

City of Dallas CHDO Application



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 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.

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:

_____ Name of Applicant Organization		
_____ 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)	
_____ Title: (Executive Director)	
_____ Name of Organization	

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

I. LEGAL STATUS

1. **ORGANIZED:** To receive certification, your organization must be organized under state or local laws and must provide evidence of your legal status. Organization must Maintain a record of good standing with the Texas Secretary of State's office. Which of the following have you supplied?

- Charter
 Articles of Incorporation along with confirmation from the Secretary of State; and
 Certificate of Good Standing or comparable document 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:** 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. CHDO must 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. 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:** 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:** 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 nonprofit 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 nonprofit 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 nonprofit 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 nonprofit 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 2 CFR 200 Subpart D, “Standards for Financial and Program Management”, 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 and internal controls 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:** 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 #)

17a. **3-Year Business Plan:** To be eligible for CHDO designation, an organization must also have established a minimum 3-year strategic business plan, which must include CHDO- related production and community involvement goals.

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"/> Rental	<input type="checkbox"/> Single Site	<input type="checkbox"/> Acquisition
<input type="checkbox"/> Multi-family buildings	<input type="checkbox"/> Homeownership	<input type="checkbox"/> Scattered Site	<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 do Homeownership Counseling	
<input type="checkbox"/> CHDO will contract out for Property Management		<input type="checkbox"/> CHDO will work with established Homeownership Counseling or replace homeowners	

Additional comments about the project?

19. **STAFF AND CAPACITY:** 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 and Internal Controls

Code of Federal Regulations, Title 2, Volume 200, Parts 302 and 303
Revised as of December 19, 2014
From the U.S. Government Printing Office via GPO Access

[CITE: 2CFR200.302, 2CFR200.303], Page 107-108

TITLE 2-- GRANTS AND AGREEMENTS

Subpart D--Post Federal Award Requirements

Sec. 200.302-- **Financial management.**

- (a) Each state must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds. In addition, the state's and the other non-Federal entity's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. See also §200.450 Lobbying.
- (b) The financial management system of each non-Federal entity must provide for the following (see also §§ 200.333 Retention requirements for records, 200.334 Requests for transfer of records, 200.335 Methods for collection, transmission and storage of information, 200.336 Access to records, and 200.337 Restrictions on public access to records):
 - (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
 - (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §200.327 Financial reporting and 200.328 Monitoring and reporting program performance. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.
 - (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See §200.303 Internal controls.
 - (5) Comparison of expenditures with budget amounts for each Federal award.
 - (6) Written procedures to implement the requirements of §200.305 Payment.
 - (7) Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

ATTACHMENT A TO CHDO CERTIFICATION APPLICATION

HUD–Required Standards for Financial Management and Internal Controls

Code of Federal Regulations, Title 2, Volume 200, Parts 302 and 303

Revised as of April 1, 2000

From the U.S. Government Printing Office via GPO Access

[CITE: 2CFR200.302, 2CFR200.303], Page 107-108

TITLE 2-- GRANTS AND AGREEMENTS

Subpart D--Post Federal Award Requirements

Sec. 200.303-- **Internal controls.**

The non-Federal entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity’s compliance with statutes, regulations and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

ATTACHMENT B - BOARD MEMBER REQUIREMENTS

Org Name Here:

BOARD MEMBER INFORMATION:

PLEASE CHECK THE APPROPRIATE BOX BELOW:

1	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:													

2	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:													

3	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:													

4	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:

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:				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								
	Zip	Phone:	No							
Place of Employment:			Additional Comment:							
Position:										

10	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								
	Zip	Phone:	No							
Place of Employment:			Additional Comment:							
Position:										

11	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								
	Zip	Phone:	No							
Place of Employment:			Additional Comment:							
Position:										

12	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								
	Zip	Phone:	No							
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

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

¹Income 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: