



**Community Housing Development Organization
Application for Certification
2025 Program Year**

Application Type: Biennial Recertification Request for CHDO set-aside funds

Applicant Name: _____ Date Incorporated: _____

Address: _____ City, State, Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Description of Service Area(s):

Percentage of Board representing the PUBLIC sector: _____%

Percentage of Board representing the LOW-INCOME COMMUNITY sector: _____%

Percentage of Board representing PRIVATE OR UNRESTRICTED sector: _____%

INITIAL CHDO CERTIFICATION ONLY:

If applying for CHDO set-aside funds in an SRDP funding round, check all elements that apply. **Leave blank** if annual recertification.

Owner Developer Sponsor

CHDO Sponsor Role – Rental housing is “sponsored” by the community development housing organization if it is rental housing “owned” or “developed” by a subsidiary of a community housing development organization, a limited partnership of which the community housing development organization or its subsidiary is the sole general partner, or a limited liability company of which the community housing development organization or its subsidiary is the sole managing member.

One of the following types of CHDO affiliate will carry out the project (check only one):

CHDO or its wholly-owned subsidiary will be sole general partner of a limited partnership (LP); or (*Partnership agreement can only allow removal of CHDO or its subsidiary for cause and must provide for replacement by another CHDO*).

CHDO or its wholly-owned subsidiary will be sole managing member of a limited liability company (LLC) (*Operating agreement can only allow removal of CHDO or its subsidiary for cause and must provide for replacement by another CHDO*).

LP/LLC will solely own the property in fee simple (or via long term ground lease) during the development of the project and for the duration of the HOME affordability period.

Name of LP/LLC: _____ Type: _____

LP/LLC will contract with a qualified developer (can be the CHDO itself) to manage the development of new or rehabilitated rental housing. The developer must, among other duties, obtain necessary zoning and other local approvals, secure non-HOME financing, manage the selection of a general contractor or builder, and oversee work progress including cost reasonableness.

Name of LP/LLC: _____ Type: _____

CHDO Ownership Role:

- _____ The CHDO entity will own the project and will not be creating a single asset ownership entity.
- _____ Applicant if certified as a CHDO, intends to develop the project and transfer ownership to (name of non-profit) _____ upon completion of the project.

CHDO Developer Role: *The contracted developer will be (check only one):*

- _____ The CHDO itself;
- _____ A third-party developer (name of entity) _____ whose performance will be overseen by the CHDO, acting in its role as the general partner/managing member of the LP/LLC that actually owns the project; OR
- _____ Jointly by the following entities (complete items below as appropriate):
 - _____ The CHDO; receiving _____% of the developer fee
 - _____ A third-party developer (name of entity) _____ receiving _____% of the developer fee.

Acknowledgement and Agreements:

The Applicant certifies that all information furnished in support of this application is true and complete to the best of the Applicant’s knowledge and belief. The Applicant understands and agrees the Authority has the right to conduct its own independent review and analysis of the application and all documents submitted with the application and may, in its sole discretion, require additional information or make adjustments in required documentation.

The Applicant certifies it is in compliance with all Authority programs in which it participates or has participated. Neither the Applicant nor any of its officers, principals, advisors, consultants, or any other member of its development team is presently debarred or within the past ten years, has been debarred from participation in any federal program (including but not limited to: the U.S. Housing and Urban Development, the U.S. Internal Revenue Service and the U.S. Department of Agriculture) or any Authority program. The Applicant certifies it is not delinquent on any financial obligation owed to the Authority and neither it nor any of its officers or principals have been convicted of or are under investigation for civil or criminal fraud with respect to any of the Applicant’s activities.

The Applicant agrees to abide by all federal and state HOME Investment Partnerships Program rules and regulations. The Applicant understands and agrees the Authority may suspend or debar the applicant and its principals from participation in the HOME Program or all Authority programs if the Authority determines the Applicant has expended HOME monies inappropriately and/or has acted in a manner that the Authority determines warrants suspension or debarment. If the Authority has sufficient reason to believe an Applicant has violated federal, state, or local laws, the Authority may request the assistance of law enforcement. The Authority may also seek any available civil remedies in instances where there has been a misappropriation of HOME award proceeds.

The failure to abide by the procedures contained in the HOME Manuals may result in the Authority declining to accept an application. Further, the failure to abide by the program requirements will result in the disqualification of the Applicant and all other persons or organizations involved with the Applicant from further HOME participation, The Applicant acknowledges and understands that submission of a complete application does not guarantee a HOME award.

By: _____ Date: _____

Authorized Signature

Printed Authorized Signatory Title