



**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 (2018) annual operating budget? _____

What was the annual operating budget for: 2017? _____ 2016? _____

What are the sources of Operating funds?

Amount	Source	Are they likely 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. **Charter or Articles of Incorporation** to evidence that nonprofit organization is organized under State or local laws. Must state that no part of its net earnings inure to the benefit of any member, founder, contributor, or individual. And,
- B. **501 (c)(3) or (4) Certificate from the IRS** to show they have a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c) of the Internal Revenue Code of 1986. And,
- C. **Statement in either their Charter, Articles of Incorporation, By-laws, or by Resolutions**, that it has among its purposes the provision of decent housing that is affordable to low- and moderate-income people.

II. CAPACITY

- A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-133, "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. CHDO is requesting CHDO designation as a:
 - Developer**
 - CHDO must own and develop housing, arrange financing and must be in sole charge of construction or rehab. And,
 - for rental projects CHDO must own during development and throughout period of affordability and performs all development activities
 - Owner**
 - CHDO must own in fee simple absolute or has long term ground lease during development and affordability period. OR,
 - CHDO acquires standard housing, or hires project manager or contracts with developer to perform rehab or construction
 - Sponsor**
 - CHDO develops rental housing on behalf of another non-profit or CHDO and transfers title after completion. Or,

___ entity that develops or owns a project through a for-profit or nonprofit that is a wholly-owned subsidiary of the CHDO. i.e.

___ a Limited Partnership (LP) of which the CHDO or its subsidiary is the **sole** general partner. Or,

___ Limited Liability Company (LLC) of which the CHDO or its subsidiary is the **sole** managing member. And,

___ if partnership agreement permits removal of the CHDO as sole managing member or partner, removal must **only be permitted for cause**. And,

___ Partnership Agreement must specify that CHDO must be replaced with another CHDO.

___ C. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

___ **Attach resumes and/or statements that describe the education and experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds indicating if they are full-time, part-time or contract labor and their responsibility on prior projects.**

___ D. 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 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.

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**

⚙ 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).

— 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, OR**
- **a written statement of operating 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 employees of the State of Wyoming or WCDA), as evidenced by the organization's:

- **By-laws,**
- **Charter, OR**
- **Articles of Incorporation.**

⚙ **A CERTIFICATION OF EACH BOARD MEMBER MUST BE SUBMITTED WITH THE CHDO APPLICATION IN REGARD TO LOW-INCOME REPRESENTATION, EMPLOYMENT BY STATE OF WYOMING, AND PUBLIC OFFICIAL.**

— 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.**

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

— A. 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 evidence:

- **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.

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

Project Name/ Location	# units/ # Affordable Units	Total Project Costs/ Subsidized Funding	Sources of Subsidized Funding	Date Placed in Service	Current Status*	# of Non compliance 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.