

### CHDO CHECKLIST

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, Section 92.2 of the HOME Interim Rule. The checklist should be used as a tool to educate participating jurisdictions about the documents they must receive from a nonprofit before it may be certified as a CHDO.

CHDO Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_



#### I. LEGAL STATUS

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

\_\_\_\_\_ a Charter, OR  
\_\_\_\_\_ Articles of Incorporation. Location: \_\_\_\_\_

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

\_\_\_\_\_ a Charter, OR  
\_\_\_\_\_ Articles of Incorporation. Location: \_\_\_\_\_

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

\_\_\_\_\_ a 501(c) Certificate from the IRS Location: \_\_\_\_\_

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

\_\_\_\_\_ Charter,  
\_\_\_\_\_ Articles of Incorporation,  
\_\_\_\_\_ By-laws, OR  
\_\_\_\_\_ Resolutions. Location: \_\_\_\_\_

**II. CAPACITY**

- A. Conforms to the financial accountability standards of attachment F of OMB Circular A-110, Standards for Financial Management Systems, as evidenced by:

\_\_\_\_\_ a notarized statement by the president, or chief financial officer of the organization;  
\_\_\_\_\_ a certification from a Certified Public Accountant, OR  
\_\_\_\_\_ a HUD approved audit summary.

Location: \_\_\_\_\_

- B. Has demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

\_\_\_\_\_ resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds

HUD defines CHDO staff as paid employees who are responsible for the day-to-day operations of the CHDO. Staff does not include volunteers, board members, or consultants.

Location: \_\_\_\_\_

- C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

\_\_\_\_\_ a statement that documents at least one year of experience in serving the community, OR,  
\_\_\_\_\_ for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

Location: \_\_\_\_\_

The CHDO, or its parent organization, must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD approved representative.







**FOR FLORIDA HOUSING FINANCE CORPORATION USE ONLY:**

Were all documents received?      Y      N  
(attach letter requesting additional documentation)

Date Reviewed:      /      /     

\_\_\_\_\_  
Reviewer's Signature

Date received corrections:      /      /     

Date agreement sent:      /      /     

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
HOME Program Staff

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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