**CHDO Application for Funding & Attestation**

**WCDA**

|  |
| --- |
| **Section 1: CHDO Organization Applying for Funding & Certification** |
| ***Organization Name***  | ***Tax ID Number:******Duns Number:*** |
| ***Mailing Address (include physical address if different from mailing address):*** |
| ***Name, Title, and Contact Information (phone and email) for the following:*** |
| ***Organization President/CEO/Executive Director:*** |
| **Section 2: CHDO Application Intent***This application can only be submitted when in direct response to a published Request for Proposal (RFP). Please document the funding opportunity type below and RFP # reference.* |
| This application is being submitted as a *direct* application in response to a Request For Proposal (RFP) for: Project funding from the CHDO Set-aside   CHDO operating expenses funding This application is in response to RFP #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |
| **Section 3: Application Type***WCDA has two types of application. Please specify which type best describes this application submittal. As required by HUD regulations, WCDA must certify an organization as a CHDO at the point of committing funds to a specific project, therefore, a pre-registered CHDO will be required to update/attest to its registration on file.*  |
|  Organization has previously submitted a CHDO Pre-Registration Packet on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   Organization is submitting a complete CHDO Pre-registration Packet, along with the Application for Funding consideration in response to an RFP.  |
| **Section 4: CHDO Role & Project Information***Complete this section in response to an RFP for project-specific funding or for CHDO Operating Assistance.*  |
| ***CHDO Role –*** CHDO will act as the *(choose only one):* **Developer** of homebuyer housing, including that:* Project involves the development of new or rehabilitated housing that will be sold by the CHDO to low-income buyers
* CHDO must solely own the property in fee simple during the development period
* CHDO must be in control of the development project, including at a minimum
	+ Arranging financing for the project; AND
	+ Being in sole charge of construction

 **Developer** of rental housing* + Project involves a HOME-assisted rental project
	+ CHDO itself must solely own the property in fee simple (or via long term ground lease)
	+ CHDO will solely own the property for the required affordability period
	+ CHDO will EITHER
		- Acquire standard housing (i.e. must meet property standards in §92.251) that will be rented to income eligible tenants, **OR**
		- Hire a developer/project manager to oversee development of new or rehabilitated housing. The project manager will, at minimum:
			* Obtain zoning and other local approvals;
			* Secure non-HOME financing;
			* Manage the selection of a general contractor/builder, and
			* Oversee work progress including cost reasonableness.

 **Owner** of rental housing* Project involves the development of new or rehabilitated rental housing that will be leased to income eligible tenants
* CHDO itself must solely own the property in fee simple (or via long term ground lease) during the development period and throughout the required affordability period
* CHDO must be in sole charge of the development process, including
	+ Obtaining zoning and other approvals;
	+ Obtaining other non-HOME financing needed for the project;
	+ Selecting architects, engineers, general contractors, and other development team members; and
	+ Overseeing progress of work and determining cost reasonableness.

 **Sponsor** of rental housing—"CHDO Affiliate” will act as Owner or Developer* Project involves the acquisition and/or development of new or rehabilitated rental housing that will be leased to income eligible tenants
* One of the following types of CHDO affiliate will develop the project:
	+ CHDO’s wholly owned subsidiary;
	+ CHDO or its wholly owned subsidiary will be sole general partner of limited partnership or the sole managing member of a limited liability company;
		- Partnership/operating agreement can only allow removal of CHDO or its subsidiary for cause and must provide for replacement by another CHDO
* Affiliate must solely own the property in fee simple (or via long term ground lease) during the development period and throughout the required affordability period
* Affiliate must be in sole charge of the development process, including
	+ Obtaining zoning and other approvals
	+ Obtaining other non-HOME financing needed for the project
	+ Selecting architects, engineers, general contractors, and other development team members; and
	+ Overseeing progress of work and determining cost reasonableness

 **Sponsor** of rental housing- “turnkey sponsor”* Project involves the development of new or rehabilitated rental housing that will be transferred by the CHDO to another nonprofit upon completion and leased to income eligible tenants
* Nonprofit receiving property upon completion must
	+ Be identified by the CHDO prior to commitment;
	+ Not be created by a governmental entity; and
	+ Assume ownership and all HOME obligations, including any loan repayment requirements, at a specified time following completion of the development
* CHDO must own the property in fee simple (or via long term ground lease) during the development period
* CHDO must be in sole charge of the development process, including
	+ Obtaining zoning and other approvals;
	+ Obtaining other non-HOME financing needed for the project;
	+ Selecting architects, engineers, general contractors, and other development team members; and
	+ Overseeing progress of work and determining cost reasonableness.
* If identified nonprofit does not assume ownership as planned, CHDO must maintain ownership for the affordability period
 |
| ***Project Location—****Identify the City and County in which the proposed project is located and, include the site address (if known) or major cross streets (e.g. northeast corner of 2nd Avenue and Oak Street or south side of 200 block of East Sunset Lane). This information is disclosed in the RFP:* |
| ***Project Description—****Provide a brief description of the project including whether it involves rental or for-sale housing, new construction or rehabilitation. Also describe the overall size, number of structures/building type, income restrictions, population(s) served (e.g. family, senior, special needs, etc.), and other key information. This information is disclosed in the RFP.* |
| **Section 5: Certification as to Changes and Updates**  |
| As the Board President, of the organization named in Section 1 above, I hereby certify that all the information contained in the original pre-registration application packet remain true and correct and this shall attest that no changes have been made or enacted to the contrary except for those noted below and for which updated documentation is attached. I acknowledge that submission of materially false or misleading information is grounds for rejection of this application and any related project funding application. Further, I certify that the submission of this application has been approved by a vote of the Board of Directors.  |
| **Item** | **Submission on \_\_\_/\_\_\_/\_\_\_****Still Current** | **Updated Attachment Provided** |
| 1. Articles of Incorporation/Charter
 | [ ] | [ ] |
| 1. Current Bylaws
 | [ ] | [ ] |
| 1. Certificate of Good Standing or Existence (issued not less than 60 days prior to application)
 | [ ] | [ ] |
| 1. IRS Nonprofit Designation letter
 | [ ] | [ ] |
| 1. Map and Description of Service Area
 | [ ] | [ ] |
| 1. Current Board Roster, must indicate LI representatives and public official/employee status
 |  | [ ] |
| 1. Board Member Certifications of Governmental Official/Employee Status

***Submit Cert for any new board member(s) or any certs more than 1 year old.*** | [ ] | [ ] |
| 1. Board Member Certifications of Low-Income Representation Status

***Submit Cert for any new board member(s) or any certs more than 1 year old.*** | [ ] | [ ] |
| 1. Corporate profile of for-profit entity that created organization (if applicable)
 | [ ] | [ ] |
| 1. Adopted policy (e.g. board resolution) defining process for Low Income Beneficiary Input
 | [ ] | [ ] |
| 1. Statement outlining results of input process, including documentation such as notes/minutes/reports of input received on proposed project(s)
 | [ ] | [ ] |
| 1. Corporate profile for prospective CHDO describing at least one year history of providing service within the organization’s service area; regional organizations should highlight service history in the specific local community where proposed CHDO project is located
 | [ ] | [ ] |
| 1. CHDO Staff Roster
 |  | [ ] |
| 1. W-2s for staff assigned to proposed project

***Submit Cert any new staff member.*** | [ ] | [ ] |
| 1. Resumes/biographies for staff assigned to proposed CHDO project

***Submit Cert any new staff member.*** | [ ] | [ ] |
| 1. Job descriptions for key staff positions responsible for proposed CHDO project
 | [ ] | [ ] |
| 1. 2 CFR 200.302 and 200.303 Financial Standards Certification/Documentation

***Submit if prior certification more than one year old.*** | [ ] | [ ] |
| 1. Current fiscal year operating budget
 | [ ] | [ ] |
| 1. Most recent IRS Form 990
 | [ ] | [ ] |
| 1. Strategic business plan, including description of ongoing and pipeline projects
 | [ ] | [ ] |
| 1. Description of prior HOME funded CHDO projects, including any funded by other PJs
 | [ ] | [ ] |
| **Signature:** | **Date:** |
| **Printed Name:** |