



Community Housing Development Organization Certification Application

The Kansas Housing Resources Corporation administers CHDO certification under the State's HOME Program. Potential applicants are encouraged to notify the KHRC of their intent, so that the Department may provide assistance through the certification process. Certifications are accepted year-round. If an organization desires to apply for funding as a CHDO through the HOME Program, their certification questionnaire must be on file with the KHRC prior to the funding application deadline.

The following pages contain the application to obtain CHDO Certification. The application should be completed and submitted to the KHRC along with the required documentation. Questions regarding certification or the CHDO program in general should be directed to CHDO Program Manager, (785) 296-3649 or via e-mail breiff@kshousingcorp.org.

Submit completed certification packets to:

Kansas Housing Resources Corporation
Attn: CHDO Program Manager
611 S. Kansas Avenue, Suite 300
Topeka, Kansas 66603-3803

Community Housing Development Organization Certification Application

Date: _____

Organization: _____

Contact: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____ Office Hrs: _____

1. Is the organization chartered as a non-profit corporation in accordance with state and local laws? YES ☐ NO ☐

2. Does the organization have a tax exemption ruling from the Internal Revenue Service (IRS) under section 501 (c)(3) or (4) of the Internal Revenue Code 1986? YES ☐ NO ☐

3. Does the organization have a clearly defined geographical service area? YES ☐ NO ☐

4. Provide a detailed definition of the Service Area.

5. How long has the organization served this community? _____ Years

6. If the organization has not provided at least one year of service, does it have a parent organization that has at least one year of experience serving the same community? YES ☐ NO ☐

7. Is the organization primarily a religious organization such as a local church? YES ☐ NO ☐

8. Does any part of the organization's net earnings inure to the benefit of any member, founder, contributor or individual? YES ☐ NO ☐

9. Is your organization either controlled by or under the direction of individuals or entities seeking to derive profit or gain from the organization? YES ☐ NO ☐

10. Is the organization sponsored by a for-profit entity? YES ☐ NO ☐
If yes, please answer the following questions:

a. Name & Address of the for-profit entity. _____

b. Does the for-profit entity have as its primary purpose, the development or management of housing? (For example, is the for-profit sponsor a builder, developer, or a real estate management firm?) YES ☐ NO ☐

c. Is more than one-third of the governing board appointed by the for-profit entity? YES ☐ NO ☐

d. Are board members appointed by the for-profit entity authorized to appoint any remaining board members? YES ☐ NO ☐

e. Is the organization free to contract for goods and services from vendors of its own choosing? YES ☐ NO ☐

11. Does the organization's financial accountability standards conform to standards described in 24 CFR part 84.21, "Standards for Financial Management Systems"? YES ☐ NO ☐

12. Does the organization have among its purposes, in its article of incorporation, resolutions, or by-laws, activities related to the provision of decent housing that is affordable to low and moderate-income persons? YES ☐ NO ☐

13. If the organization has provided affordable housing in the past, how long has the assistance been given? _____ Years

14. If question #13 applies to the organization, briefly list the kinds of housing assistance the organization has provided.

15. List staff with housing experience & the type of experience (Project Mgt, Property Mgt, Etc.)

Name	Type of experience
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16. As a CHDO, indicate the anticipated housing activities below (check all that apply)

Project Type:	New Construction	<input type="checkbox"/>	Acquisition/Rehabilitation	<input type="checkbox"/>
Housing Type:	Single Family	<input type="checkbox"/>	Multi-Family	<input type="checkbox"/>
Production:	No. of units annually	<input type="checkbox"/>	Long-term goal	<input type="checkbox"/>
Property Mgt:	CHDO will Manage	<input type="checkbox"/>	Contract Management	<input type="checkbox"/>

17. The CHDO's board structure must reflect the community it intends to serve and meet the following regulatory requirements:

_____	Members are defined as low-income representatives	A minimum of 1/3 of the board must consist of residents of low-income neighborhoods in the community, and/or low-income residents of the community, and/or elected representative of low-income neighborhood organizations.
_____	Members are defined as public sector representatives	A maximum of 1/3 of the board may consist of employees or appointed representatives of the public sector. A board member is considered to be a representative of the public sector if s/he is an elected official, appointed public official, public employee and/or is appointed by a public official. Public Officials and/or appointees who themselves are either low-income community residents or residents of a low-income neighborhood, count against the 1/3 maximum limit of public sector representatives, not toward the 1/3 minimum requirement of low-income interests.
_____	Members are defined as private capacity representatives	The remainder of the governing board can be made up of private individuals that are acting in a private capacity. An individual is acting in a private capacity if s/he is not legally bound to act on behalf of a public and is not being paid by a public body while performing functions in connection with the nonprofit organization.
_____	Total Board Members	

18. Does the organization have a formal process in place that allows for the low-income program beneficiaries to advise the organization on design, location of sites, development, and management of affordable housing?

YES ☐ NO ☐

Required Attachments

The following documents must be submitted for examination:

- ☐ If service area of the prospective CHDO includes a local HOME Participating Jurisdiction (Kansas City, Johnson County, Lawrence, Topeka or Wichita), submit evidence that the organization is currently certified as a CHDO by that local entity.
- ☐ Copy of the organization's Articles of Incorporation.
- ☐ Copy of the organization's by-laws.
- ☐ If not included in the by-laws, a copy of the resolution outlining the organization's formal process that allows low-income residents and program beneficiaries to advise the organization on relevant decisions concerning the design, siting, development, and management of affordable housing.
- ☐ Copy of the organization's tax exemption status from the IRS. Tax exemption status must be either 501 (c)(3) or (4) or section 905 -- subordinate organization of a 501(c).
- ☐ Notarized statement certifying that the organization's financial management systems conforms to the financial accountability standards described in 24 CFR Part 84.21. The president, executive director, chief financial officer of the organization, or a Certified Public Accountant must sign this statement.
- ☐ A written statement describing the financial standing of the organization. Include a discussion of the funding sources (source and amount) for the operation of the organization.
- ☐ Copy of the most recent audited financial statement of the organization (or unaudited financial statement if no audit is available).
- ☐ A written business plan and strategic plan for the prospective CHDO.
- ☐ Copy of the CHDO's written Conflict of Interest policy.
- ☐ Resumes or statements that describe the experience of accomplished key staff members who have successfully completed projects similar to those to be assisted with HOME funds, or Contract with consultant firms or individuals that have housing experience similar to those to be assisted with HOME funds and to train appropriate key staff of the organization.

- ☐ Written statement describing the organization's ties to the community (service area) within which assistance will be provided. Be sure to include independent verification of service to the community. Appropriate documentation may consist of newspaper articles, and independent financial audit, etc.

For new organizations, written statement describing the parent organization's ties to the community (service area) within which assistance will be provided. Be sure to include independent verification of service to the community. Appropriate documentation may consist of newspaper articles, and independent financial audit, etc.

- ☐ Complete CHDO board composition table (next page).

Submit the application along with the documentation listed above to the KHRC at the below address. You will be notified as to the status of your application for CHDO certification as soon as the information is reviewed.

Kansas Housing Resources Corporation
Attn: CHDO Program Manager
611 S. Kansas Avenue, Suite 300
Topeka, Kansas 66603-3803

Kansas Housing Resources Corporation
HOUSING DEVELOPMENT DIVISION

Community Housing Development Organization (CHDO) Board Composition Table								
No	Name	Address	City	Zip	Phone #	*Serving Capacity Check Appropriate Box		
						Low Income	Public Sector	Neither
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For further clarification, see question number 17 of the KHRC CHDO Eligibility Questionnaire or 24 CFR 92.2; CHDO Definition numbers five and eight.

I, the undersigned, do hereby certify that the information above is current and accurate as of the date shown below.

Executive Director (please print)

Signature

Date