|  |  |
| --- | --- |
| **Guide for Review of Community Housing Development Organization (CHDO)**  **Qualifications, Projects, and/or Policies & Procedures** | |
| **Participating Jurisdiction:**Click or tap here to enter text. | **Subrecipient:**Click or tap here to enter text. |
| **PJ Staff Consulted:**Click or tap here to enter text. | |
| **Name of HUD Reviewer(s):**Click or tap here to enter text. | **Date of Review:**Click or tap here to enter text. |
| **Type of Monitoring Review:** | Eligibility of Nonprofit as CHDO and CHDO Project Eligibility, and/or  PJ CHDO Policies and Procedures |

**NOTE:** All questions contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance.

|  |  |
| --- | --- |
| **File Selection Summary**  **(Required)** | |
| **Program Year(s) Reviewed:** | Click or tap here to enter text. |
| **Number of Files Reviewed:** | Click or tap here to enter text. |
| **How were files selected?** | Random  Non-Random  Statistical  Combination (describe):  Click or tap here to enter text. |
| **Were additional files selected for review?** | Yes  No |
| **If additional files were selected for review, why were files added to the monitoring**?  (select all that apply) | Expand the sample to include a file(s) from each staff person working in the respective program area being monitored.  Expand the sample to include additional files with the same characteristics, (i.e., same problem category, staff person, activities or other characteristics).  Expand the sample to determine whether problems are isolated events or represent a systemic problem.  Expand the sample to include files the reviewer has reason to believe may have compliance problems or that are substantially different in terms of size, complexity, or other factors from other projects the PJ has undertaken.  Other, please specify: Click or tap here to enter text. |

**Instructions:**

* This Exhibit is used to examine the eligibility of individual nonprofit organizations as CHDOs and the eligibility of projects undertaken by, and funding provided to, individual CHDOs. The Exhibit may also be used to examine the PJ’s CHDO policies and procedures.
* The HOME regulation at [24 CFR 92.504(a)](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-504) requires PJs to have comprehensive written HOME program policies and procedures. Where applicable, this Exhibit pairs each policies and procedures requirement with its CHDO project eligibility requirement. As noted above, the reviewer may use this Exhibit to complete a CHDO eligibility and project review, and/or a policies and procedures review. Reviewers are not required to complete both CHDO project eligibility and policies and procedures questions if the monitoring is not addressing both policies and procedures and project requirements. However, if project noncompliance is found, the reviewer *must* examine the related policies and procedures to determine if the finding is associated with a lack of policies and procedures, or a failure of PJ staff to follow the written policies and procedures.
* Reviewers can use this Exhibit to review up to five CHDO eligibility or project files. If additional files are included in the monitoring, the reviewer should complete another copy of this Exhibit. Section 7-4 in the introduction to this Chapter provides guidance on the number of files to review. Reviewers *must* complete the File Selection Summary table at the beginning of the Exhibit.
* Reviewers must adequately describe the basis for any findings in the “Describe the Basis for Conclusion” section of each question, being careful to note which file is noncompliant and why.
* The Exhibit addresses the following topics. When reviewing CHDO project files, the reviewer must complete both Section A. CHDO Eligibility and Section B. Project Eligibility. The policy and procedures questions in Section B. Project Eligibility *must* be answered if the review focuses on the PJ’s CHDO policies and procedures or if project noncompliance is found.

1. CHDO Eligibility
   * CHDO Legal Structure;
   * Independence;
   * Accountability to the Low-Income Community
   * Capacity;
2. Project Eligibility
   * CHDO Set-Aside Roles and Certification;
   * Special Assistance for CHDOs

* The questions in this Exhibit may also be used as an interview instrument for program staff.

**For CHDO Project File Reviews:** Include the following information for each file reviewed. When completing the Exhibit questions that follow, include either the CHDO name or Integrated Disbursement and Information System (IDIS) number as a reference to the project file reviewed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CHDO Name** | **CHDO Certification Date** | **Project Name** | **IDIS #** | **Commitment Date** | **Total HOME Funds Committed** | **Total HOME Funds Drawn** |
| **1.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **4.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **5.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. CHDO ELIGIBILITY

NOT REVIEWED DURING MONITORING

Project files NOT REVIEWED; monitoring focused on policies and procedures.

*CHDO Legal Structure*

1.

|  |  |  |
| --- | --- | --- |
| The organization is organized under State or local laws, as evidenced by governing documents such as (check appropriate category)**:**   * Charter; OR * Articles of Incorporation.   [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

2.

|  |  |  |
| --- | --- | --- |
| No part of the organization’s net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by documents such as (check appropriate category):   * Charter; **OR** * Articles of Incorporation; * IRS 501(c)(3) or (4) ruling.   [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation,  IRS 501(c)(3) or (4) ruling. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation,  IRS 501(c)(3) or (4) ruling. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation,  IRS 501(c)(3) or (4) ruling. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation,  IRS 501(c)(3) or (4) ruling. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter; **OR**  Articles of Incorporation,  IRS 501(c)(3) or (4) ruling. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

3.

|  |  |  |
| --- | --- | --- |
| The nonprofit organization has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, or is an wholly owned entity disregarded as an entity separate from its owner for tax purposes (e.g., a single member LLC), whose owner has such a ruling, as evidenced by (check appropriate category):   * 501(c)(3) or (4) Certificate from the IRS; **OR**   Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by:   * Group exemption letter from the IRS that includes the CHDO.   [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | 501(c)(3) or (4) Certificate from the IRS; **OR**  Group exemption letter from the IRS that includes the CHDO. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | 501(c)(3) or (4) Certificate from the IRS; **OR**  Group exemption letter from the IRS that includes the CHDO. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | 501(c)(3) or (4) Certificate from the IRS; **OR**  Group exemption letter from the IRS that includes the CHDO. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | 501(c)(3) or (4) Certificate from the IRS; **OR**  Group exemption letter from the IRS that includes the CHDO. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | 501(c)(3) or (4) Certificate from the IRS; **OR**  Group exemption letter from the IRS that includes the CHDO. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

4.

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| --- | --- | --- |
| The nonprofit organization has, among its purposes, the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's governing documents such as (check appropriate category):   * Charter; * Articles of Incorporation; * By-laws.   [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter;  Articles of Incorporation;  By-laws. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter;  Articles of Incorporation;  By-laws. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter;  Articles of Incorporation;  By-laws. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter;  Articles of Incorporation;  By-laws. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter;  Articles of Incorporation;  By-laws. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

*Independence*

5.

|  |  |
| --- | --- |
| The 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.  [24 CFR 92.2 Definition of Community Housing Development Corporation] | |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

6.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *If the CHDO was created by a governmental entity*, does it comply with each of these restrictions:  [24 CFR 92.2 Definition of Community Housing Development Corporation] | | | | |
|  | **Government entity may not appoint more than one-third of the membership of the organization's governing body?** | **Board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members?** | **No more than one-third of the CHDO’s governing board members are public officials (including any employees of a governmental entity)?** | **As evidenced by:** |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | |

7.

|  |  |
| --- | --- |
| None of the officers (e.g., CEO, CFO, or COO) or employees of the CHDO are officers or employees of a governmental entity (i.e., the PJ, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority).  [24 CFR 92.2 Definition of Community Housing Development Corporation] | |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| CHDO NAME:Click or tap here to enter text. | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

8.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *If the CHDO is sponsored or created by a for-profit entity*, it complies with each of these restrictions:  [24 CFR 92.2 Definition of Community Housing Development Corporation] | | | | |
|  | **For-profit entity may not appoint more than one-third of the membership of the CHDO's governing body?** | **Board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members?** | **As evidenced by:** |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | | | |

9.

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| --- | --- | --- | --- | --- |
| *If the CHDO has been sponsored or created by a for-profit entity*, it complies with each of these restrictions:  [24 CFR 92.2 Definition of Community Housing Development Corporation] | | | | |
|  | **For-profit entity's primary purpose does not include the development or management of housing, as evidenced by for-profit’s governing documents?** | **None of the officers (e.g., CEO, CFO, or COO) or employees of the for-profit entity that created the CHDO are officers or employees of the CHDO?** | **CHDO is free to contract for goods and services from vendor(s) of its own choosing?** | **As evidenced by:** |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | By-laws;  Charter; **OR**  Articles of Incorporation. |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | | | |

*History of Community Service and Accountability to the Low-Income Community*

10.

|  |  |  |
| --- | --- | --- |
| The nonprofit organization has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by (check appropriate category):   * Statement that documents at least one year of experience in serving the community; **OR** * For newly created organizations formed by local churches, service or neighborhood organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.   **Note:** The CHDO or its parent organization must be able to show one year of serving the community prior to the date the participating jurisdiction commits HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as: developing new housing; rehabilitating existing stock and managing housing stock; or delivering non-housing services that have had lasting benefits for the community (e.g., counseling, food relief, or childcare).  [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Statement that documents at least one year of experience serving the community; **OR**  Statement that documents that the parent organization has at least one year of experience serving the community. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Statement that documents at least one year of experience serving the community; **OR**  Statement that documents that the parent organization has at least one year of experience serving the community. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Statement that documents at least one year of experience serving the community; **OR**  Statement that documents that the parent organization has at least one year of experience serving the community. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Statement that documents at least one year of experience serving the community; **OR**  Statement that documents that the parent organization has at least one year of experience serving the community. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Statement that documents at least one year of experience serving the community; **OR**  Statement that documents that the parent organization has at least one year of experience serving the community. |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

11.

|  |  |  |
| --- | --- | --- |
| The nonprofit 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 as evidenced by the organization's governing documents, such as (check appropriate category):   * By-Laws; * Charter; **OR** * Articles of Incorporation.   **Note:** Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the entire state).  [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | By-Laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | By-Laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | By-Laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | By-Laws;  Charter; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | By-Laws;  Charter; **OR**  Articles of Incorporation. |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

12.

|  |  |  |
| --- | --- | --- |
| The nonprofit organization provides a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing projects, as evidenced by governing documents such as (check appropriate category):   * Charter * By-laws; **OR** * Articles of Incorporation.   [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter  By-laws; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter  By-laws; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter  By-laws; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter  By-laws; **OR**  Articles of Incorporation. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Charter  By-laws; **OR**  Articles of Incorporation. |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

*CHDO Capacity*

13.

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| --- | --- | --- |
| The nonprofit organization has standards of financial accountability that conform to [2 CFR 200.302](https://www.govinfo.gov/app/details/CFR-2018-title2-vol1/CFR-2018-title2-vol1-sec200-302), ‘Financial Management,’ and [2 CFR 200.303](https://www.govinfo.gov/app/details/CFR-2018-title2-vol1/CFR-2018-title2-vol1-sec200-303), ‘Internal Controls’, as evidenced by (check appropriate category):   * Independent Audit * Certification from a Certified Public Accountant.   [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Independent Audit  Certification from a Certified Public Accountant. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Independent Audit  Certification from a Certified Public Accountant. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Independent Audit  Certification from a Certified Public Accountant. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Independent Audit  Certification from a Certified Public Accountant. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Independent Audit  Certification from a Certified Public Accountant. |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

14.

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| --- | --- | --- |
| The organization has paid employees with demonstrated experience relevant to the organization’s role in carrying out the HOME-assisted project (or, if the organization is in its first year of funding as a CHDO, by having a contract with a paid consultant who has housing development experience to train appropriate key staff of the organization). **This cannot be evidenced by any person who is a volunteer or whose services are donated by another organization.** This can be evidenced by(check appropriate category):   * Forms W-2 or other documentation demonstrating that staff members are directly paid by and accountable to the CHDO, as well as résumés and/or statements that describe the housing experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds; **OR** * Contract(s) with consultant firms or individuals who have housing development experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization (only if organization is in its first year of funding as a CHDO).   [24 CFR 92.2 Definition of Community Housing Development Corporation] | | |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Forms W-2 or other documentation demonstrating staff members are directly paid by and accountable to the CHDO, as well as résumés and/or statements that describe staff experience; **OR**  Contract(s) with consultant. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Forms W-2 or other documentation demonstrating staff members are directly paid by and accountable to the CHDO, as well as résumés and/or statements that describe staff experience; **OR**  Contract(s) with consultant. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Forms W-2 or other documentation demonstrating staff members are directly paid by and accountable to the CHDO, as well as résumés and/or statements that describe staff experience; **OR**  Contract(s) with consultant. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Forms W-2 or other documentation demonstrating staff members are directly paid by and accountable to the CHDO, as well as résumés and/or statements that describe staff experience; **OR**  Contract(s) with consultant. |
| CHDO NAME:Click or tap here to enter text. | Yes  No | Forms W-2 or other documentation demonstrating staff members are directly paid by and accountable to the CHDO, as well as résumés and/or statements that describe staff experience; **OR**  Contract(s) with consultant. |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

*CHDO Set-Aside Roles and Certification*

15.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Based upon the responses to Sections A through D of this Exhibit, does the CHDO meet the requirements of [24 CFR 92.2](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-2)? (See Sections A – D of this Exhibit for a list of the requirements. A “No” response to any question in Sections A – D means the CHDO does not meet the requirements of  [24 CFR 92.2](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-2))  [24 CFR 92.2 Definition of Community Housing Development Corporation] | |
| Yes  No | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

1. PROJECT ELIGIBLITY

NOT REVIEWED DURING MONITORING

Policies and Procedures NOT REVIEWED, or

Project files NOT REVIEWED, monitoring focused on policies and procedures.

16.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ execute a written agreement, with dated signatures of all parties, committing CHDO set-aside funds to a specific local project for which:  [24 CFR 92.300(a) and 24 CFR 92.2 Definition of Community Housing Development Corporation] | | | | |
| Yes  No |  | **All necessary financing had been secured?** | **A budget and project schedule had been established?** | **Construction was scheduled to start within 12 months of the written agreement date?** | **Project underwriting was completed in accordance with**  [**24 CFR 92.250(b)**](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-250)**?** |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No | Yes  No | Yes  No | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No | Yes  No | Yes  No | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No | Yes  No | Yes  No | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No | Yes  No | Yes  No | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | | | | |

17.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Are CHDO set-aside funds used for eligible CHDO set-aside activities?  CHDO set-aside funds cannot be used for stand-alone downpayment assistance, TBRA, or homeowner rehabilitation.  [24 CFR 92.300(a)] | |
| Yes  No | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

18.

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| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ examine the CHDO’s designation, including its capacity to own, develop, or sponsor housing, *each time* HOME funds were committed to a specific local CHDO set-aside project?  [24 CFR 92.300(a)] | |
| Yes  No | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

19.

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| *If the CHDO is undertaking a homebuyer project using set-aside funds*, the CHDO complies with each of the following requirements:  [24 CFR 92.300(a)(6)] | | | |
|  | **CHDO is the owner (in fee simple absolute) and developer of new housing that will be constructed, or existing substandard housing that will be rehabilitated, for sale to low-income families in accordance with** [**24 CFR 92.254**](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-254)**?** | **CHDO arranges financing of the project and is in sole charge of construction?** | **Any downpayment assistance shall not be greater than 10% of the HOME funds used for the development of the housing?** |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | | |

20.

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| *If the CHDO is undertaking a homebuyer project using set-aside funds*, does the PJ’s written agreement with the CHDO:  [24 CFR 92.300(a)(6)(ii)] | | |
|  | **Set forth the actual sales prices of the housing or the method by which the sales prices for the housing will be established?** | **State whether the sales proceeds must be returned to the participating jurisdiction or may be retained by the community housing development organization?** |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

21.

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| *If the CHDO is undertaking a rental project using set-aside funds*, it qualifies as the “owner,” “developer,” or “sponsor,” as follows (check appropriate category):   * **Owner**: owner in fee simple (or has a long-term ground lease), during development and throughout the affordability period, of rental housing in accordance with [24 CFR 92.252](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-252). If the housing is rehabilitated or constructed, the CHDO hires and oversees the developer, or hires or contracts with an experienced project manager to oversee all aspects of the development; * **Developer**: owner in fee simple (or has a long-term ground lease), during development and throughout the affordability period, of new construction housing or substandard housing to be rehabilitated for rental in accordance with [24 CFR 92.252](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-252). CHDO is in sole charge of all aspects of the development process. * **Sponsor (turnkey)**: “Owner” or “Developer,” as defined above and develops a project that it agrees to convey to an identified private nonprofit (that was not created by a governmental entity) at a predetermined time after project completion as is evidenced by a signed legal document existing prior to the commitment of funds; and the private nonprofit will assume the CHDO’s HOME obligations (including repayment of loans) for the rental project at a specified time after completion of development ; **OR** * **Sponsor (affiliate)**: project is “Owned” or “Developed” as defined above by:   + A CHDO’s wholly owned subsidiary.   + A limited partnership of which the sole general partner is the CHDO, or its wholly owned subsidiary.   + A limited liability company of which the sole managing member is the CHDO, or its wholly owned subsidiary.   [24 CFR 92.300(a)(2), (3) and (4)] | | |
| CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A | Owner;  Developer;  Sponsor (turnkey); **OR**  Sponsor (affiliate). |
| CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A | Owner;  Developer;  Sponsor (turnkey); **OR**  Sponsor (affiliate). |
| CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A | Owner;  Developer;  Sponsor (turnkey); **OR**  Sponsor (affiliate). |
| CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A | Owner;  Developer;  Sponsor (turnkey); **OR**  Sponsor (affiliate). |
| CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A | Owner;  Developer;  Sponsor (turnkey); **OR**  Sponsor (affiliate) |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

22.

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| *If the CHDO is a “sponsor” of rental housing and the limited partnership or limited liability company agreement permits removal of the CHDO as general partner or sole managing member of the organization*, does the agreement:  [24 CFR 92.300(a)(4)(i)] | | |
|  | **Specify that the CHDO may only be removed as general partner or sole managing member for cause?** | **Specify that the CHDO must be replaced with another CHDO?** |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

23.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the CHDO is a sponsor of rental housing,* are the HOME funds provided to the owner of the project?  [24 CFR 92.508(a)(4)(v)] | |
| Yes  No | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

24.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Is compliance with the requirements of the definition of *Community housing development organization* at [24 CFR 92.2](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-2) documented in the file (e.g., CHDO checklist and supporting documentation)?  [24 CFR 92.508(a)(4)] | |
| Yes  No | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

*Special Assistance to CHDOs*

NOT REVIEWED DURING MONITORING

Policies and Procedures NOT REVIEWED, or

Project files NOT REVIEWED, monitoring focused on policies and procedures.

25.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the CHDO receives capacity building funds and/or operating funds*, were the funds used for eligible costs?  [24 CFR 92.208] | | |
| ☐ Yes ☐ No | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | *If no*, which funds were used for ineligible costs?  Capacity Building  Operating Funds |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | *If no*, which funds were used for ineligible costs?  Capacity Building  Operating Funds |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | *If no*, which funds were used for ineligible costs?  Capacity Building  Operating Funds |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | *If no*, which funds were used for ineligible costs?  Capacity Building  Operating Funds |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | *If no*, which funds were used for ineligible costs?  Capacity Building  Operating Funds |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | | |

26.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the CHDO receives capacity building funds or operating funds,* is the total received in each fiscal year less than the greater of $50,000 or 50% of the organization’s annual budget?  [24 CFR 92.300(f)] | |
| ☐ Yes ☐ No ☐ N/A | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

27.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the PJ provided operating funds under* [*24 CFR 92.208*](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-208), did it execute a written agreement for the funds?  [24 CFR 92.300(e) and 24 CFR 92.504(b)] | | |
| ☐ Yes ☐ No ☐ N/A | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | Date of Written Agreement:  Click or tap here to enter text. |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | Date of Written Agreement:  Click or tap here to enter text. |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | Date of Written Agreement:  Click or tap here to enter text. |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | Date of Written Agreement:  Click or tap here to enter text. |
|  | CHDO NAME:Click or tap here to enter text. | ☐ Yes ☐ No  ☐ N/A | Date of Written Agreement:  Click or tap here to enter text. |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | | |

28.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the PJ provided operating funds under* [*24 CFR 92.208*](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-208) *to a CHDO that was not also receiving set-aside funds*, did the PJ’s written agreement with the CHDO:  [24 CFR 92.300(e)] | | |
| ☐ Yes ☐ No ☐ N/A |  | **Provide that the CHDO is expected to receive set-aside funds to undertake a project within 24 months of the date the operating funds were provided?** | **Specify the terms and conditions upon which the expectation for receiving CHDO set-aside funds is based?** |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
|  | CHDO NAME:Click or tap here to enter text. | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | | |

29.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the PJ provided project-specific technical assistance and site control loans,* were the loans provided to cover project costs necessary to determine project feasibility, consulting fees, costs of preliminary financial applications, legal fees, architectural fees, engineering fees, engagement of a development team, option to acquire property, or site control and title clearance?  [24 CFR 92.301(a)(2)] | |
| ☐ Yes ☐ No ☐ N/A | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

30.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the PJ provided project-specific technical assistance and site control loans,* does the written agreement require the CHDO to repay the loan to the PJ from construction loan proceeds or other project income, unless the PJ permits a waiver of repayment, in part or in whole, because there are impediments to project development that the PJ determines are reasonably beyond the control of the CHDO?  [24 CFR 92.301(a)(3)] | |
| ☐ Yes ☐ No ☐ N/A | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

31.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the PJ provided project-specific seed money loans,* was the loan provided only to a CHDO that had, with respect to the project concerned, site control (evidenced by a deed, sales contract, or an option contract to acquire the property), a preliminary financial commitment, and a capable development team?  [24 CFR 92.301(b)(1)] | |
| ☐ Yes ☐ No ☐ N/A | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

32.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the PJ provided project-specific seed money loans,* were the loans used to cover preconstruction project costs that the PJ determined to be customary and reasonable, including but not limited to the costs of obtaining firm construction loan commitments, architectural plans and specifications, zoning approvals, engineering studies and legal fees?  [24 CFR 92.301(b)(1)] | |
| ☐ Yes ☐ No ☐ N/A | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |

33.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the PJ provided project-specific seed money loans,* does the written agreement require the CHDO to repay the loan to the PJ from construction loan proceeds or other project income, unless the PJ permits a waiver of repayment, in part or in whole, because there are impediments to project development that the PJ determines are reasonably beyond the control of the CHDO?  [24 CFR 92.301(b)(3)] | |
| ☐ Yes ☐ No ☐ N/A | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
|  | CHDO NAME:  Click or tap here to enter text. | ☐ Yes ☐ No ☐ N/A |
| **Describe Basis for Conclusion**:  Click or tap here to enter text. | | |