

ATTACHMENT A TO CHDO CERTIFICATION APPLICATION

HUD--Required Standards for Financial Management Systems

Code of Federal Regulations, Title 24, Volume 1, Parts 84 Section 21

Revised as of April 1, 2000

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TITLE 24--HOUSING AND URBAN DEVELOPMENT

PART 84--GRANTS AND AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON-PROFIT ORGANIZATIONS--Table of Contents

Subpart C--Post-Award Requirements

Sec. 84.21 Standards for financial management systems.

- (a) HUD shall require recipients to relate financial data to performance data and develop unit cost information whenever practical.
- (b) Recipients' financial management systems shall provide for the following:
 - (1) Accurate, current and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements set forth in Sec. 84.52. If a recipient maintains its records on other than an accrual basis, the recipient shall not be required to establish an accrual accounting system. These recipients may develop such accrual data for their reports on the basis of an analysis of the documentation on hand.
 - (2) Records that identify adequately the source and application of funds for federally-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
 - (3) Effective control over and accountability for all funds, property and other assets. Recipients shall adequately safeguard all such assets and assure they are used solely for authorized purposes.
 - (4) Comparison of outlays with budget amounts for each award. Whenever appropriate, financial information should be related to performance and unit cost data.
 - (5) Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants or payments by other means for program purposes by the recipient. To the extent that the provisions of the Cash Management Improvement Act (CMIA) (Pub. L. 101-453) govern, payment methods of State agencies, instrumentalities, and fiscal agents shall be consistent with CMIA Treasury-State Agreements or the CMIA default procedures codified at 31 CFR part 205, "Withdrawal of Cash from the Treasury for Advances under Federal Grant and Other Programs."
 - (6) Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.
 - (7) Accounting records including cost accounting records that are supported by source documentation.
- (c) Where the Federal Government guarantees or insures the repayment of money borrowed by the recipient, HUD, at its discretion, may require adequate bonding and insurance if the bonding and insurance requirements of the recipient are not deemed adequate to protect the interest of the Federal Government.
- (d) HUD may require adequate fidelity bond coverage where the recipient lacks sufficient coverage to protect the Federal Government's interest.
- (e) Where bonds are required in the situations described above, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties, as prescribed in 31 CFR part 223, "Surety Companies Doing Business with the United States."

ATTACHMENT B - BOARD MEMBER REQUIREMENTS

Org Name Here:

BOARD MEMBER INFORMATION:

PLEASE CHECK THE APPROPRIATE BOX BELOW:

1	Name:			Elected or appointed Public Official?	Public Employee?	* Low-income resident of the community?	Resident of the low-income neighborhood in service area?	Elected rep of low-income neighborhood organization?	* NOTE: If a low-income resident, provide a signed statement from the individual confirming that their income is below 80% MFI for their family size.								
	Board Position:																
	Address:																
	City																
	State								Yes							Included	
	Zip								Phone:		No						N/A
	Place of Employment:								Additional Comment:								
Position:																	

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Position:																

ATTACHMENT C
Staff Member Information
(Please make additional copies as needed to include *all* staff members)

PLEASE NOTE: A paid employee is a person whose salary, payroll taxes, and unemployment insurance are paid by the organization and from whom the organization withholds payroll and income taxes. Receipt of a W-2 is sufficient evidence that an individual is a 'paid employee'. The employee must be paid by the CHDO and, therefore cannot be contracted through, shared with, or cost-allocated through another entity. Employees of a for-profit organization that created a CHDO cannot also be employees of that CHDO.

STAFF INFORMATION:

Name:		Please indicate if this position is: <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid Resume Included? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required)
Title:		
Position:		
Hours of work:		
Duties and Responsibilities		

Name:		Please indicate if this position is: <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid Resume Included? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required)
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Duties & Responsibilities		

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Austin Housing Finance Corporation
Community Housing Development Organization
CERTIFICATION POLICY

In order to be certified as a Community Housing Development Organization (CHDO), an organization must meet the minimum certification criteria as required by the U.S. Department of Housing and Urban Development. Additionally, the organization must comply with the following policies in order to receive CHDO certification from the Neighborhood Housing and Community Development Office (NHCD).

NO DISTRIBUTIONS

An applicant organization's charter or the articles of incorporation must specify that no net earnings of the corporation can inure to the benefit of any member, founder, contributor or individual. All net income must be reinvested in the projects developed by the organization or in subsequent affordable housing projects.

BOARD COMPENSATION

Board members may receive a reasonable fixed sum and expenses for each board meeting he/she attends. However, board members cannot receive a salary for their service as a board member. In order for NHCD to verify the reasonableness of compensation, CHDO applicants are required to submit all financial statements and, upon request, any other documents necessary for NHCD to verify the amount of compensation provided to board members and the services for which the sum was paid.

SPONSORSHIP OR CREATION BY A RELIGIOUS ORGANIZATION

A religious organization cannot become a CHDO, but can create a wholly secular nonprofit housing organization. The sponsoring organization can appoint an unlimited number of board members to the board of the housing organization. Beyond that, however, the housing organization cannot be controlled by the religiously-based sponsor organization. That is, the housing organization must be free to select its projects, to procure its goods, services and financing, and to otherwise operate the organization without influence or intervention by the religiously based sponsor. Additionally, the housing developed by the housing organization must be made available to all persons, regardless of religious belief or affiliation. The **by-laws** of the housing organization must include language that ensures compliance with all of the above requirements.

REPRESENTATIONS AND WARRANTIES

Any applicant who submits fabricated information, documentation or signatures as part of or along with its CHDO application, or any applicant who misrepresents any aspect of the board, staff or organizational accomplishments, experience or expertise shall be disqualified from the CHDO certification process for a period of one (1) year. The one-year disqualification period will begin at the time the misrepresentation is made by the NHCD and is reported in writing by NHCD staff to the applicant organization. If an applicant believes the NHCD determination of misrepresentation is in error, the applicant organization may appeal the decision in writing to the Director of the Neighborhood Housing and Community Development.

AUDIT

The Neighborhood Housing and Community Development Department requires that your organization submit audited financial statements for the organization's most recent program year. If your organization does not have audited financial statements because it has been operating for less than one year, you must submit the audited financial statements of the parent or sponsor organization, along with your organization's current unaudited financial statements. No nonprofit organization shall be certified as a CHDO if the organization's most recent audit has an outstanding finding, material weakness or other unresolved matter which would prevent the Neighborhood Housing and Community Development from certifying the capacity of that organization to successfully develop a CHDO project. The audit will also be used in assessing the organization's financial capacity for executing the affordable housing activities it intends to pursue.

VERIFICATION OF COMPLIANCE WITH BYLAWS

As part of the certification process, the Neighborhood Housing and Community Development may do all necessary due diligence to verify that the operations of an applicant organization are being conducted in keeping with the by-laws submitted in the CHDO Certification application.



City of Austin, Neighborhood Housing and Community Development Office
 P.O. Box 1088, Austin, Texas 78767
 (512) 974-3100 Fax (512) 974-3161 www.cityofaustin.org/housing

ATTACHMENT E TO CHDO CERTIFICATION APPLICATION

HUD Income Limits by Household Size
Effective Date: March 28, 2016

FY 2016 Area Median Family Income
Austin, Travis County, Texas
\$77,800 (4-person household)

Austin-Round Rock MSA

Household Size:	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% Median Income (extremely low-income as defined by HUD)	16,350	18,700	21,050	24,300	28,440	32,580	36,730	40,890
50% Median Income (very low-income as defined by HUD)	27,250	31,150	35,050	38,900	42,050	45,150	48,250	51,350
60% Median Income	32,700	37,350	42,000	46,680	50,400	54,150	57,900	61,600
80% Median Income (low-income as defined by HUD)	43,600	49,800	56,050	62,250	67,250	72,250	77,200	82,200

Community Housing Development Organization SELF-CERTIFICATION FORM

For the purpose of determining income eligibility, I, _____ (print name), do hereby understand that in order to qualify as a representative of the low-income community, my total household income cannot exceed 80% of the Median Family Income for the Austin area as established by the Federal Government. Currently, the amounts are:

HUD Income Limits by Household Size
Effective Date: March 28, 2016
 2016 Area Median Family Income for Travis County, Texas

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
43,600	49,800	56,050	62,250	67,250	72,250	77,200	82,200

The following is a list of all persons who are currently occupying this household:

Name	Age	Relationship	Gross Monthly Income <small>(Before Taxes)</small>

 Signature Date

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

FOR CITY STAFF ONLY:

Based on the information provided above, the information has been verified by NHCD Staff to reflect that the person named above

DOES **DOES NOT**

qualify as a representative of the low-income community as defined by HUD.

 NHCD Staff Name: Date: