

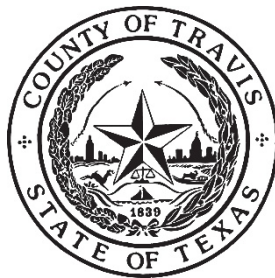
Completed by County Staff Only:

☐ Designation Form Approved

☐ Designation Form Denied

Decision Date: _____

Reviewer: _____



Travis County

Community Housing Development Organization (“CHDO”) Designation Certification Application Form

Travis County, through its CDBG/HOME Office (“County”), receives federal HOME Investment Partnership Program (“HOME”) funds from the U.S. Department of Housing and Urban Development (“HUD”). The County may set aside a portion of these HOME funds for projects owned, developed, or sponsored by CHDOs. The County is providing this Community Housing Development Organization (“CHDO”) Designation Certification Application Form (the “Form”) to all organizations who desire to obtain a CHDO designation certification and apply for the set-aside funds from HUD.

Once an organization submits the Form to the County’s CDBG/HOME Office, the County’s CDBG/HOME Office will review it. Subsequently, if the County approves the Form, the County will send a notification of CHDO designation to the organization.

An organization must meet all of the requirements of a CHDO as outlined in 24 CFR 92.2 and described below before it can apply for or be designated as a CHDO for the purposes outlined in 24 CFR 92.300. In addition, an organization must meet the County requirements, described below.

Instructions for completing the Form:

Please ensure that the executive director / chief executive officer (CEO) or his or her designee initials each of the statements below that are true about your organization.

My initials below signify that each of the following statements are true about my organization:

Initials	Federal Requirements for CHDO designation, as stated in 24 CFR § 92.2:
	(1) My organization is organized under state or local laws.
	(2) My organization has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual.
	(3) My organization is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from my organization. (A CHDO may be sponsored or created by a for-profit entity. See 24 CFR 92.2 for full requirement.)
	(4) My organization is tax exempt, as specified in 24 CFR 92.2 .
	(5) My organization is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian Tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity.
	(6) My organization has standards of financial accountability that conform to 2 CFR 200.302 , “Financial Management” and 2 CFR 200.303 , “Internal Controls.”

	(7) My organization has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in my organization's charter, articles of incorporation, resolutions, or by-laws.
	(8) My organization maintains accountability to low-income community residents. See 24 CFR 92.2 for full requirement.
	(9) My organization has a demonstrated capacity for carrying out housing projects assisted with Federal funds, Low-Income Housing Credits (26 U.S.C. 42), Federal Home Loan Bank Affordable Housing Program (12 U.S.C. 1430) funds, or local and State affordable housing funds.
	(10) My organization has a history of serving the community within which housing to be assisted with HOME funds is to be located. (In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the 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.)
	<i>Additional Travis County Requirements for CHDO Designation:</i>
	My organization is a local entity based in Travis County with the expressed purpose of addressing local affordable housing needs within its home-based community.
	Upon approval of this request to be designated as a CHDO by Travis County, I will complete Travis County's Conflict of Interest form.
	I understand Travis County will require a re-certification annually, upon the anniversary of County's initial approval of the CHDO designation. (Re-certification will only require the updated Form and a new certificate of fact (which must be dated in the year the CHDO designation is provided)).

Please attach the following documents with the Form:

- ☐ Certificate of Fact from the Texas Secretary of State;
- ☐ Articles of Incorporation;
- ☐ IRS 501(c)(3) or (4) tax exemption designation letter; and
- ☐ Financial Management Policies & Procedures (as required per 2 CFR 200.302 and 2 CFR 200.303).

I certify by my signature below that the information represented and certified herein is accurate, honest and correct. I understand that a misrepresentation of any information on this Form will make my organization ineligible for the County's CHDO set-aside funds. Once signed, please [click here](#) to submit this Form and the other required documents listed above.

Name	Title
Signature	Date