

CHDO Certification Application Checklist

(Program Year 2020)

| Tab | Required Information | Certification Check-off | |
|-----|---|---------------------------|---|
| 1 | Application | | |
| 2 | (a) IRS Status Letter 501(c)(3) or (4) ruling or group exemption letter under Section 905 that includes the organization (b) Status of Good Standing from SC Secretary of State (c) Attachment A - Debarment Certification - <i>submit an Attachment A for the applicant entity and if applicable, submit an Attachment A for the subsidiary organization being sponsored by the CHDO.</i> | (a) | (b) (c) |
| 3 | (a) Articles of Incorporation – <i>also submit AOI of the for-profit entity if the CHDO is created or sponsored by a for-profit.</i> (b) Organization’s By-Laws which: i. Are executed and dated ii. Contain a Clear Housing Purpose (<i>a clear housing purpose may be evidenced in a charter or articles of incorporation if not contained in the By-Laws</i>) iii. States the organization’s Financial Year iv. Describes the Service Area v. Specifies the Board Structure vi. Contains an appropriate “No Benefits” provision vii. Describes in detail the organization’s Low-Income Input Process | (a) | (b)i. (b)ii. (b)iii. (b)iv. (b)v. (b)vi. (b)vii. |
| 4 | (a) Attachment B - Board of Directors Information (b) Attachment C - Board of Directors Representation Certification | (a) | (b) |
| 5 | (a) Attachment D - Organizational Staff Roster (b) Staff Résumés/Biographies (c) Staff Payroll Documentation, W-2s/1099s (d) Description of similar projects staff has worked on, describing at least a one year history of service in the community. (e) Attachment E - Consultant Disclosure, if applicable (f) Copy of consultant contract, if applicable (g) Organizational Chart | (a) (c) (e) | (b) (d) (f) (g) |
| 6 | (a) Financial Statements (b) Tax Returns or IRS Form 990 (<i>must also provide evidence of delivery to the IRS</i>) (c) Attachment F – Standards for Financial Management Systems (d) Current fiscal year operating budget | (a) (c) | (b) (d) |