

CHDO Certification Checklist

- b. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by one of the following documents:

_____ 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

_____ contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted 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 one of the following documents:

_____ a statement that documents at least one year of experience in serving the Community

_____ 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.

3) 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 one of the organization's following documents:

_____ By-Laws

_____ Charter

_____ 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 affordable housing projects, as evidenced by one of the following documents:

CBDO Certification Documents

CBDO Certification Application Checklist

- 1. Section A and B of application; and either Exhibit A or Exhibit B
- 2. Section C of application - Amendment/non-amendment of governing documents and governing board
- 3. Project Description – Please describe the services (current or proposed) to be funded with Community Development Block Grant (CDBG) funds only. This description must match the description in your City contract, and must not include services funded with non-CDBG sources.
- 4. Exhibit C - A roster of members of the governing board, 51 percent of which meet one, or any combination of the following criteria:
 - Low- and moderate-income residents (or presumed low- and moderate income resident) of the agency’s geographic area of operation (see Exhibit D for income thresholds), or
 - Owners or senior officers of private establishments and other institutions located in and serving the agency’s geographic area of operation, or
 - Representatives of low- and moderate-income neighborhood organizations located in the agency’s geographic area of operation.
- 5. Self-certification forms - One of the following self-certification forms, containing a wet signature, for each board member meeting the 51 percent criteria:
 - Self-certification form “A” for each low- and moderate-income resident (or presumed low- and moderate-income resident) of the agency’s geographic area of operation.
 - Self-certification form “B” for each business owner and/or senior officer of a private establishment and other institutions located in and serving the agency’s geographic area of operation.
 - Self-certification form “C” for each neighborhood organization representative located in the agency’s geographic area of operation.

Application for Community Based Development Organization (CBDO) Certification

Agency:	
Program/Project Name:	
Address:	
Phone Number:	Fax Number:
E-Mail:	
Contact Person:	
Position/Title:	

The Neighborhood and Business Development Department, as administrator of the Housing and Community Development Consolidated Plan for the City of Syracuse, is requested to certify the above named agency as a Community Based Development Organization (CBDO) for a designated program year or for one year from the date of certification.

A. The agency will undertake one or more of the following eligible activities (check all that apply):

- Neighborhood revitalization projects - which include activities of sufficient size and scope to have an impact on the decline of a geographic location within the City of Syracuse (but not the entire City of Syracuse) designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographic designation; or
- Community economic development projects - which include activities that increase economic opportunity, principally for persons of low-and moderate income, or that stimulate or retain businesses or permanent jobs, and projects that consist of one or more such activities that are clearly needed to address a lack of affordable housing accessible to existing or planned jobs; or
- Energy conservation projects - which include activities that address energy conservation, principally for the benefit of the low- and moderate-income residents of the City of Syracuse

B. The agency meets the requirements of Exhibit A or Exhibit B:

It meets the requirements of 24 CFR 570.204 (c)(1). **(Requirement Checklist attached as Exhibit “A”)**

Please specify your area(s) of operation included in Articles of Incorporation and By-Laws: _____

Does agency provide services outside the jurisdiction of the City?
 Yes__ No__

If yes, please provide the following information:

	UNIT	PERCENT
1a. Number of projects/programs located within the City of Syracuse		
1b. Number of projects/programs located outside the City of Syracuse		
TOTAL		
2a. Dollar amount expended for services within the City of Syracuse		
2b. Dollar amount expended for services outside the City of Syracuse		
TOTAL		
3a. Number of City of Syracuse residents receiving services		
3b. Number of Non-City of Syracuse residents receiving services		
TOTAL		
4a. Staff time (hours) expended in projects/programs within the City of Syracuse		
4b. Staff time (hours) expended in projects/programs outside the City of Syracuse		
TOTAL		

OR

It meets the requirements of 24 CFR 570.204 (c)(2). **(Requirement Checklist attached as Exhibit “B”)**

Please specify your area(s) of operation included in Articles of Incorporation and By-Laws: _____

STATEMENT OF PERJURY

I declare under penalty of perjury, under the laws of the State of New York, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

Signature: _____

Title: _____

Exhibit "A"
Requirement Checklist for 24 CFR 570.204 (c)(1)

_____ (the agency) is eligible to be designated as a CBDO under 24 CFR 570.204 (c)(1) because it meets **all** of the following requirements:

- 1. An association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the City of Syracuse; **and**
- 2. Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation, by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; **and**
- 3. Is either nonprofit or for-profit, provided that any monetary profits to its shareholders or members must be only incidental to its operations; **and**
- 4. Maintains at least 51 percent of its governing body's membership for low- to moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; **and**
- 5. Is not an agency or instrumentality of the City of Syracuse and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under (c)(1)(iv) of 24 CFR 570.204); **and**
- 6. Except as authorized above, requires the members of its governing body to be nominated and approved by the general membership of the organization or by its permanent governing body; **and**
- 7. Is not subject to requirements under which its assets revert to the recipient upon dissolution; **and**
- 8. Is free to contract for goods and services from vendors of its own choosing.

Exhibit "B"
Requirement Checklist for 24 CFR 570.204 (c)(2)

_____ (the agency) is eligible to be designated as a CBDO because it meets **one** of the following requirements:

- Is an entity organized per Section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681 (d)), including those that are profit making;

Or

- Is a Small Business Administration (SBA) approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended;

Or

- Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships Program by the City of Los Angeles, with a geographic area of operation of no more than one neighborhood and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e)

**Community Based Development Organization
Governing Board**

Exhibit C

A Community Based Development Organization (CBDO) is required to maintain at least 51 percent of its governing body's membership for low- and moderate-income **residents of its geographic area of operation**, owners or senior officers of private establishments and other institutions **located in and serving its geographic area of operation**, or representatives of low- and moderate-income neighborhood organizations **located in its geographic area of operation**. **Please list all Governing Board members.**

List All Governing Board Members		Complete All Columns That Apply				
Last Name	First Name	Low and Moderate Income Person (per Exhibit D) Residing in the Geographic Area of Operation (Provide self-certification form A)	Owner or Senior Officer of a Private Establishment or Other Institution Located in and Serving the Geographic Area of Operation (Provide self-certification form B)	Representative of a Low- and Moderate-Income Neighborhood Organization Located in the Geographic Area of Operation (Provide self-certification form C)	62 Years Old or Older* (Provide self-certification form A)	Board Term Expiration Date
Total Number of Board Seats:						

* HUD regulations presume specific populations to be low- and moderate-income: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

**COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO)
GOVERNING BODY
SELF-CERTIFICATION FORM A
LOW- AND MODERATE-INCOME REPRESENTATIVE**

A Community Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners of senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation" 24 CFR Ch. V 570.204 (c) (1) (iv). This form is to be completed by low- and moderate-income residents of the agency's geographic area of operation. The Community Development Department requires the following information to determine board member eligibility based on Exhibit "A" section 4 of the CBDO application

Each low- and moderate-income board member must indicate the number of persons in his/her family, and indicate whether total annual family income exceeds or falls below the listed figure for appropriate family size by indicating a check mark in the boxes below.

NOTE: "Income" is the total annual income of all family members. Additional expected sources of income must be included in this calculation of annual family income. All income for all persons in the family **must** be included in calculating family income.

2010 CDBG Income Guidelines– Check the appropriate box:

Family Size	Total Annual Family Income is Above	Total Annual Family Income is At or Below	Amount
1 Person	<input type="checkbox"/>	<input type="checkbox"/>	\$36,050
2 Person	<input type="checkbox"/>	<input type="checkbox"/>	\$41,200
3 Person	<input type="checkbox"/>	<input type="checkbox"/>	\$46,350
4 Person	<input type="checkbox"/>	<input type="checkbox"/>	\$51,450
5 Person	<input type="checkbox"/>	<input type="checkbox"/>	\$55,600
6 Person	<input type="checkbox"/>	<input type="checkbox"/>	\$59,700
7 Person	<input type="checkbox"/>	<input type="checkbox"/>	\$63,800
8 Person	<input type="checkbox"/>	<input type="checkbox"/>	\$67,950

Presumed Low- and Moderate-Income Persons

HUD regulations presume specific populations to be low- and moderate-income. If using this method to certify eligibility, a board member must check the box next to the category(ies) of which he/she is a member:

"Severely disabled" Adult	<input type="checkbox"/>	Persons Living with AIDS	<input type="checkbox"/>
Elderly Persons (62 and older)	<input type="checkbox"/>	Illiterate Adults	<input type="checkbox"/>
Battered Spouse	<input type="checkbox"/>	Migrant Farm Workers	<input type="checkbox"/>
Homeless Persons	<input type="checkbox"/>	Abused Children	<input type="checkbox"/>

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

I certify that that I am a low- and moderate-income (or member of a population that is presumed to be low- and moderate-income) resident of the _____ (CBDO's name) area of operation.

Board Member's Name (Please Print): _____

Board Member's Signature _____ **Date** _____

Board Member's Address _____

**COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO)
GOVERNING BODY
SELF-CERTIFICATION FORM B
BUSINESS OWNER/SENIOR OFFICER REPRESENTATIVE**

A Community Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation" 24 CFR Ch. V 570.204 (c) (1) (iv).

Board members, who qualify as owners or senior officers of private establishments and other institutions, located in and serving the agency's geographic area of operation should complete this form. The Neighborhood and Business Development Department requires the following Information to determine board member eligibility based on Exhibit "A" section 4 of the CBDO application.

CBDO Applicant's Name: _____

CBDO Geographic Area of Operation: _____

Board Member's Name (please print): _____

Board Member's Position: _____

Private Institution's Name: _____

Private Institution's Address: _____

Please provide a description of the goods and services provided by the private institution: _____

Please describe board member's functions, within the business or organization which provide him/her an understanding of, and insight into, the needs of the community served by the CBDO agency:

Please provide the geographic area of operation for the private establishment: _____

I declare under penalty of perjury, under the laws of the State of New York, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

Board Member's Signature: _____

Date: _____

**COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO)
GOVERNING BODY
SELF-CERTIFICATION FORM C
NON-PROFIT OR NEIGHBORHOOD ORGANIZATION REPRESENTATIVE**

A Community Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation" 24 CFR Ch. V 570.204 (c) (1) (iv).

Board members, who qualify as representatives of low- and moderate-income neighborhood organizations located in the agency's geographic area of operation, should complete this form. The Neighborhood and Business Development Department requires the following information to determine board member eligibility based on Exhibit "A" section 4 of the CBDO application.

CBDO Applicant's Name: _____

CBDO Geographic Area of Operation: _____

Board Member's Name (please print): _____

Board Member's Position/Title: _____

Organization's Name: _____

Organization's Address: _____

Please provide a description of the goods and services provided by the neighborhood organization:

Please describe board member's function(s), within the neighborhood organization, that provide him/her an understanding of, and insight into, the needs of the community served by the CBDO agency:

Please provide the geographic area of operation for the neighborhood organization: _____

I declare under penalty of perjury, under the laws of the State of New York, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

Board Member's Signature: _____

Date: _____