

# City of New Orleans

C. Ray Nagin, Mayor

## Neighborhood 1

# Community Housing Development Organization Application - 2007

A Community Housing Development Organization (CHDO) is a not-for-profit, community-based service organization that has, or intends to retain, staff with the capacity to develop affordable housing for the community it serves. The City of New Orleans, through Neighborhood 1, is certifying and re-certifying **non-profit organizations** as CHDOs.

**CHDO Certification Opens: Monday, September 18, 2006**

**CHDO Final Deadline: Monday, October 16, 2006 Applications or any additional information are due by 3:00 p.m.**

### CHDOs must be

- Legally recognized not-for-profit organizations,
- Organizations controlled by, and in service to, low-income communities, and
- Organizations committed to, and capable of, engaging in the development of affordable housing and have a demonstrated capacity for carrying out activities assisted with HOME funds
- Placed on the City's Registry of Non-Profit Organizations, and address every item in the following CHDO Checklist
- Composed of 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
- **DESIGNATION AS A CHDO DOES NOT GUARANTEE FUNDING UNDER THE SUPERNOFA PROCESS**

A checklist is provided to ensure that you have completed all of the necessary items to be considered for certification. Please submit to Neighborhood 1 one (1) original and two (2) copies of your completed Registry **and** CHDO application packet. **Please do not submit to Neighborhood 1 the originals of any legal documents for your agency unless specifically requested. Neighborhood 1 will not be responsible for making copies of any documents for your agency.** For more information please call Barry M. Walton at 658-4348.

# CHDO CHECKLIST

The following checklist must be completed in its entirety and done in conjunction with the 2007 Registry of Non-Profit Organizations. Each response to the CHDO Checklist can be included in the Registry application under the Registry sections that are in parenthesis. Because the standards for a Community Housing Development Organization are more specific and stringent than the Registry, additional information is required.

## I. LEGAL STATUS

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

\_\_\_\_\_ **A Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.** (*Include in Registry -Section 2*)

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

\_\_\_\_\_ **A Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.** (*Registry – Section 2*)

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.** (*Registry – Section 2*)

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.** (*Registry – Section 3*)

## 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. (Registry – Section 7)**

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

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

\_\_\_\_\_ **Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization. (Registry – Section 3)**

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

\_\_\_\_\_ **Statements that documents at least two years 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 two years of experience in serving the community. (Registry – Section 3)**

**NOTE:** The CHDO or its parent organization must be able to show two years 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 (at least 4 units), 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:

\_\_\_\_\_ **Charter,**  
\_\_\_\_\_ **Articles of Incorporation, OR**  
\_\_\_\_\_ **By-Laws.** (*Registry – Section 4 – Please specify the board members who meet the one-third requirement stated above*)

Under the HOME Program, for urban areas, the term “community” is defined as one or several neighborhoods, a city, parish, or metropolitan area.

- B. Provides a formal process for low-income 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 the organization's:

\_\_\_\_\_ **Charter,**  
\_\_\_\_\_ **Articles of Incorporation, OR**  
\_\_\_\_\_ **By-Laws.** (*Registry – Section 3*)

- 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, as evidenced by the organization's:

\_\_\_\_\_ **Charter,**  
\_\_\_\_\_ **Articles of Incorporation, OR**  
\_\_\_\_\_ **By-Laws.** (*Registry – Section 3*)

- 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:

\_\_\_\_\_ **Charter,**  
\_\_\_\_\_ **Articles of Incorporation, OR**  
\_\_\_\_\_ **By-Laws.** (*Registry – Section 3*)

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

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

\_\_\_\_\_ **The organization's By-Laws, OR**  
\_\_\_\_\_ **A Memorandum of Understanding (MOU).** (*Registry – Section 3*)

B. A CHDO 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 by:

\_\_\_\_\_ **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 by the CHDO's:

\_\_\_\_\_ **Charter,**  
\_\_\_\_\_ **Articles of Incorporation, OR**  
\_\_\_\_\_ **By-Laws.** (*Registry – Section 3*)