**WYOMING COMMUNITY DEVELOPMENT AUTHORITY**

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)**

**APPLICATION**

**Application for CHDO Status under the HOME Investment Partnerships Program (HOME) as stated in 24 CFR Part 92.**

**Name of Non-Profit**

**Mailing Address**

**Phone**

**Contact Person**

**Contact Person’s Title**

**Contact Person’s email**

What is the primary business of the organization?

Does the firm have a mission statement? □Yes □No

If so, please define:

Is the Board supportive of staff and the entities goals? □Yes □No

Is the Board active in meetings and the decision making processes? □Yes □No

How long has the organization been in operation?

How have the services or programs changed since the organization began?

Is there a current business plan? □No □Yes If yes please provide a copy.

Please list all relationships of board members to board members, staff to staff and board members to staff:

Has the non-profit produced successful affordable housing projects? □Yes □No

If so please list on Attachment “A”

Are affordable past rental and homeownership projects still occupied by lower-income tenants? □Yes □No If no, why not?

Are past projects well maintained? □Yes □No If no, why not?

What is the current (2012) annual operating budget?

What was the annual operating budget for: 2011? 2010?

and 2009?

What are the sources of Operating funds?

Are they likely

Amount Source to continue?

Is the entity audited by a certified public accountant as evidenced by audit reports?

□Yes □No If so, please provide most recent audited financial statement.

Is the entity financially solvent? □Yes □No

Who maintains the organization’s accounting records?

Are financial records maintained manually or is computer software used?

Does the entity have insurance (i.e. Director’s and Officer’s, Liability, Hazard etc.)?

□Yes □No If yes, please attach evidence.

The following documents are being submitted to W.C.D.A. for certification of Community Housing Development Organization (CHDO) status under the HOME Program.

**I. LEGAL STATUS**

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

\_\_\_\_ **a Charter, OR**

**\_\_\_\_ Articles of Incorporation**.

\_\_ B. No part of its net earnings inuring to the benefit of any member, founder, contributor, or individual, as evidenced by:

\_\_\_\_ **a Charter, OR**

**\_\_\_\_ Articles of Incorporation.**

C.Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c) (3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

\_\_\_\_ **a 501 (c) (3) or (4) Certificate from the IRS**

OR

Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code, as evidenced by:

\_\_\_\_ a group exemption letter from the IRS that includes the CHDO.

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:

**\_\_\_\_ a Charter,**

**\_\_\_\_ Articles of Incorporation,**

**\_\_\_\_ By-laws, OR**

**\_\_\_\_ by Resolutions.**

**II. CAPACITY**

A. Has Standard of financial accountability that conforms to 24 CFR 84.21, "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.**

B. Has a 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, OR**

**contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.**

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

**a statement 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.**

The CHDO, or its parent organization must be able to show one year of serving the community prior to application of CHDO status. In a written 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 housing 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.

**III. ORGANIZATIONAL STRUCTURE**

A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's:

**By- Laws**

**Charter, OR**

**Articles of Incorporation**

1. Provide a current list of all Board Members including:
   1. Name
   2. Occupation
   3. Employer
   4. Income Statement (see attached)
   5. If they hold an appointed or elected office with the State of Wyoming, and
   6. Which board members fulfill the low-income requirement

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

**By-laws,**

**Resolutions, AND**

**a written statement of operating policies and procedures approved by the governing body**

C. A CHDO may be chartered by a State or local government; however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials (including any employees of the PJ), as evidenced by the organization's:

**By-laws,**

**Charter, OR**

**Articles of Incorporation** **AND**

**Occupation of each Board Member must be submitted with the application, see (III)(A)(1) above.**

D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

**By-laws,**

**Charter, OR**

**Articles of Incorporation AND**

**Audited Financial Statements of the for-profit entity**

**IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES**

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

**By-laws, OR**

**A Memorandum of Understanding (MOU)**

B. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however;

(1) the for-profit entity's primary purpose does not include the development or management of housing, as evidenced:

**in the for-profit organization's By-laws**

**AND**

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

**By-laws,**

**Charter, OR**

**Articles of Incorporation**.

**V. DESIGNATED SERVICE AREA**

A CHDO should have a clearly defined **geographic** service area, as evidenced in the:

**By-laws,**

**Charter, OR**

**Articles of Incorporation**.

* CHDOs do not need to represent a single neighborhood
* CHDOs may include in their service area an entire community (i.e., a city, town, village, county or multi-county area, but not the whole state) as long as they meet other CHDO requirements.
* Non-profits serving special populations **must also** define the geographic boundaries of their service area in order to qualify as CHDOs

Under the HOME program, for urban areas, the term, "community", is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

**IN ORDER TO EXPEDITE THE PROCESSING OF APPLICATIONS, WE REQUEST THAT ALL OF THE ABOVE DOCUMENTATION BE SUBMITTED AT ONE TIME.**

I certify that all of the information provided with this application is true and accurate to the best of my knowledge.

DATE Authorized Signature

Print or type name

Title

Attachment “A”

Prior Housing Projects

# units/ Sources of # of Non

Project Name/ # Affordable Total Project Costs/ Subsidized Date Placed Current compliance

Location Units Subsidized Funding Funding in Service Status\* Issues

List all projects, including those applied for, under construction, and placed in service.

\*Current Status = Applied for, Under construction, Placed in Service, Sold, Foreclosed etc.