Please complete this form and provide all required attachments in order for your organization to be considered as a Community Housing Development Organization (CHDO) for the City of Santa Ana (City) and placed on the Approved CHDO List.

The information contained in this checklist refers to the definition of a CHDO in Subpart A, Section 92.2 of the HOME Program regulations. The checklist is a tool for the City to assist in the collection of the documentation that must be received from the nonprofit and reviewed to determine if it may be certified as a CHDO.

Please attach all necessary documentation to support your answers.

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### 1. LEGAL STATUS

A. The nonprofit organization is organized under state or local laws, as evidenced by:

- [ ] A Charter, Page OR
- [ ] Articles of Incorporation, Page

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

- [ ] A Charter, Page OR
- [ ] Articles of Incorporation, Page

C. Has a tax exemption ruling from the IRS under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

- [ ] A 501(c)(3) or (4) Certificate from the IRS.

D. Has, among its purposes, the provision of decent housing that is affordable to very-low and low-income people, as evidenced by a statement in the organization’s:
### 2. SERVICE AREA

What are the boundaries of the organization’s community service area?

- Attach a map or detailed written description of the service area boundaries.

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, “community” is defined as one or several neighborhoods, a town, village, county or multi-county area. Community cannot be defined as the whole state.

### 3. CAPACITY

**A. Conforms to the financial accountability standards of 2 CFR 200.300-309 / Standards of Financial and Program Management (Formerly 24 CFR 84.21/ OMB A – 110, “Standards for Financial Management Systems”), as evidenced by:**

- A notarized statement by the president or chief financial officer of the organization;
- A Certification from a Certified Public Account; OR
- A HUD approved audit summary.

**B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:**

- Resumes and/or statements that describe the experience of key staff members, with housing experience appropriate to the role the nonprofit expects to play in project (i.e. developer, sponsor or owner) and who have successfully completed projects similar to those to be assisted with HOME funds, OR
- (Only in the first year of existence) Contract(s) with an included Training Plan component with consultant firms or individuals, who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.
C. Has a history of serving the community, within which housing to be assisted with home funds is to be located, as evidenced by:

☐ 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.

NOTE: The CHDO, or its’ parent organization, must be able to show one year of serving the community prior to the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its’ history (or its’ parent organization’s history) of serving the community by describing activities which it provided (or its’ parent organization 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 of the organization or other official of the organization.

4. ORGANIZATIONAL STRUCTURE

A. Maintains at least one-third of its governing board’s membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization’s:

☐ By-Laws,
☐ Charter, OR
☐ Articles of Incorporation.

NOTE: Under the HOME Program, for urban areas, the term “community” is defined as one or several neighborhoods, a city, county, or metropolitan area.
<table>
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<tr>
<th>Board Member Name Address, City, State, Zip</th>
<th>Public Sector (check box)</th>
<th>Low-Income Resident of the Community or Neighborhood (check box)</th>
<th>Elected Rep. of Low-Income Neighborhood Organization (check box)</th>
<th>Other (check box)</th>
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Submit documentation of the home address of each board member and which of the three types of low/moderate criteria they meet (low-income, public sector, other) for review by staff. Documentation must be collected at least annually and maintained on file in your office.

C. Provides a formal process (this is in addition to the board representation requirement) for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all affordable housing projects, as evidenced by:

- The Organization’s By-laws, Page
- Resolutions, Page, OR
- Written plan/statement of operating procedures approved by the governing body. Attach the plan/statement with the board resolution.

Submit documentation of how the formal process was followed during the last year, the input received and how the organization used this input to make decisions. Documentation must be collected at least annually and maintained on file in your office.

D. A CHDO may be chartered by the state or local government, but 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 any employees of the participating jurisdiction), as evidenced by the organization’s:

- By-laws, Page
- Charter, Page, OR
- Articles of Incorporation, Page

E. 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 CHDOs:

- By-laws, Page
- Charter, Page OR
- Articles of Incorporation, Page

### 5. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:

- The Organization’s By-laws, Page, OR
- A Memorandum of Understanding (MOU).
B. 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 by:
   - The for-profit organization’s By-Laws, Page

   AND;

2) The CHDO is free to contract for goods and services from vendor(s) on its own choosing, as evidenced by the CHDO’s:
   - By-laws, Page
   - Charter, Page
   - Articles of Incorporation OR
   - In the for-profit organization’s By-laws, Page

IN ADDITION TO THE DOCUMENTS ABOVE, PLEASE SUBMIT THE FOLLOWING:

☐ List of Board members, affiliations and place of employment;
☐ A description of the manner in which Board members are selected;
☐ Staffing Plan or list of staff members of the organization and their positions;
☐ Board of Directors meeting schedule for the next six months, including time and location;
☐ Copies of minutes of last two Board meetings
☐ Signed certification for each Board member that is fulfilling the low-income representation requirement. (See Attachment A) Certifications must state in which of the following ways the Board member meets the low-income requirement:
   (a) Has annual gross income less than 80% of the Area Median Income; or
   (b) Is a resident of a low-income neighborhood (at least 51% of the residents have an annual gross income less than 80% of the current Area Median Income); or
   (c) Is an elected representative of an organization composed primarily of residents of a low-income neighborhood (at least 51% of the residents have an annual gross income less than 80% of the current Area Median Income).

REQUIRED CORE HOUSING DEVELOPMENT COMPETENCIES:
Developer applicants must have paid staff that possess the core competencies listed herein (depending on the project and whether the applicant will be an Owner, Developer or Sponsor), and must have a staffing plan specifying the number of full-time staff persons and percentages of these persons’ working hours which are allotted to housing projects.

The required core housing development competencies are the knowledge, skills and abilities to:

   A) Conduct market/needs analyses and conceptual project design;
   B) Choose and negotiate purchase of a suitable site;
   C) Select and work with architects and other consultants;
   D) Understand and comply with local planning, zoning and building requirements;
   E) Create a development pro forma and operating budget;
   F) Set rents or sales prices;
   G) Identify financing sources and apply for funding;
   H) Comply with other lender requirements;
   I) Deal with community concerns;
   J) Comply with CEQA and NEPA requirements;
   K) Choose and work with construction contractors;
   L) Manage the construction process;
   M) Choose and work with a management agent;
   N) Successfully market a project;
O) Comply with HOME program requirements, construction close-out and long-term obligations.

The City reserves the right to request additional information from applicants in order to verify documentation submitted. It is applicant’s responsibility to provide adequate documentation and evidence to demonstrate it meets the requirements for CHDO Certification.

Please attach the following information to this application:
A. Completed Checklist for CHDO Qualifications
B. Mission of Agency/Organization
C. Current Agency Budget
D. Any other supporting information as necessary