

**BROWARD COUNTY HOUSING FINANCE & COMMUNITY
DEVELOPMENT DIVISION
CERTIFICATION REQUIREMENTS**

The requirements below apply to all participating non-profit organizations such as Community Housing Development Organizations (CHDO's), Community Development Corporations (CDC's) and Community Based Organizations (CBO's) for HOME.

1. One copy of charter and by-laws.
2. One copy of the annual report submitted to the Florida Secretary of State.
3. One copy IRS 501(c)(3) letter or date of application and a copy of the most recent tax return.
4. One copy of the current roster of the board of directors with names, titles of officers, addresses phone numbers and terms of office.
5. One copy of all hearing notices and attendance sheets (with addresses) showing attendance and minutes of community neighborhood advisory board meetings, if applicable, demonstrating citizen input to the board(s) regarding proposals.
6. One copy of resolution or minutes from the governing body giving authorization to submit proposal(s) showing consideration of citizens input in final decisions by governing body.
7. One copy of organization's economic development strategy where applicable.
8. One copy of the annual financial statement or most recent audit including status of resolution of negative audit findings and other complaints regarding operations and funding

The requirements below apply to all for profit organizations submitting HOME proposals.

1. One copy of charter and by-laws.
2. One copy of the annual report submitted to the Florida Secretary of State.
3. One copy of the current roster of the board of directors with names, titles of officers, addresses, phone numbers and terms of office.

Name of Organization: _____
Address: _____
Chairperson:/President: _____
Telephone: _____ Facsimile: _____
Date: _____

REQUIRED MATERIALS

1. Copy of most recent Annual Report submitted to the Secretary of State of Florida.
2. Copy of a list of the Board of Directors, inclusive of names, titles of officers, addresses, telephone numbers and terms of office.
3. A copy of a resolution or minutes from the governing body giving authorization to submit this CHDO Certification.
4. Copy of most recent Annual Financial Statement or audit.
5. Copy of Charter or other document which reflects that the provision of decent, affordable housing to low and moderate income persons is among its purposes.
6. Copy of the organization's by-laws.
7. Copy of the organization's IRS 501(c)(3) ruling from the IRS or (4) of the IRS Code of 1986.
8. Documentation which demonstrates that the organization or parent organization has a history of at least one year of experience in serving the community within which the affordable housing will be located.
9. Documentation that the organization maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations.
10. Documentation of the organization's capacity for implementation of activities assisted with HOME funds.
11. Documentation that the organization has a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, site, development, and management of affordable housing projects.
12. Copy of Charter or other document which demonstrates that the organization chartered by a state or local government must apply the following restrictions: (1) the State or local government may not appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the

remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials (including any employees of the PJ).

13. If the CHDO is sponsored or created by a for-profit entity, submitted documentation must demonstrate that the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members; and a copy of Charter or other document which demonstrates that the for-profit entity's primary purpose does not include the development or management of housing must be submitted.

Required Certification of Organization

I, _____, Chairperson or President of _____, hereby certify that the following statements are true to the best of my knowledge.

1. Net earnings to this organization do not benefit any member, founder, contributor, or individual.
2. This organization is neither controlled by, nor under the direction of individuals or entities seeking to profit or gain from the organization.
3. This organization does not include a public body nor is it an instrumentality of a public body.
4. This organization has financial standards that conform to Attachment F of OMB Circular A -110 (Rev.), "Standards for Financial Management Systems."