

I. LEGAL STATUS

1. The applicant organization is organized under Michigan State law as a nonprofit entity, as evinced by: (Please submit the appropriate document.)

Charter, _____ Page # _____ OR Articles of Incorporation _____ Page # _____

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

Charter, _____ Page # _____ OR Articles of Incorporation _____ Page # _____

3. Has a tax exemption ruling from the Internal Revenue Service (IRS) Code under: (Submit the appropriate document.)

501 (c) (3) 501 (c) (4) IRS classification as a subordinate of a central organization non-profit entity, supported by IRS group exemption letter which lists the applicant as being exempted.

NOTE: The IRS exemption must be effective on the date of application and continue throughout the period of CHDO certification. Applications for tax-exempt status cannot be accepted.

4. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evinced by one of the following: (Check the appropriate box, attach the document, and cite the appropriate page number.)

Charter, _____ Page # _____ Articles of Incorporation, _____ Page # _____ By-Laws, _____ Page # _____ Resolution(s) Attach copy(s)

II. CAPACITY

1. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards of Financial Management Systems", as evinced by:

Notarized, Affidavit of Standards of Financial Management Systems signed by the applicant's Chief Executive or Financial Officer.

2. Demonstrated capacity to carry out affordable housing activities, as evinced by:

- list of affordable housing projects completed by the applicant in the past two years.
- resumes and/or statements describing the experience of key staff members who have successfully completed projects similar to those proposed for HOME funding,
- contract(s) to train key staff. Consultants must have relevant affordable housing experience
- a organizational roster that lists employee names and titles.

3. Service in the community to be assisted with HOME funds, as evinced by:

- a description of activities undertaken in the community for at least one year, OR
- for new applicants (formed by existing local churches, service or community organizations), a statement that documents parent organization service for least one year in the community, AND
- Board meeting minutes from a board meeting in each quarter of the previous year (minutes of parent organizations are acceptable for new organizations), AND

in the space below, identify the community where HOME funds are to be used and identify the boundaries of the service area which the organization serves.

III. ORGANIZATIONAL STRUCTURE

1. At least one-third of the governing body's membership consists of residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evinced by the organization's:

By-Laws, **or** Charter, **or** Articles of Incorporation, **and**
Page # _____ Page # _____ Page # _____

Notarized Affidavit of Board Representation signed by the Chief Executive, **and**

Complete roster of the Board of Directors, including names and mailing addresses, with low-income residents or elected representatives identified as such on the list.

2. Provides a formal process for low-income program beneficiaries input in all decisions made regarding the design, siting, development, and management of affordable housing projects, as well as, procedures as to how the formal process will be implemented (public hearings, flyers, media, etc.), as evinced by:

the organization's By-laws, page # _____, **or** Resolutions, **or**
 written operating procedure(s) adopted by the governing body. (Must be attached.)

3. If chartered by a State or local government, the following restrictions apply:

- (1) the State or local government may not appoint 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 (including employees of the Participating Jurisdiction or State recipients), as evidenced by the organization's:

Demonstrate how your organization complies with this requirement:

By-laws, **or**, Charter, **or** Articles of Incorporation
Page # _____ Page # _____ Page # _____

Chief Executive Officer

Date

If you require assistance, please contact Michael Connors, Associate Planner, at 586/469/6453, or at Michael.Connors@macombcountymi.gov

**Macomb HOME Consortium
Affidavit of Standards for Financial Management Systems**

Affiant: _____

Date: _____

Applicant Organization: _____
(Insert exact legal name of the organization)

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant:

1. Affiant is the President AND/OR Chief Financial Officer of the Recipient and is authorized to make this affidavit on behalf of the applicant.
2. Applicants' financial management systems conform to the standards set forth in 24 CFR 84.21, by providing for and incorporating the following:
 - a. Accurate, current, and complete disclosure of the financial results of each federally-sponsored project.
 - b. Records which identify the source and application of funds for federally-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.
 - c. Control over and accountability for all funds, property and other assets; adequate safeguards of all such assets shall be adopted to assure that all assets are used solely for authorized purposes.
 - d. Comparison of outlays with budget amounts for each award.
 - e. Written procedures to minimize the time elapsing between the receipt of funds and the issuance or redemption of checks for program purposes by the recipient.
 - f. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of Federal cost principles [Circular A-122] and the terms and conditions of the award.
 - g. Accounting records, including cost-accounting records, that are supported by source documentation.

Affiant: _____

Title: _____

Subscribed and sworn before me on the _____ day of, 20__, by _____, on behalf of _____.

Notary Public
State of Michigan

My commission expires:

**Macomb HOME Consortium
Affidavit of Board Representation**

On this _____ day of _____, 20__ . I _____, hereby certify that the individuals identified in the attached exhibit are residents of low-income neighborhoods, other low income community residents, or elected representatives of a low-income neighborhood organization; and that each is an active member of _____'s Board of Directors. The term "low-income" is used consistently with that defined by HUD.

I certify that the above statement is true and correct. I understand that any misstatement or falsification of information shall be grounds for denial or revocation of certification for CHDO status.

Affiant: _____ Date: _____
Title: _____

Subscribed and sworn before me on the ___ day of _____, 20__ , by _____,
on behalf of _____.

_____, My commission expires: _____
Notary Public
State of Michigan

SAMPLE 1
SECTION II A, CAPACITY (NOTARIZED AFFIDAVIT)
Macomb County HOME Consortium
Community Housing Development Organization (CHDO) Certification
Affidavit of Standards for Financial Management Systems

Date: March 1, 2007

Affiant: John Doe

Recipient: Southside Community Development Corporation (Insert exact legal name of the organization)

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant:

1. Affiant is the President AND/OR Chief Financial Officer of the Recipient and is authorized to make this affidavit on behalf of Recipient.
2. Recipients' financial management systems conform to the financial accountability standards set forth in 24 CFR 84.21, by providing for and incorporating the following:
 - a. Accurate, current, and complete disclosure of the financial results of each federally-sponsored project;
 - b. Records which identify the source and application of funds for federally-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest;
 - c. Control over and accountability for all funds, property and other assets; adequate safeguards of all such assets shall be adopted to assure that all assets are used solely for authorized purposes;
 - d. Comparison of outlays with budget amounts for each award;
 - e. Written procedures to minimize the time elapsing between the receipt of funds and the issuance or redemption of checks for program purposes by the recipient;
 - f. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of Federal cost principles [Circular A-122] and the terms and conditions of the award;
 - g. Accounting records, including cost-accounting records, that are supported by source documentation.

Affiant: John Doe

Title: Executive Director

Subscribed and sworn before me on the day of , 20 , by , on behalf of

Notary Signature My commission expires:

Notary Public State of Michigan

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SAMPLE 2

SECTION II B, CAPACITY (RESUMES AND/OR STATEMENTS)

SOUTHSIDE COMMUNITY DEVELOPMENT CORPORATION

RESUME OF JOHN DOE

Mr. John Doe is the Executive Director of Southside Community Development Corporation. Mr. Doe has more than 20 years experience in the development, underwriting, and implementation of affordable housing. He started his career with the U.S. Department of Housing and Urban Development and is extremely knowledgeable with all HUD programs and regulations.

Mr. Doe has also been instrumental in the development of affordable housing in Macomb County communities. He also lends his services to other non-profit organizations that are interested in becoming a Community Housing Development Organization.

SAMPLE 3

SECTION II C, CAPACITY (COMMUNITY HISTORY)

SOUTHSIDE COMMUNITY DEVELOPMENT CORPORATION

SOUTHSIDE CDC HISTORY

Southside CDC (SCDC) was formed in 1994 as a 501 (c)(3) non-profit corporation to serve the greater Macomb County area. SCDC's main objective is to provide affordable housing to low-income individuals throughout the Detroit metropolitan area and surrounding communities. To date SCDC has developed five single-family projects within the City of Eastpointe, and the City of Mt.Clemens. A major portion of the funding for the development of these five single-family projects came from the Macomb County HOME Consortium as well as MSHDA funding. SCDC plans to apply for future HOME funds to help develop 3 more single-family projects in New Haven and Centerline.

SAMPLE 4

SECTION III A, ORGANIZATIONAL STRUCTURE (NOTARIZED AFFIDAVIT)

Macomb County HOME Consortium
Community Housing Development Organization (CHDO)
Certification

Affidavit of Board Representation

On this 1 day of January, 2004 I, John Doe hereby certify that the individuals identified in the attached exhibit are residents of a low income neighborhood, other low income community resident, or elected representative of a low income neighborhood organization and is an active member of *Southside CDC's* Board of Directors. "Low income" is defined as households whose annual incomes do not exceed 80% of the median income for the area, as determined by HUD with adjustments for smaller and larger families.

I certify that the above statement is true and correct. I understand that any misstatement or falsification of information shall be grounds for denial or revocation of certification for CHDO status.

Affiant: John Doe

Title: Executive Director

Subscribed and sworn before me on the day of , 20 , by , on behalf of

Notary Public My commission expires:

Notary Public State of Michigan

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SAMPLE 5

SECTION III A ORGANIZATIONAL STRUCTURE (CURRENT BOARD ROSTER)

SOUTHSIDE COMMUNITY DEVELOPMENT CORPORATION

SOUTHSIDE CDC's BOARD OF DIRECTORS ROSTER

Torry Smith

PO Box 143

Eastpointe, MI 48021

Janet Gurerro*

PO Box 450

Harrison Township, MI 48045

Michelle Pickney

PO Box 623

Mt. Clemens, MI 48043

*Low-income representative

SAMPLE 6

SECTION III B, ORGANIZATIONAL STRUCTURE (FORMAL PROCESS)

SOUTHSIDE COMMUNITY DEVELOPMENT CORPORATION

STATEMENT OF FORMAL PROCESS

Southside CDC will at all times provide a formal process for low income beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects.

Southside CDC will implement the formal process by holding quarterly public hearings and make the community aware of any projects it undertakes through broadcast media, flyers, and public newspaper announcements. It will also accept public comment at all times via telephone, mail, email, and other forms of communication.

Signed:

Executive Director's Signature

Approved by Southside CDC Board on 1/1/00 as witnessed by:

Board Secretary's Signature