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| **CHDO Role Checklist**  **Rental—CHDO Sponsored/Affiliate Developed** | |
| Submitted by: | Click here to enter Non-Profit Organization Name |
| Project Name: | Click here to enter Project Name |
| Required elements  §92.300(a)(4) and §92.300(a)(3) | Project involves the development of new ~~or rehabilitated~~ rental housing that will be leased to income eligible tenants.  One of the following types of CHDO affiliate will develop the project:  CHDO’s wholly owned subsidiary;  CHDO or wholly owned subsidiary will be sole general partner of limited partnership. Partnership agreement can only allow removal of CHDO or its subsidiary for cause and must provide for replacement by another CHDO.  CHDO or wholly owned subsidiary will be sole managing member of limited liability company. Operating agreement can only allow removal of CHDO or its subsidiary for cause and must provide for replacement by another CHDO.  Affiliate must solely own the property in fee simple (or via long term ground lease) during the development period.  Affiliate must solely own the property for the required affordability period.  Affiliate must be in sole charge of the development process, including   1. Obtaining zoning and other approvals, 2. Obtaining other non-HOME financing needed for the project, 3. Selecting architects, engineers, general contractors, and other members of the development team, and 4. Overseeing progress of work and determining cost reasonableness. |
| Additional considerations | * PJ must enter into written agreement with the entity that actually owns the property [§92.300(a)(4)(ii)] and determine the form of assistance [§93.200(a)(7)] * For complex ownership/financing structures, CHDO staff should have relevant experience with projects that had similar ownership/financing |
| **PJ Determination**  [ ] Project meets **all** required elements and is eligible for funding from the CHDO set-aside.  [ ] Project does not meet all required elements and is not eligible as a CHDO project.  *Review Notes:* | |
| **CHDO Role Checklist**  **Rental—CHDO Sponsored/Affiliate Owned** | |
| Submitted by: | Click here to enter Non-Profit Organization Name |
| Project Name: | Click here to enter Project Name |
| Required elements  §92.300(a)(4) and §92.300(a)(2) | Project involves a HOME-assisted rental project. One of the following types of CHDO affiliate will own the project:  CHDO’s wholly owned subsidiary;  CHDO or wholly owned subsidiary will be sole general partner of limited partnership. Partnership agreement can only allow removal of CHDO or its subsidiary for cause and must provide for replacement by another CHDO.  CHDO or wholly owned subsidiary will be sole managing member of limited liability company. Operating agreement can only allow removal of CHDO or its subsidiary for cause and must provide for replacement by another CHDO  Affiliate must solely own the property in fee simple (or via long term ground lease)  Affiliate must solely own the property for the required affordability period  CHDO will  Hire a project manager/developer to oversee development of new rental housing. The project manager will:   * 1. Obtain zoning and other local approvals,   2. Secure non-HOME financing,   3. Manage the selection of a general contractor/builder, and   4. Oversee work progress including cost reasonableness. |
| Additional considerations | * PJ must enter into written agreement with the entity that actually owns the property [§92.300(a)(4)(ii)] and determine the form of assistance [§93.200(a)(7)] |
| **PJ Determination**  [ ] Project meets **all** required elements and is eligible for funding from the CHDO set-aside.  [ ] Project does not meet all required elements and is not eligible as a CHDO project.  *Review Notes:* | |