

SPARTANBURG COUNTY  
SPARTANBURG COMMUNITY DEVELOPMENT

**HOME PROGRAM  
CHDO APPLICATION  
FY2021**

|   |  |   |
|---|--|---|
| CERTIFICATION <input type="checkbox"/>                              |  | RE-CERTIFICATION <input type="checkbox"/>           |
| Organization Name:  |  | Telephone:  |
| Address:  |  | Fax:  |
| City, State, Zip:   |  | Contact:  |
| Federal Tax ID #:   |  | Email:  |
| Number of Board Members:  |  | Defined Service Area(s)(Geographic Location Served: |
| Percentage of Board representing Public Sector                      |  |   |
| Percentage of Board representing Low-Income Community Sector        |  |   |
| Percentage of Board representing Private or Unrestricted Sector     |  |   |
| Date Organization was Incorporated:                                 |  |   |
| Services Provided (include all, not just those related to housing): |  |   |
| CHDO related training (list previous and planned)                   |  |   |

**Information, Guidance and Instructions:**

**A Community Housing Development Organization (CHDO) is a private non-profit organization that is organized pursuant to the definition in the HUD Regulations found in 24 CFR Part 92.2.**

**When utilizing a copy of an organization's Charter, Articles, or By-Laws to document one of the required items, the section or in which the specific commitment, provision or language exists must be clearly identified by highlighting the section or providing the section number.**

## CHECKLIST

| Check | Item  | Documentation – Relevant Document – With any Updates (please attach)  |
|-------|---|---|
|       | Cover Page  | Previous page must be completed   |
|       | Acknowledgements and Agreements   | Must be signed by authorized applicant signatory  |
|       | IRS status  | 501 (c) Certificate/letter from the IRS   |
|       | Legal Status/Incorporation  | Certificate of Incorporation, Charter,  |
|       | Certificate of Good Standing  | Available by going to <a href="http://www.scsos.com">www.scsos.com</a>  |
|       | Purpose of Organization including provision of housing affordable to LMI people   | Charter, Articles of Incorporation, By-laws, or Resolutions,  |
|       | No Individual Benefit (no part of net earnings inure to the benefit of any member, founder, contributor, or individual). Provide evidence   | Charter, Articles of Incorporation  |
|       | Defined Service Area that includes unincorporated Spartanburg County  | Board resolution, Charter, By-Laws  |
|       | Structure of Board of Directors   | Charter, Articles of Incorporation, By-laws,  |
|       | Board Membership Information  | <b>Attachment A</b> List and Resumes/Skills   |
|       | Community Representation Certification  | <b>Attachment B</b> and documentation of LMI neighborhood or Meeting minutes from the Low-income area's neighborhood organization that demonstrates the election of the member and selection process.                     |
|       | Evidence of Board Stability   | Length of Service of Members,   |
|       | Evidence of Low-Income Community Input, proof of formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, developing, and management of affordable housing projects. | By-laws, Resolutions, written statement of operating procedures approved by the board. Should also include examples from meeting minutes, pictures, flyers, agendas, etc.,  |
|       | Financial Capacity <sup>1</sup>   | Statement by president or CFO-Certification from CPA, HUD approved audit summary <b>Attachment C</b>  |
|       | Financial Capacity  | Current financial statement (past annual and year to date)<br>Most recent audit from independent CPA licensed by the SC Board of Accountancy. The financial statements must include a balance sheet and income statement. |
|       | History of Serving Community where HOME funds to be used  | Statement documenting at least one year's experience, newspaper clippings, Annual Report  |
|       | Housing Experience  | Statement signed by president of officer, documenting at least one year's experience in serving the community and description of activities which is provided.  |
|       | Total Estimated CHDO Operating Budget   | <b>Attachment D</b> Sep. Sheets Must include Name and Title for salary employees  |
|       | Staff Capacity <sup>2</sup>   | <b>Attachment E</b> , and Resumes/experience of <b>all</b> staff, and Description of similar projects <b>key</b> staff have worked on. Describe experience as developer, owner, sponsor.                                  |
|       | Copy of Housing Development Strategy  | Strategic Plan and Annual Performance Plan <sup>3</sup> or meeting minutes  |
|       | Creation or Sponsorship by a for-profit entity (if applicable) <sup>4</sup>   | Charter, Articles of Incorporation, By-laws MOUs  |

<sup>1</sup> Must conform to 24 CFR 84.21 Standards for Financial Management Systems or Attachment F OMB Circular A-110

<sup>2</sup> HUD defines CHDO staff as paid employees who are responsible for the day-to-day operations of the CHDO. Staff does not include volunteers, board members, or consultants. The CHDO must demonstrate that it has experience and capacity by having paid employee staff with housing development experience. **Nonprofit organizations are no longer permitted to meet the organizational capacity requirement through consultants, a plan for staff to be trained by consultants, or by use of volunteers.**

<sup>3</sup> Strategic Plan – a document that includes the mission, goals, and vision of the organization (including housing), whom you will serve, organizations’ role in the community, programs, services, and products, resources needed to succeed and how to combine resources, programming and relationships to accomplish the organization’s mission.

Annual Performance Plan –a document that describes the actions and goals that a CHDO will undertake during the year to work towards the long term goals in their Strategic Plan; i.e. performance goals for the years, strategies to meet those goals, and performance measures to be achieved.

<sup>4</sup> 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 CHDOs 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.

The CHDO may not be controlled, nor receive directions from individuals, or entities seeking profit from the organization, as evidenced by the organization’s By-Laws, or a Memorandum of Understanding.

A CHDO 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.

The CHDO must be free to contract for goods and services from vendors of its own choosing, as evidenced in the CHDO’s By-laws, Charter, or Articles of Incorporation.