

- By-laws signed by the board Secretary  
 Charter  
 Articles of Incorporation

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

14. If the non-profit is sponsored by a for-profit entity, the for-profit entity may not appoint more than one-third of the organization'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. Which of the following items has been provided to demonstrate that the non-profit is free to do this?

- By-laws signed by the board Secretary  
 Charter  
 Articles of Incorporation

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

#### IV. EXPERIENCE and CAPACITY

15. **FINANCIAL ACCOUNTABILITY:** The organization must have financial accountability standards that conform to 24 CFR 84.21, "Standards for Financial Management Systems", which is included as **Attachment A** to this application. These standards are a variation on OMB Circular A-133 but are an updated version to that circular. The organization must certify that its financial management systems comply with this specific standard. Which of the following have you provided to evidence compliance with this federal requirement?

- A notarized statement by the Treasurer or Chief Financial Officer of the organization
- Certification from a Certified Public Accountant
- HUD approved audit summary

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

16. **AUDIT REQUIREMENT:** The City of Dallas requires that your organization submit audited financial statements for the organization's most recent program year. The audits financials should include all components conducted, including any A-133 analysis of compliance with federal grants, analysis of internal controls, letter to the Board of Directors or management letters. If your organization does not have audited financial statements because it has been operating for less than one year, you must submit the audited financial statements of the parent or sponsor organization, along with your organization's current unaudited financial statements.

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

**NOTE: No nonprofit organization shall be certified as a CHDO if the organization's most recent audit reflects an outstanding finding, material weakness or other unresolved matter, which would prevent the City of Dallas from certifying the capacity of that organization to successfully develop a CHDO project.**

17. **EXPERIENCE:** In order to become a certified CHDO, the organization must demonstrate a capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds or by contract with a consultant who has housing development experience to train appropriate key staff of the organization. The organization must have *at least* one year of experience serving the community where the housing to be assisted with HOME funds is to be located. The year of service does **not** have to be directly related to housing. Newly created organizations wishing to become CHDOs can meet the requirement if the parent (or sponsoring) organization is a nonprofit and has provided services to the community for at least one year. These are the two forms in which capacity may be documented and accepted. Which of the two have you provided to demonstrate compliance with this requirement?

- A statement signed by the Executive Director that documents at least **1** year of experience serving the community prior to seeking CHDO certification plus details the type of service provided; and have paid employees or a consultant with housing development experience working on projects assisted with HOME funds **OR**,
- A statement signed by the Executive Director that documents that its parent or sponsoring organization has at least **1** year of experience serving the community prior to seeking CHDO certification plus details the type of service provided; and have paid employees or a consultant with housing development experience working on projects assisted with HOME funds

**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

18. **PROJECT DETAIL:** As a next step toward assessing your organization's capacity, please provide the following information about the type of project(s) your organization is currently developing or expects to develop in the next 6 months:

**NUMBER OF UNITS IN FIRST PROJECT: \_\_\_\_\_**

BUILDING TYPE:	EXPECTED USE:	CONCENTRATION:	CONSTRUCTION ACTIVITY
<input type="checkbox"/> Single Family buildings <input type="checkbox"/> Multi-family buildings	<input type="checkbox"/> Rental <input type="checkbox"/> Homeownership	<input type="checkbox"/> Single Site <input type="checkbox"/> Scattered Site	<input type="checkbox"/> Acquisition <input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation
FOR RENTAL ONLY:		FOR HOMEOWNERSHIP ONLY:	
<input type="checkbox"/> CHDO will do Property Management <input type="checkbox"/> CHDO will contract out for Property Management		<input type="checkbox"/> CHDO will do Homeownership Counseling <input type="checkbox"/> CHDO will work with established Homeownership Counseling or replace homeowners	

Additional comments about the project?

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19. **STAFF AND CAPACITY:** In order to be certified as a CHDO, the organization must have paid staff \*. HUD defines CHDO staff as paid employees who are responsible for the day-to-day operations of the CHDO; this does not include volunteers, board members or consultants. Additionally, the organization must demonstrate the capacity of its key staff to carry out the activities it is planning to undertake. Specifically, the key staff who will be responsible for the project must have successfully completed projects **similar to those the organization expects to undertake**. Please submit the following to evidence staff capacity:

- Resumes of key staff members who have successfully completed projects similar to that being proposed, (include project descriptions of relevant completed projects)  
**Provided in Exhibit # \_\_\_\_\_ (please specify Exhibit #)**

*\* HUD's Definition of a paid employee is a person whose salary, payroll taxes, and unemployment insurance are paid by the organization and from whom the organization withholds payroll and income taxes. Receipt of a W-2 is sufficient evidence that an individual is a 'paid employee'. The employee must be paid by the CHDO and, therefore cannot be contracted through, shared with, or cost-allocated through another entity. Employees of a for-profit organization that created a CHDO cannot also be employees of that CHDO.*

Please submit a roster of the organizations current board composition and their positions on the board.  
 Please describe the organization's current staffing by completing **Attachment C**

**PLEASE REVIEW THE FOLLOWING CHECKLIST TO BE SURE YOUR APPLICATION SUBMISSION INCLUDES ALL OF THE ITEMS LISTED BELOW:**

- All questions have been answered, exhibit numbers indicated, and the Executive Director has signed the certification statement on page one.
- Attachment B, Board information has been completed for every board member and is enclosed.
- Attachment C, Staff information has been completed for every staff person and is enclosed.
- All exhibits referenced in the application are numbered and enclosed.

**Thanks very much for applying for CHDO Certification with the City of Dallas's Housing and Neighborhood Revitalization Department. We will work diligently to provide you with a quick response to your application.**

# ATTACHMENT A TO CHDO CERTIFICATION APPLICATION

## HUD--Required Standards for Financial Management Systems

Code of Federal Regulations, Title 24, Volume 1, Parts 84 Section 21

Revised as of April 1, 2000

From the U.S. Government Printing Office via GPO Access [CITE: 24CFR84.21], Page 425-426

### TITLE 24--HOUSING AND URBAN DEVELOPMENT

#### PART 84--GRANTS AND AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON-PROFIT ORGANIZATIONS--Table of Contents

##### Subpart C--Post-Award Requirements

##### Sec. 84.21 Standards for financial management systems.

- (a) HUD shall require recipients to relate financial data to performance data and develop unit cost information whenever practical.
- (b) Recipients' financial management systems shall provide for the following:
  - (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 Sec. 84.52. 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. These records 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 to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants or payments by other means for program purposes by the recipient. To the extent that the provisions of the Cash Management Improvement Act (CMIA) (Pub. L. 101-453) govern, payment methods of State agencies, instrumentalities, and fiscal agents shall be consistent with CMIA Treasury-State Agreements or the CMIA default procedures codified at 31 CFR part 205, "Withdrawal of Cash from the Treasury for Advances under Federal Grant and Other Programs."
  - (6) 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.
  - (7) Accounting records including cost accounting records that are supported by source documentation.
- (c) Where the Federal Government guarantees or insures the repayment of money borrowed by the recipient, HUD, at its discretion, may require adequate bonding and insurance if the bonding and insurance requirements of the recipient are not deemed adequate to protect the interest of the Federal Government.
- (d) HUD may require adequate fidelity bond coverage where the recipient lacks sufficient coverage to protect the Federal Government's interest.
- (e) Where bonds are required in the situations described above, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties, as prescribed in 31 CFR part 223, "Surety Companies Doing Business with the United States."

**ATTACHMENT B - BOARD MEMBER REQUIREMENTS**

Org Name Here:

**BOARD MEMBER INFORMATION:**

**PLEASE CHECK THE APPROPRIATE BOX BELOW:**

<b>1</b>	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.							
	Board Position:															
	Address:															
	City															
	State									Yes						Included
	Zip									Phone:		No				
Place of Employment:	Additional Comment:															
Position:																

<b>2</b>	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.							
	Board Position:															
	Address:															
	City															
	State									Yes						Included
	Zip									Phone:		No				
Place of Employment:	Additional Comment:															
Position:																

<b>3</b>	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.							
	Board Position:															
	Address:															
	City															
	State									Yes						Included
	Zip									Phone:		No				
Place of Employment:	Additional Comment:															
Position:																

<b>4</b>	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.							
	Board Position:															
	Address:															
	City															
	State									Yes						Included
	Zip									Phone:		No				
Place of Employment:	Additional Comment:															
Position:																

**ATTACHMENT B - BOARD MEMBER REQUIREMENTS**

Org Name Here:

**BOARD MEMBER INFORMATION:**

**PLEASE CHECK THE APPROPRIATE BOX BELOW:**

5	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.									
	Board Position:																	
	Address:																	
	City:																	
	State:										Yes						Included	
	Zip:										Phone:		No					N/A
	Place of Employment:										Additional Comment:							
Position:																		

6	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.									
	Board Position:																	
	Address:																	
	City:																	
	State:										Yes						Included	
	Zip:										Phone:		No					N/A
	Place of Employment:										Additional Comment:							
Position:																		

7	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.									
	Board Position:																	
	Address:																	
	City:																	
	State:										Yes						Included	
	Zip:										Phone:		No					N/A
	Place of Employment:										Additional Comment:							
Position:																		

8	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.									
	Board Position:																	
	Address:																	
	City:																	
	State:										Yes						Included	
	Zip:										Phone:		No					N/A
	Place of Employment:										Additional Comment:							
Position:																		

**ATTACHMENT B - BOARD MEMBER REQUIREMENTS**

Org Name Here:

**BOARD MEMBER INFORMATION:**

**PLEASE CHECK THE APPROPRIATE BOX BELOW:**

9

Name:									* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.
Board Position:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?		
Address:									
City:									
State:			Yes						Included
Zip		Phone:	No						N/A
Place of Employment:			Additional Comment:						
Position:									

10

Name:									* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.
Board Position:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?		
Address:									
City:									
State:			Yes						Included
Zip		Phone:	No						N/A
Place of Employment:			Additional Comment:						
Position:									

11

Name:									* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.
Board Position:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?		
Address:									
City:									
State:			Yes						Included
Zip		Phone:	No						N/A
Place of Employment:			Additional Comment:						
Position:									

12

Name:									* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.
Board Position:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?		
Address:									
City:									
State:			Yes						Included
Zip		Phone:	No						N/A
Place of Employment:			Additional Comment:						
Position:									

**ATTACHMENT C**  
**Staff Member Information**  
(Please make additional copies as needed to include *all* staff members)

**PLEASE NOTE:** A paid employee is a person whose salary, payroll taxes, and unemployment insurance are paid by the organization and from whom the organization withholds payroll and income taxes. Receipt of a W-2 is sufficient evidence that an individual is a 'paid employee'. The employee must be paid by the CHDO and, therefore cannot be contracted through, shared with, or cost-allocated through another entity. Employees of a for-profit organization that created a CHDO cannot also be employees of that CHDO.

**STAFF INFORMATION:**

Name:		Please indicate if this position is:  <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid  Resume Included?  <input type="checkbox"/> Yes <input type="checkbox"/> No (Required)
Title:		
Position:		
Hours of work:		
Duties and Responsibilities		

Name:		Please indicate if this position is:  <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid  Resume Included?  <input type="checkbox"/> Yes <input type="checkbox"/> No (Required)
Title:		
Position:		
Hours of work:		
Duties & Responsibilities		

Name:		Please indicate if this position is:  <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid  Resume Included?  <input type="checkbox"/> Yes <input type="checkbox"/> No (Required)
Title:		
Position:		
Hours of work:		
Duties & Responsibilities		

City of Dallas  
Community Housing Development Organization  
**CERTIFICATION REQUIREMENTS**

To be certified as a Community Housing Development Organization (CHDO), an organization must meet the minimum certification criteria as required by the U.S. Department of Housing and Urban Development. Additionally, the organization must comply with the following policies in order to receive CHDO certification from the Housing and Neighborhood Revitalization Department (HNR).

**NO DISTRIBUTIONS**

An applicant organization's charter or the articles of incorporation must specify that no net earnings of the corporation can inure to the benefit of any member, founder, contributor or individual. All net income must be reinvested in the projects developed by the organization or in subsequent affordable housing projects.

**BOARD COMPENSATION**

Board members may receive a reasonable fixed sum and expenses for each board meeting he/she attends. However, board members cannot receive a salary for their service as a board member. For HNR staff to verify the reasonableness of compensation, CHDO applicants are required to submit all financial statements and, upon request, any other documents necessary for HNR to verify the amount of compensation provided to board members and the services for which the sum was paid.

**SPONSORSHIP OR CREATION BY A RELIGIOUS ORGANIZATION**

A religious organization cannot become a CHDO but can create a wholly secular nonprofit housing organization. The sponsoring organization can appoint an unlimited number of board members to the board of the housing organization. Beyond that, however, the housing organization cannot be controlled by the religiously-based sponsor organization. That is, the housing organization must be free to select its projects, to procure its goods, services and financing, and to otherwise operate the organization without influence or intervention by the religiously based sponsor. Additionally, the housing developed by the housing organization must be made available to all persons, regardless of religious belief or affiliation. The by-laws of the housing organization must include language that ensures compliance with all of the above requirements.

**REPRESENTATIONS AND WARRANTIES**

Any applicant who submits fabricated information, documentation or signatures as part of or along with its CHDO application, or any applicant who misrepresents any aspect of the board, staff or organizational accomplishments, experience or expertise shall be disqualified from the CHDO certification process for a period of 1 year. The 1-year disqualification period will begin at the time the misrepresentation is made by the HNR Department and is reported in writing by HNR staff to the applicant organization. If an applicant believes the HNR determination of misrepresentation is in error, the applicant organization may appeal the decision in writing to the Director of the Housing and Neighborhood Revitalization.

## **AUDIT**

The Housing and Neighborhood Revitalization Department requires that your organization submit audited financial statements for the organization's most recent program year. If your organization does not have audited financial statements because it has been operating for less than one year, you must submit the audited financial statements of the parent or sponsor organization, along with your organization's current unaudited financial statements. No nonprofit organization shall be certified as a CHDO if the organization's most recent audit has an outstanding finding, material weakness or other unresolved matter which would prevent the Housing and Neighborhood Revitalization from certifying the capacity of that organization to successfully develop a CHDO project. The audit will also be used in assessing the organization's financial capacity for executing the affordable housing activities it intends to pursue.

## **VERIFICATION OF COMPLIANCE WITH BYLAWS**

As part of the certification process, the Housing and Neighborhood Revitalization may do all necessary due diligence to verify that the operations of an applicant organization are being conducted in keeping with the by-laws submitted in the CHDO Certification application.



**City of Dallas, Housing and Neighborhood Revitalization Department**  
 1500 Marilla Street, Dallas, Texas 75201  
 (214) 670-5988 Fax (214) 670-0156  
[www.dallascityhall.com/departments/housing-neighborhood-revitalization](http://www.dallascityhall.com/departments/housing-neighborhood-revitalization)

**ATTACHMENT E TO CHDO CERTIFICATION APPLICATION**

**HUD Income Limits by Household Size**  
**Effective Date: April 14, 2017**

*FY2017 Area Median Family Income*  
*Dallas, Texas*  
*\$73,400 (4-person household)*

Eligibility Standard	Number of Persons in Households								
	1	2	3	4	5	6	7	8	9
<b>80%<sup>1</sup></b>	\$41,100	\$47,000	\$52,850	\$58,700	\$63,400	\$68,100	\$72,800	\$77,500	\$82,200
<b>67%</b>	\$34,425	\$39,342	\$44,260	\$49,178	\$53,112	\$57,046	\$60,981	\$64,915	\$68,849
<b>65%</b>	\$33,397	\$38,168	\$42,939	\$47,710	\$51,527	\$55,344	\$59,160	\$62,977	\$66,794
<b>60%</b>	\$30,828	\$35,232	\$39,636	\$44,040	\$47,563	\$51,086	\$54,610	\$58,133	\$61,656
<b>50%<sup>1</sup></b>	\$25,700	\$29,400	\$33,050	\$36,700	\$39,650	\$42,600	\$45,500	\$48,450	\$51,400
<b>30%<sup>1</sup></b>	\$15,400	\$17,600	\$19,800	\$22,000	\$23,800	\$25,550	\$27,300	\$29,050	\$30,850
<b>Size adjustment:</b>	70%	80%	90%	100%	108%	116%	124%	132%	140%

<sup>1</sup>Income for the 80%, 50% and 30% categories are HUD's estimated figures rounded to the nearest \$50.

# Community Housing Development Organization SELF-CERTIFICATION FORM

For the purpose of determining income eligibility, I, \_\_\_\_\_ (print name), do hereby understand that in order to qualify as a representative of the low-income community, my total household income cannot exceed **80%** of the Median Family Income for the Dallas area as established by the Federal Government. Currently, the amounts are:

HUD Income Limits by Household Size  
**Effective Date: April 14, 2017**  
 2017 Area Median Family Income for Dallas, Texas

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
\$41,100	\$47,000	\$52,850	\$58,700	\$63,400	\$68,100	\$72,800	\$77,500

The following is a list of all persons who are currently occupying this household:

Name	Age	Relationship	Gross Monthly Income (Before Taxes)

\_\_\_\_\_  
 Signature Date

**WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**FOR CITY STAFF ONLY:**

Based on the information provided above, the information has been verified by HNR Staff to reflect that the person named above

**DOES**     **DOES NOT**

qualify as a representative of the low-income community as defined by HUD.

\_\_\_\_\_  
 HNR Staff Name: Date:

**Attachment 3  
COMPREHENSIVE LIST OF COMPLETED CHDO PROJECTS**

CD	Community Housing Development Organization (CHDO)	Project Description	Start	Completion	Amount	Source of City Funds
7	Builders of Hope Community Development Corporation	Prairie Creek New Construction funds for hard and soft costs of 40 SF Homes	2010	2017	\$1,357,500.00	HOME
8	Builders of Hope Community Development Corporation	Creekside Project New Construction funds for hard and soft costs of 8 SF Homes	2015	2018	\$180,000.00	HOME
-	Builders of Hope Community Development Corporation	Operating Assistance Grants (OAG)	2013 2014 2015	2013 2014 2015	\$50,000 \$35,000 \$35,000	HOME
<b>TOTAL (OAG)</b>					<b>\$120,000.00</b>	
<b>BUILDERS OF HOPE CDC TOTAL ALL FUNDING</b>					<b>\$4,620,384.00</b>	
14	City Wide Community Development Corporation	Gaston Complex Rehabilitation of 14 multifamily rental units	2009	2012	\$625,000.00	HOME
8	City Wide Community Development Corporation	Scattered Sites New Construction funds for hard and soft costs of 13 Single Family (SF) Homes	2009	2012	\$1,500,000.00	NSP
4	City Wide Community Development Corporation	Serenity, 3124 Denley New Construction funds for hard and soft costs of 23 MF rental units	2014	2016	\$1,997,912.00	CDBG

8	City Wide Community Development Corporation	Runyon Springs New Construction funds for hard and soft costs of 8 SF Homes	2015	2017	\$300,000 \$80,000	HOME BOND
<b>TOTAL CITY FUNDS – Runyon Springs</b>					<b>\$380,000.00</b>	
-	City Wide Community Development Corporation	Operating Assistance Grants	2013 2014 2015	2013 2014 2015	\$50,000 \$35,000 \$35,000	HOME
<b>TOTAL (OAG)</b>					<b>\$120,000.00</b>	
<b>CITY WIDE CDC TOTAL ALL FUNDING</b>					<b>\$4,622,912.00</b>	
<b>CD</b>	<b>Community Housing Development Organization (CHDO)</b>	<b>Project Description</b>	<b>Start</b>	<b>Completion</b>	<b>Amount</b>	<b>Source of City Funds</b>
2	Cornerstone Community Development Corporation	Ervay Project New construction funds for hard and soft costs of 3 single family homes.	2008	2013	\$120,000.00	HOME
1	Dallas City Homes	Saragosa Condominiums New construction funds for hard and soft costs of 10 condominiums.	2004	2007	\$297,000.00	HOME
7	Dallas City Homes	Hasty Street Homes New construction funds for hard and soft costs of 21 single family homes.	2002	2010	\$230,000.00	HOME
2	Dallas City Homes	Caldwell & Fitzhugh Homes New construction funds for hard and soft costs of 4 single family homes.	2009	2011	\$100,000.00	HOME
2	Dallas City Homes	Jubilee Scattered Sites	2006	2012	\$52,802.00	CDBG

		New construction funds for hard and soft costs of 5 single family homes.				
<b>DALLAS CITY HOMES TOTAL ALL FUNDING</b>					<b>\$679,802.00</b>	
6	Dallas Neighborhood Alliance for Habitat	Greenleaf II New construction funds for hard and soft costs of 11 single family homes.	2007	2010	\$75,000.00	HOME
6	Dallas Neighborhood Alliance for Habitat	West Dallas III New construction funds for hard and soft costs of 27 single family homes.	2008	2010	\$220,000.00	HOME
<b>CD</b>	<b>Community Housing Development Organization (CHDO)</b>	<b>Project Description</b>	<b>Start</b>	<b>Completion</b>	<b>Amount</b>	<b>Source of City Funds</b>
7	Dallas Neighborhood Alliance for Habitat	Frazier Homes New construction funds for hard and soft costs of 40 single family homes.	2008	2010	\$1,460,000.00	HOME
6	Dallas Neighborhood Alliance for Habitat	HMK Infill Lots New construction funds for hard and soft costs of 12 single family homes.	2007	2011	\$205,000.00	HOME
3,4,6	Dallas Neighborhood Alliance for Habitat	Scattered Sites New construction funds for hard and soft costs of 11 single family homes.	2008	2011	\$330,000.00	HOME
7	Dallas Neighborhood Alliance for Habitat	Rochester New construction funds for hard and soft costs of 14 single family homes.	2008	2011	\$108,653.00	HOME

8	Dallas Neighborhood Alliance for Habitat	Cedar Creek New construction funds for hard and soft costs of 159 single family homes.	2008	2012	\$753,406 \$940,000	BOND CDBG
<b>TOTAL CITY FUNDS – Cedar Creek</b>					<b>\$1,693,406.00</b>	
8	Dallas Neighborhood Alliance for Habitat	Hickory Creek New construction funds for hard and soft costs of 50 single family homes.	2008	2013	\$777,456.00	CDBG
<b>TOTAL ALL FUNDING</b>					<b>\$4,869,515.00</b>	
<b>CD</b>	<b>Community Housing Development Organization (CHDO)</b>	<b>Project Description</b>	<b>Start</b>	<b>Completion</b>	<b>Amount</b>	<b>Source of City Funds</b>
4	East Dallas Community Organization	Neighborhood Stabilization Program (NSP) New Construction funds for hard and soft costs of 13 Single Family (SF) Homes	2009	2011	\$1,596,365.00	NSP
8	East Dallas Community Organization	Thornton Heights New Construction funds for hard and soft costs of 29 SF Homes	2009	2012	\$1,892,740.00	HOME
7	East Dallas Community Organization	Silver II New Construction funds for hard and soft costs of 2 SF Homes	2009	2012	\$57,321.00	HOME
4	East Dallas Community Organization	Claude Street New Construction funds for hard and soft costs of 2 SF Homes	2007	2012	\$52,500.00	HOME
7	East Dallas Community Organization	Bexar Townhomes New Construction funds for	2007	2014	\$861,504 \$750,000 \$765,000	CDBG BOND HOME

		hard and soft costs of 29 SF Townhomes				
<b>TOTAL CITY FUNDS – Bexar Townhomes</b>					<b>\$2,376,504.00</b>	
7	East Dallas Community Organization	Harding New Construction funds for hard and soft costs of 2 SF Homes	2011	2014	\$16,070.00	HOME
7	East Dallas Community Organization	Garland Lots New Construction funds for hard and soft costs of 2 SF Homes	2014	2015	\$63,000.00	HOME
-	East Dallas Community Organization	Operating Assistance Grants	2013 2014 2015	2013 2014 2015	\$50,000 \$35,000 \$35,000	HOME
<b>TOTAL (OAG)</b>					<b>\$120,000.00</b>	
<b>EDCO TOTAL ALL FUNDING</b>					<b>\$6,174,500.00</b>	
<b>CD</b>	<b>Community Housing Development Organization (CHDO)</b>	<b>Project Description</b>	<b>Start</b>	<b>Completion</b>	<b>Amount</b>	<b>Source of City Funds</b>
7	Forest Heights Neighborhood Development Corporation	Elder friendly Project II New construction funds for hard and soft costs of 6 duplexes for seniors.	2010	2012	\$384,866.00	HOME
7	Light Economic and Development, Inc	Dolphin Heights New construction funds for hard and soft costs of 1 single family home.	2004	2009	\$44,916.00	HOME
5	Neighborhood Builders Community Development Corporation	Pleasant Oaks Project Assumed the HOME Loan from Operation Relief Center for acquisition and development of 42 lots	2001	2016	\$700,000.00	HOME

5	Neighborhood Builders Community Development Corporation	Pleasant Oaks Project New construction funds for hard and soft costs of 3 single family homes.	2012	2013	\$332,226.00	HOME
5	Neighborhood Builders Community Development Corporation	Pleasant Oaks Project New construction funds for hard and soft costs of 5 single family homes.	2013	2014	\$554,695.00	HOME
5	Neighborhood Builders Community Development Corporation	Pleasant Oaks Project New construction funds for hard and soft costs of 6 single family homes.	2012	2014	\$713,675.00	HOME
<b>NEIGHBORHOOD BUILDERS CDC TOTAL ALL FUNDING</b>					<b>\$2,300,596.00</b>	
<b>CD</b>	<b>Community Housing Development Organization (CHDO)</b>	<b>Project Description</b>	<b>Start</b>	<b>Completion</b>	<b>Amount</b>	<b>Source of City Funds</b>
7	South Dallas Fair Park Innercity Community Development Corporation (ICDC)	Peabody New construction funds for hard and soft costs of 1 single family home.	2006	2010	\$140,000	HOME
7	South Dallas Fair Park ICDC	Meadows/Pittman New Construction funds for hard and soft costs of 19 SF Homes	2006	2012	\$2,648,846.00	HOME
7	South Dallas Fair Park ICDC	NSP New Construction funds for hard and soft costs of 4 SF Homes	2009	2012	\$500,000.00	NSP
7	South Dallas Fair Park ICDC	Frazier Construction New Construction funds for hard and soft costs of 11 SF Homes	2011	2012	\$1,376,492.00	HOME
7	South Dallas Fair Park ICDC	Scattered New Construction funds for	2014	2015	\$247,301.00	NSP

		hard and soft costs of 2 SF Homes				
-	South Dallas Fair Park ICDC	Operating Assistance Grants	2013 2014 2015	2013 2014 2015	\$50,000 \$35,000 \$35,000	HOME
<b>TOTAL (OAG)</b>					<b>\$120,000.00</b>	
<b>SOUTH DALLAS FAIR PARK/ICDC TOTAL ALL FUNDING</b>					<b>\$5,032,639.00</b>	
7	Southfair Community Development Corporation	Fair Park Estates New Construction funds for hard and soft costs of 30 SF Homes	2003	2013	\$4,004,069.00	HOME
<b>CD</b>	<b>Community Housing Development Organization (CHDO)</b>	<b>Project Description</b>	<b>Start</b>	<b>Completion</b>	<b>Amount</b>	<b>Source of City Funds</b>
-	Southfair Community Development Corporation	Operating Assistance Grants	2013 2014 2015	2013 2014 2015	\$50,000 \$35,000 \$35,000	HOME
<b>TOTAL (OAG)</b>					<b>\$120,000.00</b>	
<b>SOUTHFAIR CDC TOTAL ALL FUNDING</b>					<b>\$4,124,069.00</b>	
3	Vecinos Unidos	Scattered Sites New construction funds for hard and soft costs of 3 single family homes.	2002	2011	\$90,000.00	HOME

**Attachment 4  
Active CHDO Contracts**

<b>CDs</b>	<b>PROJECT</b>	<b>PROP- OSED UNITS</b>	<b>COMP- LETED UNITS</b>	<b>SOLD UNITS</b>	<b>CITY CONTRACT AMOUNT</b>	<b>DRAWN AMOUNT</b>	<b>BALANCE</b>	<b>% DRAWN</b>	<b>Fund Type</b>	<b>TOTAL PROJECT BUDGET</b>	<b>TERM OF CONTRACT</b>		<b>STATUS</b>
4 & 8	City Wide Community Development Corporation Runyon Springs/ Opal - Funds for hard and soft construction costs.	11	0	0	\$885,000.00 \$90,000.00 \$88,636.36 subsidy per unit 63% subsidy per unit	\$0.00	\$885,000.00 \$90,000.00	0%	2014 HOME 2010 NSP Private construction loans and lines of credit	\$1,524,000.00 \$138,545.45 cost per unit	5/25/2016	5/25/2018	City Council approved 05/25/16. <b>HOME funds expire 09/30/2019.</b>
4	City Wide Community Development Corporation Kiest - Funds for acquisition, demolition and relocation for land assembly for mixed use development.	N/A	N/A	N/A	\$1,576,374.00 \$105.09 subsidy per sq. ft. 46% subsidy per sq. ft.	\$1,575,845.00	\$529.00	99%	2012 BOND Private construction loans and lines of credit	\$3,400,000.00 \$226.66 cost per sq. ft.	12/12/12	12/12/16	New construction of 15,000 square feet of commercial space for eateries

CDs	PROJECT	PROP- POSED UNITS	COMP- LETED UNITS	SOLD UNITS	CITY CONTRACT AMOUNT	DRAWN AMOUNT	BALANCE	% DRAWN	Fund Type	TOTAL PROJECT BUDGET	TERM OF CONTRACT	STATUS	
4	City Wide Community Development Corporation Opal - Funds for acquisition, demolition and relocation for land assembly for mixed use development.	73	N/A	N/A	\$1,331,326.00 \$18,237.34 subsidy per unit 10% subsidy per unit	\$1,031,326.00	\$300,000.00	77%	2012 BOND Private construction loans and lines of credit	\$13,084,041.00 \$179,233.43 cost per unit	9/10/2008	9/10/2018	New construction of 63-unit senior apartment complex and 10 single- family townhomes on the east side
CITY WIDE CDC – TOTAL CITY SUBSIDY												\$3,882,700.00	
TOTAL HOUSING SUBSIDY												\$975,000.00	
HOUSING SUBSIDY PER UNIT												\$88,636.36	
TOTAL COST TO BUILD												\$1,524,000.00	
TOTAL COST PER UNIT												\$138,545.45	
PERCENTAGE OF CITY COST TO BUILD												63%	
7	East Dallas Community Organization (EDCO) Bexar Seniors - Funds for hard and soft construction costs.	5	0	0	\$408,331.00 \$200,000.00 \$121,666.20 subsidy per unit 99% subsidy per unit	\$175,809.33 \$189,768.95	\$232,521.67 \$10,231.05	43% 93%	2010 & 2011 CDBG 2012 HOME Private construction loans and lines of credit	\$613,775.00 \$122,755.00 cost per unit	3/1/2015	2/28/2018	City Council approved 02/22/15; Extended 02/22/17 <b>HOME funds expire 09/30/2017.</b>

CDs	PROJECT	PROP- OSED UNITS	COMP- LETED UNITS	SOLD UNITS	CITY CONTRACT AMOUNT	DRAWN AMOUNT	BALANCE	% DRAWN	Fund Type	TOTAL PROJECT BUDGET	TERM OF CONTRACT	STATUS	
7	East Dallas Community Organization (EDCO) Townhomes - Funds for hard and soft construction costs.	8	0	0	\$900,000.00 \$405,040.00 \$163,130 subsidy per unit 96% subsidy per unit	\$201,734.00 \$106,246.10	\$698,266.00 \$298,793.90	22% 26%	2012 HOME 2012 BOND Private construction loans and lines of credit	\$1,348,240.00 \$168,530.00 cost per unit	9/26/2015	12/31/2018	City Council approved 09/26/15; Council agenda 02/14/18 for extension <b>HOME funds expire 09/30/2017.</b>
2,4,7	East Dallas Community Organization (EDCO) Scattered Sites - Funds for hard and soft construction costs.	10	3	0	\$652,188.00 \$55,020.00 \$70,720.80 subsidy per unit 29% subsidy per unit	\$86,786.50 \$46,882.00	\$565,401.50 \$46,882.00	13% 85%	2014 HOME 2010 NSP Private construction loans and lines of credit	\$2,362,748.51 \$236,274.85 cost per unit	5/25/2016	5/25/2018	City Council approved 05/25/16 <b>HOME funds expire 09/30/2019.</b>
EAST DALLAS COMMUNITY ORGANIZATION – TOTAL CITY SUBSIDY											\$2,620,579.00		
TOTAL HOUSING SUBSIDY											\$2,620,579.00		
HOUSING SUBSIDY PER UNIT											\$113,938.21		
TOTAL COST TO BUILD											\$4,324,763.51		
TOTAL COST PER UNIT											\$188,033.19		
PERCENTAGE OF CITY COST TO BUILD											60%		

CDs	PROJECT	PROP- OSED UNITS	COMP- LETED UNITS	SOLD UNITS	CITY CONTRACT AMOUNT	DRAWN AMOUNT	BALANCE	% DRAWN	Fund Type	TOTAL PROJECT BUDGET	TERM OF CONTRACT	STATUS
7	South Dallas Fair Park Innercity Community Development Corporation (ICDC) Scattered Sites - Funds for hard and soft construction costs.	11	5	5	\$1,220,000.00 \$110,909.09 subsidy per unit 79% subsidy per unit	\$266,775.47	\$953,224.53	22%	2012 HOME Private construction loans and lines of credit	\$1,526,596.00 \$138,781.45 cost per unit	6/10/2015	12/31/2017 City Council approved 06/10/15; Extension request in May 2018 <b>HOME funds expire 09/30/2017.</b>
7	South Dallas Fair Park/ICDC Frank Street - Funds for hard and soft construction costs.	10	0	0	\$210,000.00 \$561,355.00 \$77,135.50 subsidy per unit 52% subsidy per unit	\$71,740.35 \$377,502.00	\$138,259.65 \$183,853.00	34% 67%	2010 NSP 2013 HOME Private construction loans and lines of credit	\$1,470,403.00 \$147,040.30 cost per unit	5/25/2016	5/25/2018 City Council approved 05/2516 <b>HOME funds expire 09/30/2018.</b>

CDs	PROJECT	PROP- OSED UNITS	COMP- LETED UNITS	SOLD UNITS	CITY CONTRACT AMOUNT	DRAWN AMOUNT	BALANCE	% DRAWN	Fund Type	TOTAL PROJECT BUDGET	TERM OF CONTRACT	STATUS	
7	South Dallas Fair Park/ICDC Spring – Funds for acquisition, demolition and relocation for land assembly for mixed use development	N/A	N/A	N/A	\$3,400,000.00 *\$607.14 subsidy per sq. ft. 50% subsidy per sq. ft.	\$3,400,000.00	\$0.00	100%	2012 BOND Private construction loans and lines of credit	\$6,755,240.00 *\$1,206.29 cost per sq. ft.	09/02/2008	12/31/2018	Completed the construction of My Children's Clinic for 5600 square ft. of medical space. Currently leased by Prism Health North Texas Pending completion of remaining development area.
SOUTH DALLAS FAIR PARK/ICDC – TOTAL CITY SUBSIDY										\$5,391,355.00			
TOTAL HOUSING SUBSIDY										\$1,991,355.00			
HOUSING SUBSIDY PER UNIT										\$94,826.42			
TOTAL COST TO BUILD										\$2,996,999.00			
TOTAL COST PER UNIT										\$142,714.23			
PERCENTAGE OF CITY COST TO BUILD										66%			
*Costs are based on completed projects. Future projects pending													
7	Southfair Community Development Corporation Fair Park Estates Funds for hard and soft construction costs.	6	2	2	\$742,667.00 \$123,777.83 subsidy per sq. ft. 58% subsidy per unit	\$127,847.20	\$614,819.80	17%	2015 HOME Private construction loans and lines of credit	\$1,268,046.00 \$211,341.00 cost per sq. ft.	6/10/2015	6/30/2018	City Council approved 06/10/15; Units built and awaiting final homebuyer closings. <b>HOME funds expire 09/30/2023.</b>

CDs	PROJECT	PROP- POSED UNITS	COMP- LETED UNITS	SOLD UNITS	CITY CONTRACT AMOUNT	DRAWN AMOUNT	BALANCE	% DRAWN	Fund Type	TOTAL PROJECT BUDGET	TERM OF CONTRACT	STATUS
7	Southfair Community Development Corporation Townhomes - Funds for hard and soft construction costs.	4	4	1	\$290,000.00  \$72,500.00 subsidy per unit  43% subsidy per unit	\$286,111.60	\$3,888.40	99%	2012 HOME Private construction loans and lines of credit	\$663,328.00  \$165,832 cost per unit	4/22/2015	6/22/2018  City Council approved 04/22/15 <b>HOME funds expire 09/30/2017.</b>
SOUTH FAIR CDC – TOTAL CITY SUBSIDY												\$1,032,667.00
TOTAL HOUSING SUBSIDY												\$1,032,667.00
HOUSING SUBSIDY PER UNIT												\$103,266.70
TOTAL COST TO BUILD												\$1,931,374.00
TOTAL COST PER UNIT												\$193,137.40
PERCENTAGE OF CITY COST TO BUILD												53%