

Missouri Housing Development Commission CHDO Recertification

If you are applying for HOME funds as a CHDO you are required to complete this form

Date: _____

Legal Name of CHDO: _____

Chief Executive Officer: _____ Title: _____

CHDO Contact Person: _____ Title: _____
(if not the Chief Executive Officer)

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, 92.2 of the HOME Rule.

A. Please attach copies of the following documents with this checklist:

_____ **Articles of Incorporation or Charter**

_____ **By-Laws**

_____ **Certificate of Good Standing**

_____ Board approved Mission Statement

_____ Current Organizational Chart

_____ List of Current Board Members (including the sector they represent)

_____ Annual Report

_____ Most Recent Strategic Plan

_____ List of Paid CHDO Staff along with payroll register or copies of W-2s
or W-4s

_____ Copies of Job Duties or Resumes of all staff members associated with
the housing component of the Agency

_____ List of any federal funded programs being administered by the Agency

B. Have there been any changes to the organizational documents listed above, since you were last certified as a CHDO?

YES NO

If YES, please explain these changes, or notate below that you will highlight the changes on the actual document(s).

C. Does your organization still maintain its 501(c)(3) or 501(c)(4) certification?

YES NO

If your tax-exempt status has been revised in any way, please attach a letter from the IRS explaining the changes.

D. Please provide MHDC with the following financial documents:

_____ Organization's Current Annual Operating & Capital Budget

_____ Current Statement of Income & Expenses

_____ Current Budget Variance Report

_____ Organization's Last Three (3) Annual Audits (including Mgmt. Letter) (If this is your first year to be recertified)

If you were recertified last year, you need provide your most current Annual Audit (including Mgmt. Letter), ONLY.

E. Have there been any changes to your organization's financial management systems, since your last CHDO certification?

F. Have there been changes to your CHDO's "key" management positions and/or housing production staff since your last CHDO certification?

PLEASE INCLUDE RESUMES AND JOB DESCRIPTIONS THAT DESCRIBE THE EXPERIENCE OF "NEW" KEY STAFF LISTED BELOW. Please indicate which staff member(s) are on the CHDO payroll. (if you are still being trained by a consultant(s), please provide a copy of the contract (s).)

[Redacted Signature Box]

I have completed this form on behalf of the Community Housing Development Organization listed below and to the best of my knowledge; I do certify that the above information is true and correct.

(Print CHDO Organization Legal Name)

(Authorized Signature)

(Signatory's Title)