

**REQUEST FOR QUALIFICATIONS
FOR
COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO)**

**HOME INVESTMENT PARTNERSHIP PROGRAM
OF THE
NATIONAL AFFORDABLE HOUSING ACT OF 1990**

ISSUE DATE:

**2009 HOME PROGRAM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
REQUEST FOR QUALIFICATION**

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PART ONE (INFORMATION AND REFERENCE)

I. PROGRAM DESCRIPTION

OVERVIEW

The HOME program is designed to enable governments and private agencies to work in partnership to expand the supply of safe and inexpensive housing for low-income families and individuals.

Home funds are available for eligible community housing development organizations to be used in the following ways to create affordable housing:

Grants for acquisition and rehabilitation of housing for rent or for sale to first time home buyers.

Grants for construction of new housing for rent or sale to first time home buyers.

Loans for project-specific pre-development costs such as feasibility studies, architectural studies, architectural plans and engineering studies.

The City of Baton Rouge-Parish of East Baton Rouge is defined by HUD as a Participating Jurisdiction in the HOME program. The City Parish receives HOME funds from HUD. The Office of Community Development is responsible for the administration of the program.

Community Housing Development Organizations

Federal regulations require that the City Parish set aside 15% of the HOME funds for use by Community Housing Development Organizations (CHDOs).

CHDOs are private non profit organizations that meet certain qualifications defined in the HOME federal regulations. The Office of Community Development (OCD) will determine the eligibility of nonprofit organizations in the City Parish for CHDO designation. Organizations seeking CHDO designation that are located outside of the East Baton Rouge Parish or within the corporate limits of Baker or Zachary should contact the Louisiana Housing Finance Agency.

Organizations that are designated as CHDOs may apply for funds from the set-aside portion of the HOME program to carry out any eligible HOME development activity. CHDOs must be developers, owners, or sponsors of HOME assisted housing for set-aside funded projects:

As a developer, the CHDO is responsible for carrying out the project activities on a long term basis regardless of ownership. The CHDO performs all the functions typically

expected of for-profit developers and assume all the risks and rewards associated with being the project developer.

As an owner, the CHDO holds valid legal title to or has a long term leasehold interest in a rental property. A CHDO that owns HOME assisted housing may hire a nonprofit or for-profit organization to act as a developer.

As a sponsor, the CHDO assists another nonprofit organization to own (acquire) develop and manage a project. The CHDO must own the property prior to the development phase of the project. The nonprofit organization must be financially and legally separate from the CHDO sponsor. The sponsorship role could include a lease-purchase approach whereby the second nonprofit would lease the property to a homebuyer for a period not to exceed three years.

The City-Parish may approve funding to non-profit organizations which are designated as CHDOs for any HOME eligible activities, but can approve use of the set-aside funds only for eligible projects in which the organizations act as developers, owners or sponsors.

REQUEST FOR QUALIFICATIONS

The purpose of the Request for Qualifications (RFQ) is to identify those organizations that are eligible for CHDO designation and may be interested in participating in the set-aside component of the HOME program. **THE RFQ IS NOT A REQUEST FOR FUNDING PROPOSALS.** The OCD will issue separate proposals for specific types of CHDO activities on a quarterly basis at a later date. No funding proposals will be considered except from nonprofit organizations that have met CHDO eligibility criteria and have been designated as CHDOs.

Responses to the Request for Qualifications will be accepted on an ongoing basis in order to allow interested organizations the maximum opportunity to seek participation. Organizations that currently do not meet CHDO requirements may submit an application at the time that the criteria have been met. The OCD will review applications as they are received. Upon completion of the review, OCD will issue a notice either designating CHDO eligibility or identifying deficiencies that must be resolved before CHDO designation can be considered.

CHDO designations will be valid for one year. At the end of the year, the CHDO will be required to reaffirm its CHDO status.

The OCD reserves the right to request information and clarification in addition to that required by this issue of the RFQ.

ISSUE DATE OF RFQ

The RFQ package is based upon current HOME regulations. Legislative and/or regulatory or other changes may affect the contents of the solicitation and submissions by organizations. If the issue date on the RFQ is over three months old, contact Joyce L. Biagas of the OCD to confirm that you have the most recent package.

ELIGIBLE/INELIGIBLE SET-ASIDE ACTIVITIES

CHDOs may build, or acquire and/or rehabilitate rental housing.

They may also build or acquire housing to be resold to first-time home buyers, but they cannot use set-aside funds to acquire property for a first-time home buyer where no rehabilitation is required.

CHDOs may develop permanent housing for disabled homeless persons, as well as transitional housing and single room occupancy housing for homeless persons.

CHDOs cannot use HOME set-aside funds for tenant-based rental assistance, rehabilitation for existing homeowners, nor rehabilitation of existing, privately-owned rental housing.

The HOME program is an affordable housing program. All HOME funds must be used to assist families or individuals at or less than 80% of median household income. Organizations may verify the current eligible income levels with OCD. The program also limits costs to beneficiaries. If projects include rental, the maximum allowable rents for HOME assisted units are based on the fair market rent that is published annually in the Federal Register for the area and the household income of the renter. If projects include sale to first-time home buyers, there are maximum amounts for monthly payments based on the purchaser's household income.

OPERATING COSTS

HOME funds are currently available for CHDO operating costs. A federal legislative change enables a limited amount of HOME funds to be used for such operating costs. Any subsequent provision for CHDO operating expenses will be addressed in later requests for HOME proposals.

MATCHING FUNDS

The capacity to provide other non federal investment and/or matching funds that leverage the use of HOME funds will be a consideration in their evaluation. OCD recommends that potentially interested organizations review the HOME program regulations to see if their goals are consistent with the types of eligible activities and requirements of the HOME program. This RFQ does not detail all federal requirements of eligible HOME activities. Copies of HOME regulations and related materials are available for public inspection at the Office of Community Development. Contact Joyce L. Biagas at 389-3039 for more information.

II. CHDO CRITERIA

The following criteria are summaries of the minimum requirements as set by federal legislation for designation as a Community Housing Development Organization. Refer to Part VI., Statements of Qualifications, of this application to review the requirements as they are stated in the regulations.

- *A. Certification by the State of Louisiana
- B. No benefit from profits of the organization to any members, founders, contributors, or individuals.
- C. No control by or direction by individuals or entities seeking profit or gain from the organization.
- D. No control by a for-profit entity whose primary purpose is the development or management of housing, or a for-profit entity with the right to appoint one-third or more of the organization's governing board or control over appointment of the remaining two-thirds.
- *E. Tax exempt status under Section 501(c) of the Internal Revenue Code.
- F. Not a public body and no control by a public body; no right of a public body to appoint one-third or more of the organization's governing board.
- G. Standards of financial accountability that conform to Attachment F of OMB Circular No. A-110 (Rev.) standards for Financial Management Systems."
- H. A purpose stated in the organization's charter, articles of incorporation or resolution and by-laws of providing decent housing that is affordable to low-income and moderate-income persons.
- I. At least one-third of the governing board comprised of residents of low-income neighborhoods, other low-income community residents or elected representatives of low-income representatives of low-income neighborhood organizations and formal procedures for low-income beneficiaries to advise the organizations regarding the design, siting, development and management of affordable housing.
- J. Demonstrated capacity for carrying out activities assisted with HOME funds.
- K. History of serving the community within which housing to be assisted with HOME funds is to be located.

*Copies of your certification by the State of Louisiana and the Section 501(c) tax exemption must be submitted with the application. If your organization has not received either or these documents, deter your submission until you have copies to submit with your application.

The participating jurisdiction will establish additional requirements as necessary to determine the capacity of the applicant organization to fulfill fiscal responsibilities and to carry out eligible HOME set aside activities.

III. SUBMISSION REQUIREMENTS

Responses to the Request for Qualifications for Community Housing Development Organization status will be accepted for the duration of the HOME program.

Note the issue date of the application. For submittal more than three months past the issue date, contact Joyce L. Biagas at (225) 389-3039 to verify that you have the most current issue of the Request for Qualifications.

Mail one copy of the application to the following address:

Mailing address:

Office of Community Development
City of Baton Rouge - Parish of East Baton Rouge
P.O. Box 1471
Baton Rouge, LA. 70821

Or deliver in person to the following address:

Office of Community Development
City of Baton Rouge and Parish of East Baton Rouge
300 Louisiana Avenue, 2nd Floor
Baton Rouge, LA. 70821

Type or print the information required on the forms provided in this Request for Qualifications. If additional space is required, use standard 8 1/2" by 11" paper.

Number all pages and attachments. Complete the "Checklist of Required Documents" with the numbers of the pages and attachments.

IV. DEFINITIONS

Decent Housing:	Housing that meets the codes used as a standard for the program. Meeting at a minimum Section 8 HQS.
Demonstrated capacity:	An organization must have standards of financial accountability that conform to Attachment F of OMB Circular A-110 (Rev) "Standard of Financial Management Systems" and must be capable of carrying out eligible set-aside activities as developers, sponsors, or owners of assisted housing by employing key staff that have successfully completed similar CHDO eligible projects or by hiring a consultant that meets that standard. If the organization hires a consultant, it must have a plan for the consultant to train key staff.
First Time Home Buyer:	Individuals or families who have not owned a home affixed to a permanent foundation during the 3 year period before the purchase of a home with HOME funds, unless the dwelling unit that is owned is not in compliance with State, local, or model building codes and cannot be brought into compliance with such codes for less than the cost of constructing a permanent structure. (Exceptions include displaced homemakers and single parents as defined in the regulations.)
HOME funds:	Funds made available under Part II of the HOME Investment Partnership Program through allocations and reallocations, plus all repayments and interest or other return on the investment of these funds.
Household:	One or more persons occupying a housing unit.
Housing:	Includes manufactured housing and manufactured housing lots.
Jurisdiction:	A state or unit of general local government. The City of Baton Rouge-Parish of East Baton Rouge is a Participating Jurisdiction for the HOME program.
Low Income Families:	Families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD. OCD of the City-Parish maintains current income data tables.
Low Income Persons:	Persons living in households identified as low income.
Public Official:	Elected officials, including council members, aldermen, commissioners, state legislators, members of a school board, etc. Appointed public officials, including members of a planning or zoning commissions, or of any other regulatory and/or advisory commissions that are appointed by a city/parish official. Public employees, including all employees of public agencies or departments

of city/parish government.

V. OMB CIRCULAR A-110 (REV), ATTACHMENT F

1. This attachment prescribes standards for financial management systems of recipients. Federal sponsoring agencies shall not impose additional standards on recipients unless specifically provided for in the applicable statutes (e.g., the Joint Funding Simplification Act, (P.L. 93-510) or other attachments to this circular. However, Federal sponsoring agencies are encouraged to make suggestions and assist recipients in establishing or improving financial management systems when such assistance is needed or requested.
2. Recipient's financial management systems shall provide for:
 - a. Accurate, current and complete disclosure of the financial results of each federally sponsored project or program in accordance with the reporting requirements set forth in Attachment G to this circular. When a Federal sponsoring agency requires reporting on an accrual basis, the recipient shall not be required to establish an accrual accounting system but shall develop such accrual data for its reports on the basis of an analysis of the documentation on hand.
 - b. Records that identify adequately the source and application of funds for federally sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income.
 - c. Effective control over and accountability for all funds, property and other assets. Recipients shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
 - d. Comparison of actual outlays with budget amounts for each grant or other agreement. Whenever appropriate or required by the Federal sponsoring agency, financial information should be related to performance and unit cost data.
 - e. Procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement by the recipient, whenever funds are advanced by the Federal Government. When advances are made by a letter-of-credit method, the recipient shall make drawdowns as close as possible to the time of making disbursements.
 - f. Procedures for determining the reasonableness, allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms of the grant or other agreement.
 - g. Accounting records that are supported by source documentation.
 - h. Examinations in the form of audits or internal audits. Such audits shall be made by qualified individuals who are sufficiently independent of those who authorize the expenditure of Federal funds, to produce unbiased opinions, conclusions or judgments. They shall meet the independence criteria along the lines of Chapter 3, Part 3 of the U.S. General Accounting Office publication, Standards for Audit of

i. Governmental Organizations, Programs, Activities and Functions. These examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the agreement awarded to the recipient be examined. Generally, examinations should be conducted on an organization-wide basis to test the fiscal integrity of financial transactions, as well as compliance with the terms and conditions of the Federal agreements. Examinations will be conducted with reasonable frequency, on a continuing basis or at schedule intervals, usually annually, but not less frequently than every two years. The frequency of these examinations shall depend upon the nature, size and the complexity of the activity. These examinations do not relieve Federal agencies of their audit responsibilities, but may affect the frequency and scope of such audits.

1. A systematic method to assure timely and appropriate resolution of audit findings and recommendations.
2. Primary recipients shall require subrecipients as defined in paragraph 5 of the basic circular) to adopt the standards in paragraph 2, above except for the requirement in subparagraph 2e, regarding the use of the letter-of-credit method and that part of subparagraph 2a, regarding reporting forms and frequencies prescribed in Attachment G to this circular.

VI. Map of Low-Income Neighborhood

PART TWO (APPLICATION PACKET)

VII. CHECKLIST OF REQUIRED DOCUMENTS

FORM CHQ1

Print or type the number of the first page of each form on the lines below after assembling the application for submission:

		<u>Page No.</u>
CHQ1	Checklist for Required Documents	12
CHQ2	Application Information, board resolution and minutes of the meeting authorizing application.	14
CHQ3	Statement of Qualifications	15
CHQ4	Articles of Incorporation Certified by the Secretary of State	23
CHQ5	Constitution and By-Laws of the Organization	23
CHQ6	Copy of 501 (c)(3) IRS Determination	23
CHQ7	Audit (If applicable)	23
CHQ8	Federal Compliance Reviews and Letters (If applicable)	23
CHQ9	Signed Description of Fiscal Procedures	23
CHQ10	Map of Service Area for the Organization	24
CHQ11	Written Policy of Advisory Role for Low-income Beneficiaries (if applicable)	24
CHQ12	Organizational Chart	24
CHQ13	Budget	24
CHQ14	Certification of Parent Organization (if applicable)	24
CHQ15	Possible CHDO Activities (if applicable)	25

Sections VII through X comprise the application packet for the Request for Qualifications.

Type or print the required information on the pages and the forms. Attach materials that are requested according to the instruction where the request is stated. In some cases, the materials are to be attached to the page where they are requested; in others they are to be attached to the applicable form at the back of the application packet.

For example, on page CHQ3-H; mark “Yes” or “No” ; print or type the information requested; attach an additional page behind that page if more space is needed; and attach a copy of the map of the service area for your organization behind Form CHQ10 at the back of the application packet.

Items marked “if applicable” or “optional” may be left blank if appropriate, but return all pages with the application.

Number consecutively at the bottom of each page all pages of your application including additional pages and attachments. Enter the number of the first page of each Form on the Checklist of Required Documents Form CHQ1-1.

VIII. APPLICANT INFORMATION

FORM CHQ2

Organization Name:

Organization Address:

Organization Telephone No:

Organization Contact Person:

Federal Employer Tax ID No:

Signature of person authorized to submit this proposal on behalf of the applicant organization:

Name (print)

Title

Signature

Date

If the applicant organization is newly created, i.e., less than one year of documented service to this community, it may meet the length of service requirement by demonstrating that its parent organization has served the community for at least one year. If a parent organization is sponsoring the applicant organization, please complete the following:

Parent Organization Name:

Parent Organization Address:

Parent Organization Telephone No:

Parent Organization Contact Person:

IX. STATEMENTS OF QUALIFICATIONS

FORM CHQ3

CHQ 03-A

- A. The community housing development organization must be a private nonprofit organization that is organized under state or local laws.

Attach a copy of the Articles of Incorporation certified by the Office of the Secretary of the State of Louisiana for your applicant organization to Form CHQ4 at the back of this application.

The certified copy of the Articles of Incorporation must accompany the application.
Applications will be returned without review if they are submitted without the state certification.

Please complete the following:

Date of Incorporation of your organization:

Dates of Amendments to the Articles (If any):

Attach a copy of the Constitution and By-laws for your organization to Form CHQ5 at the back of this application.

CHQ 03-B

Is any net income from your organization paid to or used to purchase goods or services for or from any member, founder, contributor or individual of your organization?

YES NO

If yes, explain below the guidelines for use of net earnings for your organization. If the use of net earnings for your organization. If the use of net income is addressed in the Articles of Incorporation or the Constitution and By-Laws of your organization, also reference the appropriate section and the page number.

CHQ 03-C

Is your organization controlled or directed by entities or individuals that could obtain financial benefit from its projects or activities?

YES NO

If yes, explain below.

If no, describe below the safeguards in place that prevent entities or individuals that control or direct the organization from obtaining profit or gain through its projects or activities. If this issue is addressed in the Articles of Incorporation or the Constitution and By-Laws of your organization, also reference the appropriate section and the page below.

CHQ 03-D1

Is your organization sponsored or created by a for-profit entity?

YES NO

If no, proceed to Section E of this application.

If yes, Describe below the primary purpose of the sponsoring entity.

Does your sponsoring entity have the right to appoint more than one-third of the membership of the board:

YES NO

Do board members appointed by the sponsoring entity appoint other board members?

YES NO

CHQ 03-D2

Describe below the procedure that your organization is required to follow in the selection of board members. If the procedure is described in the Articles of Incorporation or the Constitution and By-Laws of your organization, reference the section and page number below.

Is the award of contracts for goods or services for your organization made by or subject to the approval of the sponsoring entity for your organization?

YES NO

If yes, explain below.

Describe below the procurement process for your organization. Attach one additional page behind this sheet if necessary.

CHQ 03-E

Does the state or local government have the right to appoint more than one-third of the membership of the board?

YES NO

Are more than one-third of the board members of your organization public officials, appointed by public officials, selected by members appointed by public officials, or appointed by a state or local government?

YES NO

How many members are there on your governing board?

List below those who are public officials as described in the Definitions section of this Request for Qualifications and identify the public office held by each. Attach one additional page to this sheet if necessary.

List below those who are not public officials but are appointed either by public officials, selected by those appointed by public officials, or appointed by state or local governments. Attach one additional page to this sheet if necessary.

Do your organization's financial accountability standards meet the requirements?

YES NO

Identify the time period of the fiscal year for your organization from _____
through _____.

Does your organization have an audit? YES NO

If yes, attach a copy of the most recent audit to Form CHQ7 at the back of this application.

If your organization has received state or federal funds, attach a copy of the most recent compliance review letter and report from the funding agency for each program to Form CHQ8 at the back of this application.

Attach a document signed by the person responsible for accounting or for audits for your organization that describes its fiscal procedures to Form CHQ9 at the back of this application.

Is affordable housing a stating purpose of your organization?

YES NO

If no, explain below.

If yes, identify the document that describes the purposes of your organization and explain below the purposes that relate to the provision of decent housing for low-income and moderate-income persons. Attach no more than one additional page behind this sheet if necessary. Reference below the section and the page number where the requirement in addressed in the charter, articles of incorporation, or the resolution and by-laws of your organization.

Attach a map of the service area for your organization to CHQ10 at the back of this application.

Are at least one third of your governing board's members residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations?

YES NO

If no, explain below.

CHQ 03-H

List the board members of the applicant organization below. Check all applicable columns for each board member. If a board member is a representative of a low-income neighborhood organization but does not live in a low-income neighborhood, include the name of the organization, a membership list, the length of the term of office, and the method of selection to the organization. Attach additional pages behind this sheet if necessary.

<u>NAME OF BOARD MEMBER</u>	RESIDENT OF LOW INCOME <u>NEIGHBORHOOD</u>	RESIDENT OF OTHER LOW INCOME <u>COMMUNITY</u>	ELECTED REP. OF LOW INCOME NEIGHBORHOOD <u>COMMUNITY</u>
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Only board members that meet at least one of the qualifications for low-income representation and are not public officials count towards the low-income representation and are not public officials count towards the low-income accountability requirements for CHDO. Any board member that is a public official according to the definition in Part IV of this Request for Proposal, appointed by a public official, selected by a board member appointed by a public official or appointed by a state or local government cannot count towards the minimum one-third low-income community representative requirement.

Is there a formal process provided by your organization for low-income program beneficiaries to advise the organization regarding design, siting, development and management of affordable housing?

YES NO

If no, explain below.

If yes, describe below the process for advisement by the low-income program beneficiaries to the

organization.

If there is a written policy for a procedure of obtaining the advice of low-income beneficiaries regarding design, siting, development and management of affordable housing, attach a copy to Form CHQ11 at the back of this application.

If the procedure is described in the Articles of Incorporation or the Constitution and By-Laws of your organization, reference the section and page number below.

CHQ 03-I1

Has your organization implemented and completed projects similar to CHDO eligible projects?

YES NO

If yes, list below the projects that your organization has implemented and completed, other services providers involved in the projects, the role of each provider, the project activities, the sources and uses of the funds, the area served, and the beneficiaries. Attach additional pages behind this sheet if necessary.

CHQ 03-I2

Does your organization own or control any real property?

YES NO

If yes, does your organization anticipate using any of the property for CHDO activities?

YES NO

Does your organization have cash or other resources available for possible CHDO activities?

YES NO

If yes, describe below.

Does your organization have paid staff? YES NO

If yes, describe below.

Does your organization have paid staff? YES NO

If no, describe below how the organization operates.

If yes, list below the names, positions, job duties, and brief resumes of key staff that would work with CHDO activities. Attach an additional sheet to this page if necessary.

Attach an organizational chart of your organization to Form CHQ12 at the back of this application.

CHQ 03-I3

Does your organization have volunteers who work on a regular basis for your programs?

YES NO

If yes, summarize below the number of volunteers, the approximate number of volunteer hours per month, the type of skills the volunteers contribute, and their activities.

If applicable, list consultants and briefly summarize their experience with affordable housing and a plan for training key staff of your organization. Attach no more than one additional page behind this sheet if necessary.

Attach to Form CHQ13 at the back of this application a copy of the budget of your organization for its current fiscal year that identifies its sources and uses of funds.

CHQ 03-J1

Has your organization served the community for at least one year?

YES NO

If yes, summarize below the history of services provided to the community by your 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.

If your organization has less than one year of service to the community, was your organization founded or its it sponsored by a parent organization that has at least one year of service?

YES NO

If no, explain below.

If yes, describe below the activities and projects provided by the parent organization to the community.

CHQ 03-J2

If yes, describe below the relationship between your organization and the parent organization. Detail the responsibilities of the parent organization to your organization. Attach an additional page to this sheet if necessary. If the relationship and responsibilities are addressed in the Articles of Incorporation or the By-Laws of your organization, reference the section and page number.

Attach to Form CHQ14 at the back of this application a certification signed by an authorized person of the parent organization describing both currently provided support and support planned in the future for your organization by the parent organization.

Form CHQ4

Attach the Articles of Incorporation certified by the Secretary of State for your applicant organization.

FORM CHQ5

Attach the Constitution and By-laws of the applicant organization.

FORM CHQ6

Attach a copy of the letter from the Internal Revenue Service that states the determination of 501 (c) tax exempt status for your applicant organization.

FORM CHQ7

If your organization has had an audit conducted, attach a copy of the most recent copy of an audit for your applicant organization.

FORM CHQ8

If your organization has received federal funds for projects, attach copies of the most recent compliance letters and reports issued pursuant to reviews by the granting agencies for each and every project. If a project has been closed out by the granting agency, include a copy of the letter of satisfactory close-out.

FORM CHQ9

Attach a document signed by the person responsible for accounting or for audits for your organization that describes the fiscal procedures of your organization.

The document must include at a minimum descriptions of the audit trail for receipts and disbursements of funds; the provision for maintenance of records of receipts, disbursements, assets, and liabilities; the separate fund balances of each federally funded project; if any; the separation of fiscal duties to ensure that no one person is in a position to authorize, execute, and approve transactions; procedures to determine the reasonableness, allowability of costs; and the provision for maintenance of source documentation of transactions including purchase orders, contracts, time and attendance records for paid staff, delivery receipts or vendor invoices, approvals of travel costs, and

check requests; procedures and staff responsible for the balancing of account statements.

FORM CHQ10

Attach a map of the service area for your organization.

Include with the map a short narrative description of the area that your organization serves.

Identify the geographic boundaries of the area. If your organization serves different areas for separate projects, identify the area of service for each project.

FORM CHQ11

If your organization has a written policy concerning the advisory role of low-income beneficiaries in decisions regarding the design, siting, development, and management of affordable housing, attach a copy of the policy.

FORM CHQ12

Attach a chart for your organization that identifies the chain of command and the areas of authority for programs and operations as it exists currently.

FORM CHQ13

Attach a copy of the annual budget for your organization for its current fiscal year. The budget must identify the sources of all funds.

FORM CHQ14

If your organization has a parent or sponsor organization that is providing a history of service for your organization, attach a certification from that organization in the form of a letter or other document signed by an individual with legal authority to sign contracts for that organization.

The signed certification must include a description of the relationship between the two organizations, detail the responsibilities of each, and explain how the parent organization will contribute to the capacity of the applicant organization in terms of shared expertise, staffing, board membership, and funding.

FORM CHQ15 (Optional)

If your organization has identified possible CHDO activities, attach a summary that explains how the activities would address affordable housing needs in your area of service. Describe the activities, estimated cost, projected number of staff, and sources of matching funds.

X. PROPOSED CHDO ACTIVITIES

(Optional)

POSSIBLE CHDO ACTIVITIES

If your organization has determined specific affordable housing needs in the area that it serves, describe below the most urgent ones.

(Optional)

List any feasible activities that your organization would consider providing to meet some of the affordable housing needs in your area of service.

If your organization has identified activities for a project, please attach a description to Form CHQ15 at the back of the application.