



**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
(CHDO) RE-CERTIFICATION FORM**

Organization Name _____

Address _____

Mailing Address _____

Phone _____ Email _____

Authorized Contact _____ Title _____

*Please return this form with appropriate boxes checked, current documentation attached, and signed at the end to certify your responses annually following original City CHDO Certification. The information contained in this form is consistent with the CHDO Checklist contained in the full City Application for CHDO Certification, and refers to a Community Housing Development Organization (CHDO) as defined in Subpart A, Section 92.2 of the HOME Final Rule (24 CFR Part 92). Other information applicable to CHDOs is found in Subpart G of the Rule. **Please reference the full Application for City CHDO Certification for clarification of the information requested below.***

Please submit this form and the required documentation (digital format okay) to:

Samya Lutz
Housing & Services Program Manager
Planning & Community Development Department
City of Bellingham
210 Lottie Street
Bellingham, WA 98225
Email address: sklutz@cob.org

- 1. Updates to **ORGANIZATIONAL INFORMATION** – Geographic Service Area. CHDO must have a clearly defined geographic service area as evidenced by one of the following four items: a charter, articles of incorporation, by-laws, or a resolution of the CHDO’s board of directors. CHDOs do not need to represent a single neighborhood, but may include in their service area an entire community (i.e., a city, town, county or multi county region, but not the whole state), as long as they meet other CHDO requirements.

Has the Geographic Service Area of the organization changed since initial application to the City?

Yes No *(if yes, attach document referenced in text below, clearly identifying where in the document the service area is mentioned)*

Please summarize the geographical service area of your organization, and indicated which document defines it:

2. Updates to **LEGAL STATUS**.

Has the IRS tax exemption status (501(c)(3) or (4) Certificate from the IRS) or related documentation changed?

Yes No *(if yes, attach)*

3. Updates to **CAPACITY – financial**, including **ADMINISTRATIVE AUDIT AND LEGAL ISSUES**. Please attach evidence of conformance to the financial accountability standards of OMB Circular A-81, 2 CFR 200, and 24 CFR 84.21, as evidenced by:

- The most recent completed year CHDO income and expense statement *(attach)*, accompanied by one of the following:
- A notarized statement by the president of CFO of the organization;
 - A certification from a Certified Public Accountant; **or**
 - Audited financial statements or HUD-approved audit summary. Related to this: Please note if you furnished an audit with your annual report that was the most recent available current audit: Yes No *(if yes, you do not need to attach again)*

Were there legal, management or compliance finding(s) in the last two years (refer to question VI of Appendix B: CHDO Checklist in the full **Application for City CHDO Certification**)?

Yes No *(if yes, attach and explain current status of resolving the issues/finding(s))*

4. Updates to **CAPACITY – organizational**. Has the demonstrated capacity and experience as described in the narrative of Appendix C to the original application (or subsequent recertification applications) to the City changed substantially? Yes No

If yes: **Attach** a new Appendix C response (reference the full **Application for City CHDO Certification** to find Appendix C).

If no: **Attach** no more than 2 pages explaining why the changes are not substantial, and including an update describing recent performance related to development and administrative activities. Address updates to both staff (employee or contracted) development experience, and organizational developer capacity and fiscal soundness. Include information about the organization pipeline and portfolio (address questions such as: What does the CHDO have as its current project pipeline and program responsibilities? Will it be able to handle additional projects? If the CHDO pursues new housing development, what other activities are likely to suffer or not be pursued due to the effort required for development activities? Does the portfolio of projects/properties evidence competent management and oversight? Do the properties have adequate funding?).

If this update cannot be done within 2 pages, then ‘yes’ should be checked and the changes should be viewed as substantial.

5. Updates to **ORGANIZATIONAL STRUCTURE**.

Have any **organizing documents** referenced in the original **Application for City CHDO Certification** or any subsequent recertification changed (Charter, Articles of Incorporation, By-laws)? *(indicate below if yes, and attach evidence)*

Changed: By-laws Charter Articles of Incorporation

Specify a description of the changes/updates that apply:

- Increased number of board members from 6-12 to 9-15 (retaining 33% low income homeowner requirement);
- Added position of Vice President, or other new position (specify): _____;

- Changed names of officers to President, Treasurer, and Secretary (to conform to standard practice);
- Changed decision-making process from consensus to Roberts Rules;
- Other: _____

Have there been changes to the **Board of Directors**? Yes No (*attach list of current board members*)

Please identify board members that represent low-income neighborhoods or communities, and **attach** a new Appendix E: Certification of Low-Income Representation for each of these board members. (reference the full **Application for City CHDO Certification** to find Appendix E).

Has the formal **process for low-income program beneficiaries to advise** the organization in its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as described in question IV.C and related appendices in the original **Application for City CHDO Certification** (or subsequent recertification applications) changed?

- Yes No (*if yes, attach appropriate response using question IV.C and related appendices from full Application for City CHDO Certification*)

Note that approved CHDOs must maintain records that show the formal process has been followed for all projects receiving HOME funding from the City.

Have any **other changes to the organizational structure** taken place since the most recent City CHDO Certification or Recertification? Yes No (*if yes, please describe below or in an attachment*)

I, the undersigned, do hereby certify under penalty of perjury the claims below, and that I am authorized to authenticate and certify to said claims:

- A. the Applicant Organization certifies that the information provided in this application for certification as a City Community Housing Development Organization is true and complete;
- A. the Applicant Organization understands that the City may conduct its own independent review of the information herein and the attachments, and may verify information from any source; and
- B. the Applicant Organization understands that the City of Bellingham will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City PCD.

Name of Authorized Official: _____

Signature of Authorized Official: _____

Title of Authorized Official: _____

Date: _____