

The Redevelopment Authority of the City of Green Bay

CHDO Checklist

As a HOME Partnership Funds recipient, the City of Green Bay is dedicated to the support of special nonprofit, community-based service organizations called Community Housing Development Organizations or CHDOs. At least 15 percent of the City's HOME funding every year is set aside for specific activities that are undertaken by CHDOs. These projects include acquisition, new construction or rehabilitation of housing for low and moderate-income persons.

CHDOs are also eligible, through a written agreement with the City, able to retain any proceeds resulting from the investment of its CHDO funds for use in HOME eligible or other housing activities which benefit low and moderate-income persons. This option provides CHDOs with an equity stake in their projects. Further, once CHDO proceeds are used, there are not further HOME requirements which must be met. Funds generated from the use of CHDO proceeds are not CHDO proceeds.

In order to become a CHDO, an organization must meet the following criteria:

1. Be a nonprofit with 501(c)3 Status
2. At minimum, 1/3 of the Board of Directors must be composed of representatives of the low-income community. This can include persons who are low to moderate-income, those that live in low-to-moderate income neighborhood or those who have been elected to represent low-income persons. (Current low to moderate-income guidelines and areas can be obtained from the City's Community Development Specialist).
3. No more than 1/3 of the Board of Directors may be public officials or employees of the City of Green Bay. Further, members of the board appointed by public officials cannot select other members of the board.
4. Input from the low-income community is not solely met by having low-income representation on the board. The organization's by-laws must include a formal process for low-income program beneficiaries to advise the CHDO on design, location of sites, development and management of affordable housing.

5. Have the capacity to complete the project. A CHDO must demonstrate that it has at least one year of experience serving the community where it intends to develop HOME-assisted housing. This year of service does not need to be directly related to housing.

1. Must have paid employee staff with housing development experience.

If you feel your organization meets these criteria, please complete the attached checklist and submit it along with any requested documentation to:

Redevelopment Authority
Attn: Krista Baeten
100 N. Jefferson Street
Room 608
Green Bay, WI 54301

Upon receipt, the Redevelopment Authority will consider certifying your organization as a CHDO.

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The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDO's) in Subpart A, Section 92.2 of the HOME Regulations. The Redevelopment Authority of the City of Green Bay must review and have on file the documents they receive from a nonprofit before it may certify the non-profit as a CHDO.

Organization Name

Address

Contact Person

Telephone Number

I. LEGAL STATUS

A. *The nonprofit organization is organized under State or local laws, as evidenced by:*

_____ a Charter, OR
_____ Articles of Incorporation

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

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:*

_____ Charter
_____ Articles of Incorporation
_____ By-laws, OR
_____ Resolutions

II. CAPACITY

A. *Conforms to the financial accountability standards of 24 CFR 84.21, 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

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 with HOME funds, to train appropriate key staff of the organization

C. *Has a history of serving the community within which housing to be assisted with HOME funds is to be located, 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 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 or other official of the organization.

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

Please complete Appendix A, Board Composition.

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 affordable housing projects, as evidenced by:*

- _____ the organization's By-laws
- _____ Resolutions, OR
- _____ A written statement of operating procedures approved by the governing body

C. *Has a clearly defined geographic service area as evidenced by:*

- _____ the organization's By-laws
- _____ Resolutions, OR
- _____ A written statement of operating procedures approved by the governing body

D. *A CHDO may be chartered by a State or local government, but the following restrictions apply: (1) the State or local government may not appoint more than one-third of the board 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

E. 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. The 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)

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

Name _____

Title _____

Signature _____

Date _____

Board Composition

Member	Date Appointed	Term Expires	Home Address	Employer	Please check one only		
					Low-Income Rep (min 1/3)	Public Sector Rep (max 1/3)	Professional or Other Rep

Low-income Rep: Resident of a low-income neighborhood (resident does not have to be low-income), a low-income resident of the community, or an elected representative of low-income neighborhood organizations. **If low-income residents of the community who do not live in low-income neighborhoods are necessary to meet this threshold, the CHDO must obtain a certification that the resident does qualify as low-income.**

Public Sector Rep: Public sector includes public officials, including elected officials, appointed elected officials, public employees, and individuals appointed by a public official. **Please note: Public officials who are low-income or live in a low-income neighborhood count toward the one-third maximum for public sector representation and cannot be counted toward the one-third minimum for low-income representation.**

Professional or Other Rep: Professional or other includes people such as human and social service providers, lenders, individuals with access to philanthropic resources, or others willing to contribute their professional expertise.