ALABAMA HOUSING FINANCE AUTHORITY

2019

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) CERTIFICATION APPLICATION

Applicant Name:

Application Date:

Complete the 2019 AHFA CHDO Checklist by marking the box for the applicable required document. All application and supporting documentation must be indexed and labeled. Enter the page number within that document which satisfies each checklist requirement in the fields to the right of the checklist. *Specified requirements or evidentiary citations must be marked by a yellow highlighter within the document. Any items on the checklist which are not applicable should be marked accordingly on the checklist and indexed page.*

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). Supporting documents should be provided only once, in their entirety the first time that they are referenced on the checklist. *Any subsequent reference to the document should be evidenced as an excerpted page of the document, to meet the applicable requirement.*

All AHFA-provided forms should be completed pursuant to their instruction, must be legible, and all applicable spaces fully completed. Any information on the form which is 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 **AND** a digital copy of the entire 2019 Certification Application. There are six (6) checklist pages (A - F), each representing a category or section of requirements. A completed checklist page should head each section with indexed section dividers (colored sheets) following it, to provide evidence of the requirements addressed in that section or category. The document should be labeled with the applicable index number (example: A1).

The order of appearance should be as follows and labeled appropriately:

2019 AHFA CHDO Certification Application Cover Sheet

2019 AHFA CHDO Certification Application Page (**AHFA Form CF-1)**

AHFA 2019 CHDO Checklist Page A. LEGAL STRUCTURE

A1: Document Title

A2: Document Title

A3: Document Title

A4: Document Title

A5: Document Title

A6: Document Title

AHFA 2019 CHDO Checklist Page B. INDEPENDENCE

B1: Document Title

B2: Document Title

B3: Document Title

B4: Document Title

B5: Document Title

B6: Document Title

B7: Document Title

B8: Document Title

B9: Document Title

AHFA 2019 CHDO Checklist Page C. FINANCIAL MANAGEMENT and CAPACITY

C1: Document Title

C2: Document Title

C3: Document Title

AHFA 2019 CHDO Checklist Page D. ACCOUNTABILITY to the LOW-INCOME COMMUNITY

D1: Document Title

D2: Document Title

D3.1: **AHFA Form CF-2** for all Board Members

D3.2: **AHFA Form CF-3** for entire Board

D4: Document Title

D5: Document Title

AHFA 2019 CHDO Checklist Page E. CAPACITY

E1: **AHFA Form CF-4** and resumes for all staff related to housing development

E2: **AHFA Form CF-5**

E3: Organizational structure and personnel chart

AHFA 2019 CHDO Checklist Page F. CHDO ROLE

F1: Document Title

F2: Document Title

F3: Identity Ownership Entity and Certificate of Existence

F4: Ownership Structure Chart

F5: Partnership Agreement(s)

F6: Articles of Incorporaiton

F7: **AHFA Form CF-6**

F8: Tenant 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 as specified in Section III(C)(1) of the 2019 HOME Action Plan, within five (5) business days of notification by AHFA or the application will be terminated, and no further consideration will be given.