

CITY OF SAN ANTONIO

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT



COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) CERTIFICATION AFFIDAVIT

Effective October 9, 2013

CHDO AFFIDAVIT

Name of Applicant	
Organization	
Address, City, State, Zip	
Date of Last Certification	

I hereby certify that:

1. The above mentioned organization has received a certification from the City of San Antonio within the past 90 days.
2. The above mentioned organization maintains it is organized under State or local law.
3. The above mentioned organization maintains it has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
4. The above mentioned organization maintains is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A CHDO may be sponsored or created by a for-profit entity, but:
 - (i) The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
 - (ii) The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
 - (iii) The CHDO must be free to contract for goods and services from vendors of its own choosing; and
 - (iv) The officers and employees of the for-profit entity may not be officers or employees of the CHDO.
5. The above mentioned organization maintains it has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes, the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4)
6. The above mentioned organization maintains it is not a governmental entity and is not controlled by a governmental entity.
7. The above mentioned organization maintains it has standards of financial accountability that conform to 24 CFR 84.21, "Standards for Financial Management Systems;"

8. The above mentioned organization maintains it has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;
9. The above mentioned organization maintains its accountability to low-income community residents by:
 - (i) Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations.
 - (ii) Providing 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;
10. The above mentioned organization maintains it has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds.
11. The above mentioned organization maintains it 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.
12. All statements I have provided in this affidavit herein are true; that I am authorized to sign this affidavit and to make these statements, on behalf of the above mentioned organization; and that the organization understands that misrepresentation of any facts which lead to the improper allocation and expenditure of public funds may result in legal action against the organization for retrieval of any such funds and appropriate penalties.

Print Name

Date

Title

Signature