

2023 Owner’s Compliance Verification – HOME

Certification Dates: 1/1/23-12/31/23	
CHDO Name:	
CHDO Address:	
Primary Point of Contact:	Email:
Executive Director:	Email:
President of the Board:	Email:

The undersigned (Executive Director) and (Board President) or owner on behalf of the CHDO/property/grant, hereby certifies that:

1. The organization continues to meet the definition of a Community Housing Development Organization as defined at 24 CFR 92.2.
Yes No N/A
2. All tenants in HOME funded properties meet the income and rent guidelines as outlined in each HOME Grant Agreement.
Yes No
3. All households have been certified at least annually to qualify as low income households according to 24 CFR 92.252; and if self-certification is allowed, full documentation of income qualification is reviewed for all tenants in the 1st, 6th, 12th and 18th year for each grant.
Yes No
4. If any HH income exceeded 80% of AMGI the household was treated as an ‘over income tenant’ per 24 CFR 92.252. (Certain Tax Credit Rules may apply for rent determination.)
Yes No
5. The owner has a repayment requirement by grant with KHRC. (If there is a repayment requirement, document must be submitted to prove that it has been paid, waived, or exempted due to inadequate cash flow.)
Yes No
6. Have units in any grant been sold or released in the last year? Provide, on a separate page, the grant numbers, addresses and dates of units sold or released.
Yes No
7. All units meet local/State building code, HQS or NSPIRE standards. If there are outstanding physical deficiencies from an agency other than KHRC attach a copy of the inspection.
Yes No
8. Inspections of each unit are conducted at least annually and records maintained, to include possible charges for damages.
Yes No

9. Units meet all applicable Section 504 and agreement requirements for physical accessibility for persons with disabilities.
Yes No
10. For any projects constructed prior to 1978 the owner has provided the lead base pamphlet, required the tenant to sign the certification, and provide any reports on lead-based paint/or lead hazards, including records and reports concerning common areas and other units.
Lead Free Addendum and Pamphlet Provided
11. The CHDO/property/grant has a written Fair Housing Plan that describes targeted populations and has made affirmative outreach and marketing efforts to those populations within the past 12 months.
Yes No
12. The CHDO/property/grant has the financial capacity to operate each grant through the entire compliance period. (If no, please explain on a separate page.)
Yes No
13. The CHDO has paid staff with the experience and ability to perform the management and/or development responsibilities of the CHDO to demonstrate capacity.
Yes No N/A
14. The CHDO has a board that is actively involved in the operation and oversight of the grants.
Yes No N/A
15. The CHDO is currently eligible to receive HOME funds. (If no please explain on a separate page.)
Yes No N/A
16. The CHDO has implemented the Federal mandate for the Violence Against Women Act (VAWA).
Yes No
17. The CHDO has selection criteria to not allow illegal aliens (This is not a HOME requirement but the owner can have policies prohibiting illegal aliens.)
Yes No N/A

Note: Failure to adequately complete this form and the entire annual report will result in noncompliance with State and Program requirements and failure to demonstrate capacity. In addition, any individual other than the Executive Director and Board President are not permitted to sign this form.

The CHDO/property/grant is otherwise in compliance with the HOME Final Rule at 24 CFR Part 92 (as amended July 24, 2013), the applicable State Allocation Plan, and all other applicable laws, rules and regulations. This Certification and any attachments are made UNDER PENALTY OF PERJURY.

Signature of the Executive Director	Date	Signature of the Board President	Date
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