

ALABAMA HOUSING FINANCE AUTHORITY

2018 COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) CERTIFICATION APPLICATION

Applicant Name:

Application Date:

AHFA 2018 CHDO CERTIFICATION APPLICATION

Organization Name		
DUNS Number		
Tax ID Number		
Organization Address	Mailing	Physical
Contact Name / Title		
Contact's Email Address		
Contact's Phone Number		
Board President Name		
Board President's Email		
Board President's Phone		
Organization's Fax Number		

Please describe the CHDO eligible activity(ies) your organization plans to undertake?

Please list each project to be considered for CHDO Certification/Recertification:

Project Name	Project Location	CHDO Role in Project

I certify that the submission of this application has been approved by a 2/3 vote of the Board of Directors.

By: _____

(Signature)

Date

Name of Signatory

Its: _____
Role of Signatory

2018 AHFA CHDO Checklist Instructions

Complete the 2018 AHFA CHDO checklist. Identify the document and page location within that document which satisfies each checklist requirement in the fields to the right of the listed requirement. All supporting documentation must be provided within a 3-ring binder as indexed and labeled attachments to this application, with the specified requirements marked by a highlighter. Articles of Incorporation, By-Laws, Charters, Memorandums of Understanding, Contracts, Certifications and Resolutions must be signed and dated by the Board President or other authorized signor(s). Complete supporting documents should be provided in entirety the first time referenced in the checklist. Any subsequent references may evidence an excerpt of the document to meet the applicable requirement. All evidentiary citations must be highlighted.

All AHFA-provided forms should be completed pursuant to instruction, legible, and all applicable spaces fully completed. Checklist items which are not applicable should be marked accordingly.

The CHDO Application should be contained entirely within a 3-ring binder of suitable size to contain the necessary documentation. Each page of the checklist represents a grouping of requirements. The completed checklist page should head each section with indexed section dividers following it which provide evidence of the requirements addressed in that particular grouping. The order of appearance should be as follows (as applicable) and labeled appropriately:

2018 AHFA CHDO Certification Application Cover Sheet

2018 AHFA CHDO Certification Application Page **(AHFA Form CF-1)**

AHFA 2018 CHDO Checklist Page 1 – A. ORGANIZATIONAL DOCUMENTATION

- A1: Charter
- A2: Articles of Incorporation
- A3: By-Laws
- A4: Certificate of Existence
- A5: Tax Exempt Ruling

AHFA 2018 CHDO Checklist Page 2 – B. INDEPENDENCE

- B1: Applicable Evidence
- B2: Evidence of Creation/Sponsorship by For Profit Entity
- B3: For Profit By-Laws
- B4: For Profit By-Laws, Charter, or Articles of Incorporation
- B5: For Profit By-Laws, Charter, or Articles of Incorporation
- B6: For Profit By-Laws, Charter, or Articles of Incorporation
- B7: Evidence of Creation by Governmental Entity
- B8: Evidence of controls regarding Board composition
- B9: Evidence that officers/employees of Governmental Entity are not officers/employees of NP
- B10: Evidence of controls regarding separation from religious entity

AHFA 2018 CHDO Checklist Page 3 – C. FINANCIAL MANAGEMENT and CAPACITY

- C1: Applicable Evidence
- C2: Evidence of financial accountability
- C3: Current year budget
- C4: Evidence of availability of development funds
- C5: Evidence of Conflict of Interest Policy
- C6: Most recent annual audit
- C7: Audit findings/resolutions within past 2 years
- C8: Evidence of housing development/operations/management in budget (current/historic)
- C9: Evidence of financial reporting to Board
- C10: Evidence of current/projected cash flow
- C11: Evidence of diversified/stable funding streams
- C12: Evidence of internal financial controls
- C13: Evidence of Insurance
- C14: Evidence of funds for predevelopment expenses
- C15: Evidence of relationship(s) with lenders or equity providers

2018 AHFA CHDO Checklist Instructions

AHFA 2018 CHDO Checklist Page 4 – D. ACCOUNTABILITY to the LOW-INCOME COMMUNITY

- D1: Evidence of purpose
- D2: Evidence of Service Area
- D3: **AHFA Form CF-3** for all Board Members
- D4: **AHFA Form CF-4** for entire Board
- D5: Evidence of history of service in community
- D6: Evidence of board member representation from service area
- D7: Evidence of board stability/continuity
- D8: Evidence of board planning/development oversight
- D9: Evidence of board skills relevant to housing development
- D10: Board Meeting minutes from past 6 months
- D11: Organization's Strategic Plan
- D12: Evidence of commitment to housing development mission
- D13: Evidence of relationship with community
- D14: Evidence of relationship with local government(s)

AHFA 2018 CHDO Checklist Page 5 – E. CAPACITY

- E1: **AHFA Form CF-2** and resumes for all staff related to housing development
- E2: **AHFA Form CF-6**
- E3: Organizational structure and personnel chart
- E4: Evidence of policies and procedures relative to development activities
- E5: Evidence of procedures for project progress/cash flow/construction schedule
- E6: Evidence of staff continuing education related to housing development
- E7: Evidence of consultant staff utilization (if applicable)

AHFA 2018 CHDO Checklist Page 6 – F. CHDO ROLE

- F1: Evidence of proposed project ownership entity and Certificate of Existence
- F2: Ownership structure chart
- F3: Partnership Agreement(s)
- F4: Articles of Incorporation (as applicable)
- F5: **AHFA Form CF-5**
- F6: Tennant Participation Plan

After the completeness review, each applicant with missing and/or incomplete application items (inclusive of items requiring clarifications), will be contacted via email regarding any missing and/or incomplete items or documents. Upon notice, applicants must submit all missing and/or incomplete items or documents (along with the required fee for each missing/incomplete item or document as specified in Section I(D)(2) of the 2018 Housing Credit Qualified Allocation Plan, within five (5) business days of notification by AHFA or the application will be terminated, and no further consideration will be given.

AHFA 2018 CHDO Checklist

Definition of Community Housing Development Organization from 24 CFR §92.2 (1-10)

A. ORGANIZATIONAL DOCUMENTATION		Index	Page #
<i>Provide complete, executed and recorded documents.</i>			
92.2(1)	The nonprofit is organized under state or local laws, as evidenced by the following applicable documents, and Certificate of Existence from the State:		
<input type="checkbox"/>	A Charter	A1	
<input type="checkbox"/>	Articles of Incorporation	A2	
<input type="checkbox"/>	By-Laws	A3	
<input type="checkbox"/>	Certificate of Existence	A4	
92.2(4)	The nonprofit organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of “community housing development organization;” as evidenced by one of the following:		
<input type="checkbox"/>	501(c)(3) or (4)	A5	
<input type="checkbox"/>	Group Exemption Letter from IRS including the CHDO		

AHFA 2018 CHDO Checklist

B. INDEPENDENCE		Index	Page #
<i>Evidence may be an excerpt from items provided in A1-A4. Page number should be referenced on this form and applicable information highlighted in the excerpt provided in items B1-B9. Any new documentation must be provided in full with page references listed and applicable portions highlighted.</i>			
92.2(3)	The nonprofit organization is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization.		
<input type="checkbox"/>	TRUE - Provide evidence	B1	
A community housing development organization may be sponsored or created by a for-profit entity, but:			
<input type="checkbox"/>	Yes - provide evidence for items i-iv	B2	
<input type="checkbox"/>	No - Provide evidence.		
i.	The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.		
<input type="checkbox"/>	Not Applicable	B3	
<input type="checkbox"/>	For-Profit By-Laws		
ii.	The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members.		
<input type="checkbox"/>	Not Applicable	B4	
<input type="checkbox"/>	By-Laws or		
<input type="checkbox"/>	Charter or		
<input type="checkbox"/>	Articles of Incorporation		
iii.	The community housing development organization must be free to contract for goods and services from vendors of its own choosing		
<input type="checkbox"/>	Not Applicable	B5	
<input type="checkbox"/>	By-Laws or		
<input type="checkbox"/>	Charter or		
<input type="checkbox"/>	Articles of Incorporation		
iv.	The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization.		
<input type="checkbox"/>	Not Applicable	B6	
<input type="checkbox"/>	By-Laws or		
<input type="checkbox"/>	Charter or		
<input type="checkbox"/>	Articles of Incorporation		
92.2(5)	Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity.		
<input type="checkbox"/>	Not a governmental entity nor created or controlled by a governmental entity.	B7	
<input type="checkbox"/>	Created by governmental entity - provide evidence and answer items i-ii below:		
i.	An organization that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members.		
<input type="checkbox"/>	By-Laws or	B8	
<input type="checkbox"/>	Charter or		
<input type="checkbox"/>	Articles of Incorporation		
ii.	An organization that is created by a governmental entity may qualify as a community housing development organization; however, The officers or employees of a governmental entity may not be officers or employees of a community housing development organization.		
<input type="checkbox"/>	By-Laws or	B9	
<input type="checkbox"/>	Charter or		
<input type="checkbox"/>	Articles of Incorporation		
Evidence of HUD Recommended Best Practices			

AHFA 2018 CHDO Checklist

<input type="checkbox"/>	If sponsored by a religious organization, the CHDO is a separate secular entity from the religious organization, with membership available to all persons regardless of religion or membership criteria.		
<input type="checkbox"/>	By-Laws or	B10	
<input type="checkbox"/>	Charter or		
<input type="checkbox"/>	Articles of Incorporation		

AHFA 2018 CHDO Checklist

C. FINANCIAL MANAGEMENT and CAPACITY <i>Evidence may be an excerpt from items previously provided.</i> <i>Page number should be referenced on this form and applicable information highlighted in the excerpt provided in items C1-C15.</i> <i>Any new documentation must be provided in full with page references listed and applicable portions highlighted.</i>		Index	Page #
92.2(2)	Has no part of its net earning inuring to the benefit of any member, founder, contributor, or individual.		
<input type="checkbox"/> A Charter or		C1	
<input type="checkbox"/> Articles of Incorporation			
<input type="checkbox"/> Other Evidence			
92.2(6)	Has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls;'		
<input type="checkbox"/> Notarized statement by the president or CFO, or		C2	
<input type="checkbox"/> CPA Certification or			
<input type="checkbox"/> Audit Summary			
92.2(7)	Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced by:		
<input type="checkbox"/> The current year's full operating budget (categorized by program).		C3	
Evidence of HUD Recommended Best Practices			
<input type="checkbox"/> Evidence that the organization has set aside funds for meeting the equity and/or capital advance needs of the development.		C4	
<input type="checkbox"/> Evidence of conflict of interest policy governing employees and development activities, particularly in procurement of contract services and the award of housing units for occupancy.		C5	
<input type="checkbox"/> Most recent annual audit summary.		C6	
<input type="checkbox"/> Audit findings and resolutions within the past 2 years.		C7	
<input type="checkbox"/> Annual budget which evidences commitment to housing development, operations, and/or management. Evidence that income and expenses track against historic budgets.		C8	
<input type="checkbox"/> Evidence of frequency of financial reporting to the Board.		C9	
<input type="checkbox"/> Evidence of current and projected cash flow positions.		C10	
<input type="checkbox"/> Evidence of diversified and stable fundraising and/or revenue producing operations sufficient to support current and ongoing capital and operational needs.		C11	
<input type="checkbox"/> Evidence of internal financial controls and separation of duties to safeguard assets. Evidence of fiduciary duty to beneficiaries and board oversight.		C12	
<input type="checkbox"/> Evidence the organization maintains adequate insurance (liability, fidelity bond, workers compensation, property hazard & project).		C13	
<input type="checkbox"/> Evidence the organization has funds available for predevelopment expenses or equity investments required for planned development.		C14	
<input type="checkbox"/> Evidence the organization has a strong relationship with funder of low-income housing and lenders.		C15	

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D. ACCOUNTABILITY to the LOW-INCOME COMMUNITY		Index	Page #
<i>Evidence may be an excerpt from items previously provided. Page number should be referenced on this form and applicable information highlighted in the excerpt provided in items D1-D14. Any new documentation must be provided in full with page references listed and applicable portions highlighted.</i>			
92.2(7)	Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws; as provided in one of the following:		
<input type="checkbox"/>	Charter	D1	
<input type="checkbox"/>	Articles of Incorporation		
<input type="checkbox"/>	By-laws		
<input type="checkbox"/>	Resolutions		
92.2(8)	Maintains accountability to low-income community residents by:		
i	Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and		
<input type="checkbox"/>	Documentation of Defined Service Area	D2	
<input type="checkbox"/>	Certification of Low-Income Representation on Board (CF-3)	D2	
<input type="checkbox"/>	Certification of Board Status (CF-4)	D3	
ii	Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing.		
<input type="checkbox"/>	By-Laws, or	D4	
<input type="checkbox"/>	Resolutions, or		
<input type="checkbox"/>	Written statement of operating procedures approved by the governing body.		
92.2(10)	The organization has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.		
<input type="checkbox"/>	Provide evidence.	D5	
Evidence of HUD Recommended Best Practices			
<input type="checkbox"/>	At least one Board member resides in each geographic service area(s). (CF-4)	D6	
<input type="checkbox"/>	The Board exhibits stability/continuity over the last several years. (CF-4)	D7	
<input type="checkbox"/>	The Board has a committee structure or other means of Planning/Development oversight.	D8	
<input type="checkbox"/>	Board members have professional skills directly relevant to housing development. (CF-4)	D9	
<input type="checkbox"/>	The Board demonstrates the ability to make timely decisions. Evidenced by Board meeting minutes from past 6 months.	D10	
<input type="checkbox"/>	The organization has a Strategic Plan which is well grounded in an understanding of current housing needs, and supportive services and specifies and action plan for housing development within the service area. Include Description of current and planned affordable housing activities.	D11	
<input type="checkbox"/>	The Board and Staff exhibit a shared commitment to its housing development mission.	D12	
<input type="checkbox"/>	The organization has a positive reputation and strong relationship with the community. Evidence existing channels for the organization to negotiate with the community and potential opponents of organization's development efforts.	D13	
<input type="checkbox"/>	The organization has a good working relationship with local governments. Evidence local government support of organization's development efforts.	D14	

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E. CAPACITY		Index	Page #
<p><i>Evidence may be an excerpt from items previously provided.</i></p> <p><i>Page number should be referenced on this form and applicable information highlighted in the except provided in items E1-E7.</i></p> <p><i>Any new documentation must be provided in full with page references listed and applicable portions highlighted.</i></p>			
92.2(9)	<p>Has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds. For its first year of funding as a community housing development organization, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization. An organization that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of §92.300(a)(2). A nonprofit organization does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization.</p>		
<input type="checkbox"/>	Experience Assessment Forms (CF-2) and resumes. Provide details related to staff strengths in legal/financial aspects of housing development, mangement of real estate development, oversight of design and construction management, marketing/intake, and property management (if applicable).	E1	
<input type="checkbox"/>	Project Portfolio (CF-6). Provide evidence of physical and financial stability.	E2	
<input type="checkbox"/>	Organizational Structure and Personnel Chart	E3	
Evidence of HUD Recommended Best Practices			
<input type="checkbox"/>	Evidence of clear corporate lines of authority for development activities. Note policies and procedures for governing development activites.	E4	
<input type="checkbox"/>	Evidence of procedures for monitoring project progress, cash-flow and construction schedule.	E5	
<input type="checkbox"/>	Evidence of continuing staff development/training related to development of low-income housing.	E6	
<input type="checkbox"/>	Evidence of use of qualified real estate development consultants to assist and train organization staff. (Allowed only in the first year of an organization's existence.)	E7	

AHFA 2018 CHDO Checklist

Requirements for Community Housing Development Organizations from 24 CFR Subpart G §92.300			
F. CHDO ROLE (The "sponsor" role is the only applicable option under the 2018 AHFA HOME Action Plan)		Index	Page #
<p><i>Evidence may be an excerpt from items previously provided.</i></p> <p><i>Page number should be referenced on this form and applicable information highlighted in the excerpt provided in items F1-F5.</i></p> <p><i>Any new documentation must be provided in full with page references listed and applicable portions highlighted.</i></p>			
92.300(2)	N/A under 2018 AHFA HOME Action Plan		
92.300(3)	N/A under 2018 AHFA HOME Action Plan		
92.300(4)	Rental housing is "sponsored" by the community development housing organization if it is rental housing "owned" or "developed" by a subsidiary of a community housing development organization, a limited partnership of which the community housing development organization or its subsidiary is the sole general partner, or a limited liability company of which the community housing development organization or its subsidiary is the sole managing member.		
	<div style="display: flex;"> <div style="width: 20px; text-align: center;">i</div> <div>The subsidiary of the community housing development organization may be a for-profit or nonprofit organization and must be wholly owned by the community housing development organization. If the limited partnership or limited liability company agreement permits the community housing development organization to be removed as general partner or sole managing member, the agreement must provide that the removal must be for cause and that the community housing development organization must be replaced with another community housing development organization.</div> </div>		
	<div style="display: flex;"> <div style="width: 20px; text-align: center;">ii</div> <div>The HOME funds must be provided to the entity that owns the project.</div> </div>		
	<input type="checkbox"/> Identify Ownership Entity and provide Certificate of Existence	F1	
	<input type="checkbox"/> Ownership Structure Chart	F2	
	<input type="checkbox"/> Partnership Agreement(s)	F3	
	<input type="checkbox"/> Articles of Incorporation	F4	
	<input type="checkbox"/> AHFA Form CF-5	F5	
92.300(5)	N/A under 2018 AHFA HOME Action Plan		
92.300(6-7)	N/A under 2018 AHFA HOME Action Plan		
92.301-302	N/A under 2018 AHFA HOME Action Plan		
92.303	A community housing development organization that receives assistance under this part must adhere to a fair lease and grievance procedure approved by the participating jurisdiction and provide a plan for and follow a program of tenant participation in management decisions.		
	<input type="checkbox"/> Tenant Participation Plan	F6	

CF-1: AHFA 2018 CHDO CERTIFICATION / RECERTIFICATION

Organization Name		
DUNS Number		
Tax ID Number		
Organization Address	Mailing	Physical
Contact Name / Title		
Contact's Email Address		
Contact's Phone Number		
Board President Name		
Board President's Email		
Board President's Phone		
Organization's Fax Number		

Please describe the CHDO eligible activity(ies) for which the organization seeks CHDO status.

--

Please list each project to be considered for CHDO Certification/Recertification:

Project Name	Project Location	CHDO Role in Project

I certify that the submission of this application has been approved by a 2/3 vote of the Board of Directors.

By: _____
(Signature)

Date

Name of Signatory

Its: _____
Role of Signatory

CF-2: EXPERIENCE ASSESSMENT FORM

Please attach signed copies for each staff member whose experience should be considered for meeting the Development Experience/Capacity requirement. Attach one copy for each project. Resumes should be attached.

Category	Description	
Staff or Consultant Name		
Mailing Address		Phone Number
		Email
Project Name		
Project Location		
Project Type	Number of Units	Population Served
Date of Occupancy		
Sources of Funds		
Description of Staff / Consultant Role in Project		
Project References (Name Address Phone)		

I certify that the information provided above is accurate and give my consent to contact references listed.

By: _____
(Signature)

Date

Name of Staff Member

CF-3: CERTIFICATION OF LOW INCOME REPRESENTATION ON BOARD

Each board member representing the interests of low-income families in the Applicant's target community must complete this certification. Please maintain a copy of this certification in your files. These certifications will be reviewed during monitoring visits by AHFA.

Board Member Name: Name

I certify that I am a current member in good standing of the governing board for Organization Name and that I represent the interests of low-income families in the Applicant's target community.

Please check and complete one of the following:

- ☐ I am a low-income resident of Community Name, the Applicant's target community.
*In order to qualify under this criterion, the board member must be a low-income resident of a community that the Organization serves. **Low-income** is defined as 80% or less of area median family income.*
- ☐ I am a resident of a low-income neighborhood in Community Name, the Applicant's target community.
*In order to qualify under this criterion, the board member must live in a low-income neighborhood where 51% or more of the residents are low-income. The board member does not have to be low-income. **Neighborhood** means a geographic location designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation that is within the boundary but does not encompass the entire area of a unit of general local government.*
- ☐ I am an elected representative of Neighborhood Organization, a low-income neighborhood organization within Community Name, the Applicant's target community.
In order to qualify under this criterion, the board member must be elected by a low-income neighborhood organization to serve on the CHDO Board. The organization must be composed primarily of residents of the low-income neighborhood and its primary purpose must be to serve the interests of the neighborhood residents. Such organizations might include block groups, neighborhood associations, and neighborhood watch groups.

The group must be a neighborhood organization and IT MAY NOT BE THE CHDO ITSELF. If the board member is qualifying under this criterion, please attach copy of signed resolution from the neighborhood organization naming the individual as their representative on the CHDO.

By: _____

(Signature)

Name

Name of Board Member

Date

CF-4: CERTIFICATION OF BOARD STATUS

Applicants must complete the following Certification of Board Status and submit it along with their application for CHDO certification. Please list each board member by name, then place a check indicating the representation that member brings to the Board. Please list only current or approved board members. Do not list prospective board members who have not been approved to join the board.

BOARD OF DIRECTORS	SECTOR REPRESENTATION	LOW-INCOME QUALIFYING CRITERIA		
NAME OF CHDO: Page _____ of _____	At a minimum, one-third of the board must be comprised of low-income representatives and a <u>maximum</u> of one-third of the board may be public officials, appointees or employees of public agencies.	Low-Income (self-declaration on file with non-profit)	Resident, Low-Income Neighborhood (identify census tract)	Elected Representative of Low-Income Organization (identify organization)
Name: _____ Title: _____ Occupation: _____ Employer: _____ Term: from: _____ to: _____ Years as Board Member: _____	Public: <input type="checkbox"/> Private: <input type="checkbox"/> Low-Income: <input type="checkbox"/>	Household Size: _____ % area Median Income: _____	Census Tract: _____ Address: _____	Organization: _____
Name: _____ Title: _____ Occupation: _____ Employer: _____ Term: from: _____ to: _____ Years as Board Member: _____	Public : <input type="checkbox"/> Private: <input type="checkbox"/> Low-Income: <input type="checkbox"/>	Household Size: _____ % area Median Income: _____	Census Tract: _____ Address: _____	Organization: _____
Name: _____ Title: _____ Occupation: _____ Employer: _____ Term: from: _____ to: _____ Years as Board Member: _____	Public: <input type="checkbox"/> Private: <input type="checkbox"/> Low-Income: <input type="checkbox"/>	Household Size: _____ % area Median Income: _____	Census Tract: _____ Address: _____	Organization: _____
Name: _____ Title: _____ Occupation: _____ Employer: _____ Term: from: _____ to: _____ Years as Board Member: _____	Public: <input type="checkbox"/> Private: <input type="checkbox"/> Low-Income: <input type="checkbox"/>	Household Size: _____ % area Median Income: _____	Census Tract: _____ Address: _____	Organization: _____

DUPLICATE THIS PAGE AS NECESSARY TO INCLUDE ALL BOARD MEMBERS

I certify that the above listing of current, participating board members is accurate.

By: _____
 (Signature)

 Date

 Name of Signatory

Its: _____
 Role of Signatory

CF-5: CERTIFICATION OF SIGNATURES AND ADDRESSES

The Board of Directors of Organization Name met on [Click here to enter a date.](#) and authorized the below named individuals to sign contracts, amendments, disbursement requests and other documents requiring such signatures as a part of the CHDO Certification program:

Name _____	Title _____	Signature: _____
Name _____	Title _____	Signature: _____
Name _____	Title _____	Signature: _____

The following individuals have been authorized to serve as the primary and secondary contacts for the organization for matters relating to the CHDO Certification Program. Include the corresponding address to which all correspondence and payments to the organization shall be sent.

Category	Primary Contact	Secondary Contact
Name:		
Title:		
Address:		
Phone:		
Email:		

Changes to authorized signatures, contact persons or address shall be made in writing to AHFA.

By: _____
(Signature)

Date

Name of Signatory

Its: _____
Role of Signatory

CF-6: PROJECT PORTFOLIO

List all low-income housing developed, owned or managed.

[illegible]

I certify that the information provided above is accurate and give my consent to contact references listed.

By: _____
(Signature)

Date _____

Name of Staff Member