ALABAMA HOUSING FINANCE AUTHORITY

2018

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) CERTIFICATION APPLICATION

Applicant Name:

Application Date:

Complete the 2018 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. There are six (6) checklist pages, 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:

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

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

 D1: Evidence of purpose

 D2: Evidence of Service Area

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

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

 D4: Evidence of formal process including LI community in project planning

 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-4** and resumes for all staff related to housing development

 E2: **AHFA Form CF-5**

 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-6**

 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 as specified in Section III(C)(1) of the 2018 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.