



**Pierce County Department of Community Connections -  
Housing  
Application for Certification as a  
Community Housing Development Organization (CHDO)  
HOME Program**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Has the Organization been certified as a CHDO with Pierce County in the last five years?

\_\_\_\_\_

If Yes Date of last certification letter \_\_\_\_\_.

*In order to qualify as a Community Housing Development Organization (CHDO) under federal regulations governing the HOME program, a nonprofit organization must meet the criteria listed on the attached pages in Sections I through V and provide the requested supporting documentation to verify qualification. CHDO's are required to be certified at the point HOME funds are committed to a specific project, and are expected to remain eligible as a CHDO for the period of affordability of the project.*

*Please check all boxes that apply and note where verification can be found in supporting documents. (example: See Articles of Incorporation, page 4, line 6.) Section V is a supplemental questionnaire that will be used to assess the organizations housing development capacity and is not related to the organization meeting the regulatory threshold of the HOME program.*

**Pierce County Housing Programs Staff Contact Information:**

**Bryan Schmid, Social Services Supervisor for Housing**

**253-798-6909**

**[bschmid@co.pierce.wa.us](mailto:bschmid@co.pierce.wa.us)**

## SECTION I Legal Status

Please check the boxes below:

The organization is organized under State or local laws, as evidenced by an approved Charter or Articles of Incorporation.

- **Please attached By-Law's and Articles of Incorporation and any subsequent amendments or resolutions amending the By-Law's or Articles.**

**If previously certified in the last 5 years:**

- **If the organization is already certified as a CHDO in the last 5 years please indicate if there have been any changes in the organizations By-laws or Articles or if any resolutions have been passed that changed the structure of the organization. Please provide all copies of all relevant changes and provide an attached letter detailing the changes and effect on the organization.**

The Charter or Articles of Incorporation indicate that no part of net earnings inure to the benefit of any member, founder, or individual.

- **Please identify page or paragraph in the By-Law's or Articles: \_\_\_\_\_**

The organization has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c) (3) or (4) of the Internal Revenue Code of 1986 or, is classified as a subordinate of a central organization nonprofit under Section 905 of the Internal Revenue Code and have an exemption letter from the IRS that includes the subordinate organization.

- **Please attached most current 501(c) (3) letter from the IRS.**

**If certified in the last five years:**

- **Please indicate the most recent year your 501 (c) (3) letter was received \_\_\_\_\_. If a new 501 (c) (3) letter was received please attach.**

The organization has among its purposes the provision of decent housing that is affordable to low and moderate income people, and a defined service area as evidenced by a statement in the organizations Charter, Articles of Incorporation, By-Laws, or Resolutions.

- **Please identify page or paragraph in the By-Law's or Articles: \_\_\_\_\_, or Attached Resolution.**

## Section II Capacity

The organization conforms to the financial accountability standards of Attachment F of OMB Circular A-110, A Standards for Financial Management Systems as evidenced by a notarized statement by the president or chief financial officer of the organization or certification from a Certified Public Accountant or a HUD approved audit summary.

- **Please attached one of the following:**
  1. **Notarized statement by the president or CFO**
  2. **HUD approved audit summary**
  3. **Statement from CPA**

The organization can demonstrate it has the capacity for carrying out activities assisted with HOME funds, as evidenced by resumes and/or statements that describe the experience of key staff employed by the CHDO who have successfully completed projects similar to those to be assisted with HOME funds. The experience must be relevant to the role of the CHDO in the project (owner/developer/sponsor). Note that this does not include volunteers, board members, donated or shared staff of consultants. Consultants may be used during the first year of an organizations participation as a CHDO only if that consultant has the development experience and will be under contract to train key staff of the CHDO.

- **Please attach current resume's of key CHDO staff, and if applicable contract with consulting firm to provide staff training: NOTE: The County reserves the right to request paystubs or W-2's to verify that the staff is paid directly by the CHDO.**

The organization must has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidence by providing a statement that documents at least one year of experience in serving the community **or** 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.

- **Please attach a statement detailing experience serving the community.**

If new CHDO applicant or its parent organization can show one year of serving the community prior to the date the participating jurisdiction provides HOME funds to the organization.

- **Attach statement, and describe its history of serving the community by describing activities which it 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 child care facilities. The statement must be signed by the president or other official of the organization.**

## Section III Organizational Structure

The organization maintains at least one-third of its governing board's membership from a) residents of low-income neighborhoods where over 51% of the neighborhood is low income, b) Low income community residents, or c) elected representatives of low-income neighborhood organizations that are appointed to the Board by the low income neighborhood organization, as evidenced by the organizations By-Laws, Charter, or Articles of Incorporation, or Board Resolution.

NOTE: 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, a community is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

- **Please identify page or paragraph in the By Laws or Articles detailing Board Representation:**

\_\_\_\_\_.

**For Recertification's and New applications:**

- **Please provide list of current Board member and identify low income representation.**

The organization has 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, and has a board structure for planning and overseeing development as evidenced by the organizations By-Laws, Resolutions or a written statement of operating procedures approved by the governing body.

- **Please identify page or paragraph in the By Laws or Articles or provide the Resolution or written statement:** \_\_\_\_\_ .

The following restrictions apply:

No more than one-third of the governing board members can be elected public officials, appointed representatives of elected public officials, appointed public officials, or public employees (including any employees of the PJ), as evidenced by the By Laws, Charter, or Articles of Incorporation. Officers and employees of a governmental entity cannot be officers or employees of a CHDO.

- **Please identify page or paragraph in the By Laws or Articles prohibiting more than 1/3 public sector representation:** \_\_\_\_\_.
- **Please provide list of current Board members and identify public sector representation.**
- **Please provide a certification that no employees of a governmental entity are officers or employees of the CHDO.**

If the organization is sponsored or created by a government entity then the governmental entity that created the organization may not appoint more than 1/3 board members and public appointed member may not appoint remaining 2/3. **IF APPLICABLE IDENTIFY PAGE OR PARAGRAPH IN THE BY LAWS, CHARTER OR ARTICLES**

## Section IV

### Relationship with For-Profit Entities or Religious Organizations

The organization is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by the organizations By-Laws or a Memorandum of Understanding.

- **Please identify page or paragraph in the By Laws or Articles:** \_\_\_\_\_.

A CHDO may be sponsored or created by a for-profit entity, however, the for-profit entity's primary purpose does not include the development or management of housing, as evidenced in the for-profits organizations By-Laws and; the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's By-Laws, Charter, or Articles of Incorporation. The for profit entity that created the organization may not appoint more than 1/3 of the board members and the for profit may not appoint remaining 2/3 of board. Officers and employees of the for profit entity that created the organization cannot be officers or employees of the CHDO. **IF APPLICABLE IDENTIFY PAGE OR PARAGRAPH IN THE BY LAWS, CHARTER OR ARTICLES.**

A CHDO may be sponsored for created by a religious organization provided that the CHDO is a separate entity from the religious organization with membership available to all persons regardless of religion or membership criteria, as evidenced by By-laws, Charter, or Articles of incorporations.

- **Please identify page or paragraph in the By Laws or Articles:** \_\_\_\_\_.

## Section V Supplemental Questionnaire

**Please provide answers to the following questions on an attachment:**

- Describe the organizations current strategic plan for development.
- Describe the relationship the organization has with the community.
- Describe any efforts of the organization has undertaken in analyzing market conditions, and housing needs for low income persons.
- Describe the policies and procedures in place to govern housing development activities.

I certify that all of the information provided in this application is true and correct. All supporting documentation is attached.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please direct any questions and return application packet to:**

**Bryan Schmid  
Pierce County Department of Community  
Connections, Housing  
1305 Tacoma Avenue, #104  
Tacoma, WA 98402  
Telephone: (253) 798-6909  
Fax: (253) 798-3999  
Email: [bschmid@co.pierce.wa.us](mailto:bschmid@co.pierce.wa.us)**

