

NOTICE OF FUNDING AVAILABILITY (NOFA) AND APPLICATION



Rental Development Project Application and CHDO Certification

HOME INVESTMENT PARTNERSHIP PROGRAM
Department of Housing

Application Deadline: 3pm, December 5, 2019

City of Hawthorne
Department of Housing
4455 W. 126TH Street
Hawthorne, CA 90250
(310) 349-1603



**APPLICATION
RENTAL DEVELOPMENT PROJECT
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
AND COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
CERTIFICATION**

INTRODUCTION

The City of Hawthorne Department of Housing announces the availability of approximately \$1,784,700 in HOME Investment Partnerships Program (HOME) funds to be allocated to eligible Community Housing Development Organizations (CHDOs). Eligible activities under the NOFA are limited to the acquisition and/or rehabilitation of rental housing units serving income eligible individuals, veterans, homeless or households with developmental disabilities.

As appropriate, financial assistance to selected projects will be made in the form of direct grant and/or deferred payment loans. The rates and terms of the loans shall be subject to negotiation on a project-by-project basis. All loans will be secured by a first or second lien on the property.

The deadline for submitting proposals and applications for CHDO Certification in response to the NOFA is December 5, 2019. Proposals and CHDO applications will be reviewed for compliance with the HOME Program regulations and the terms of this NOFA. Projects and CHDO Certification applications that are determined to comply with both the HOME Program Regulations and the NOFA will be evaluated according to the established NOFA Evaluation Criteria.

All project(s) will be presented to the City of Hawthorne Loan Review Committee (LRC) for initial review and evaluation in accordance with the criteria established under this NOFA. The project(s) determined to be the most competitive will be presented to the City of Hawthorne City Council for consideration and award of HOME CHDO funds. The City reserves the right to request additional information and/or to reject any or all proposals.

The amount of financial assistance allocated to eligible projects under this NOFA will be limited to the availability of HOME CHDO funds.

To facilitate the financial analysis of the project, all applicants are required to complete and submit a completed Excel Multi-Family Underwriting Template. This template addresses the development proforma, and operational proforma for the project. It also addresses factors such as unit mix, project rents, sources and uses of funds, and other relevant financial criteria.

Attached is a Rental Development Project Application Checklist that details the required submittals that constitute a complete application. Please review these requirements carefully. In addition to serving as a guide for the applicant, the completed checklist is also required to be submitted as a part of the proposal submission.

FUNDING AWARD LIMITS

Community Housing Development Organizations (CHDOs) funds are intended to leverage other housing funds to maximize the available resources for housing, particularly in areas of the City where assisted housing choices are limited. Sources of leverage include public and private grants, loans, equity investments and in-kind contributions. The total CHDO award may not exceed 50 percent of the total development or operating budget, up to a maximum of the HUD per unit subsidy limits found at [24 CFR 92.250\(a\)](#). The established limits for 2019 are listed in the table below. These limits are subject to change in 2020:

Studio	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
\$149,867	\$171,802	\$208,913	\$270,266	\$296,666

Source: US Department of HUD, Los Angeles Field Office, effective May 9, 2019 (*Information Bulletin CPD-2019-02*)

ABOUT THE CHDO FUNDS

The Home Investment Partnerships Program (HOME), a source of housing development funds created under Title 11 of the National Affordable Housing Act of 1990, became available in 1992. The purposes of HOME are to: (1) expand the supply of permanent affordable housing for low- and very low-income families and individuals, (2) to promote partnerships between States, local jurisdictions and nonprofit organizations, and (3) to expand nonprofit organizations' capacity to develop and manage affordable housing. To assist in achieving these purposes, no less than 15% of the HOME allocation is reserved for investment in housing to be developed, sponsored, or owned by CHDOs. The City will allocate an estimated \$1,784,700 in HOME funds for investment in one or more CHDO housing projects.

ELIGIBLE ACTIVITIES

Eligible projects must (1) increase the supply of rental housing affordable to low-income or special needs households. Funding is available for the following housing project types and development activities:

- Transitional housing
- Permanent rental housing
- New construction
- Acquisition and rehabilitation

Tenant Displacement Strongly Discouraged: Where possible, applicants are encouraged to propose projects that prevent or minimize displacement, such as acquisition of vacant properties, properties being voluntarily sold by an owner-occupant, rehabilitation projects that require only temporary relocation, or new construction projects. If funds will be used in a project that involves acquisition of a property with residential or commercial tenants, federal Uniform Relocation Act or Section 104(d) requirements must be met.

ELIGIBLE APPLICANTS

CHDOs and non-profits that have the capacity to become a CHDO are eligible to apply for these funds.

ELIGIBLE BENEFICIARIES AND AFFORDABILITY REQUIREMENTS

Eligible Household Incomes: Projects supported by CHDO funds must provide housing that is affordable to income-eligible households, rental housing for households up to 60 percent of the Area Median Income ("AMI").

Income Guidelines for Projects Supported by CHDO Funds					
Percent of Area Median Income	Household Size				
	1	2	3	4	5
60% AMI	\$43,860	\$50,160	\$56,400	\$62,640	\$67,680
80% AMI	\$58,450	\$66,800	\$75,150	\$83,500	\$90,900

Source: US Department of HUD, effective June 28, 2019.

Below Market Rate Rents: In addition to the above income limits, City Staff will review each proposed project to assure that proposed rents are below the market rate for the area, thus providing an affordable housing opportunity not otherwise available in the community.

Affordability Requirements - Rental Housing: Rent, including utilities, may not exceed 30 percent of the maximum monthly income level established for each assisted housing unit. The maximum allowable rents each year will be based on City of Hawthorne household income guidelines published annually by the US Department of Housing and Urban Development. In projects where housing will be rehabilitated, rents charged after rehabilitation should not exceed the prior rent levels.

PROJECT SELECTION PROCESS

City staff will conduct an initial review of the applications to determine eligibility and completeness. Applicants will be immediately notified if they do not meet the initial review. Applications must meet initial review to be considered for funding. Upon successful completion of the initial review, Staff will evaluate the applications according to the following criteria:

- Magnitude of need and compatibility with priorities identified in the City of Hawthorne Consolidated Plan
- Appropriateness of the site, structure, and program design for the proposed residents
- Financial feasibility of the project
- Feasibility of project design and scope of work
- Capability and experience of the sponsor
- Capability and experience of the development team

Staff recommendations for funding will be made to the City Council in a Public Hearing in December 2018. City Council funding decisions will be final. All applicants will be notified of the Council's funding decision.

Disclaimer: City of Hawthorne reserves the right to not award all available funds if submitted proposals do not meet the criteria for evaluation and funding. Funds not allocated during this

process may be awarded during a subsequent application cycle for new proposals. Federal deadlines for fund commitment may require reallocation of housing development funds if implementation of the project is significantly delayed.

APPLICATION SUBMISSION AND DEADLINE

Applications are due to the City of Hawthorne no later than **3:00 P.M. December 5, 2019.**
A completed application must be submitted to:

City of Hawthorne
Attention: City Clerk
Office of the City Clerk
4455 W. 126TH Street
Hawthorne, CA 90250

WHO TO CONTACT WITH QUESTIONS?

For any questions regarding the CHDO funds, please contact: Kimberly Mack at (310) 349-1603 or at kmack@cityofhawthorne.org.

ORGANIZATION OF THE PROPOSAL SUBMISSION:

Please read the instructions carefully.

If you require more space than allowed by any form, you may add additional pages to the applicable section as needed. Applications must be submitted as follows to be considered complete:

1. Applications must be typed or legibly printed in ink.
2. Applications must be double-sided on 8.5" X 11" white paper which can be photocopied clearly.
3. Sections must be contained within a three-ring binder and be divided/designated with tabbed dividers as designated on the Rental Development Project Application Checklist. Please use numbered tabs for the designated sections only. **Do not insert additional tabs, and do not provide information not requested in the application.**
4. All required documents must be submitted along with the completed application under the appropriate tab section.
5. Applications must include all applicable certifications with signatures.
6. If a section requires more than just checking a box, do not leave the section blank. If the section does not apply, please enter "N/A". Sections left blank may constitute an incomplete application.
7. Submit by hand delivery one (1) original full proposal with original signatures and required documents, and three (3) full application copies (four [4] total), each in a separate clearly labeled three-ring binder with properly tabbed dividers. In addition, please provide one (1) digital version (completed Excel Multi-Family Underwriting Template must be provided in its original excel format). Transmit the complete proposal to:

City of Hawthorne
Attention: City Clerk
Office of the City Clerk
4455 W. 126TH Street
Hawthorne, CA 90250

Proposals must be submitted by 3:00 p.m. on December 5, 2019, late and/or incomplete applications and/or applications which are not submitted in the proper format will not be considered. Any instructions required to complete a section will be found in that section. If you have any questions regarding completing the application, please contact Kimberly Mack at (310) 349-1603 or at kmack@cityofhawthorne.org.

CITY OF HAWTHORNE

RENTAL DEVELOPMENT PROJECT APPLICATION CHECKLIST and SUBMISSION ORGANIZATION GUIDE

Tab Number	Tab Contents
1	<p>Cover Letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> On applicant letterhead, provide a brief description of the project, project location, the amount of funding and funding source being requested, the timeframe by which City approval is requested, and the signature of an official authorized to submit the Application <input type="checkbox"/> A completed copy of this “Application Checklist” form which specifies the documents and responses contained in your proposal submission
2	<p>Rental Development Application</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application <input type="checkbox"/> Application Attachment “A” - Development Schedule <input type="checkbox"/> Application Attachment “B” - Construction Financing Summary <input type="checkbox"/> Application Attachment “C” - Developer Experience Information <input type="checkbox"/> Application Attachment “D” - Development Team Information <input type="checkbox"/> Application Attachment “E” - Development Team Resumes <input type="checkbox"/> Application Attachment “F” - Management Team Information <input type="checkbox"/> Provide a certificate from a third party certified public accountant which states that for the developer’s current housing projects in operation for over three years, that the projects have maintained a positive operating cash flow from operating income alone, for the year in which each development’s last financial statement has been prepared, and have funded reserves in accordance with the partnership agreements and any applicable loan documents. <input type="checkbox"/> Provide a copy of any Developer partnership, operating agreement, or Memorandum of Understanding with other not-for-profits, for-profits, or service providers in project development or specific service delivery related to scope of the Project.
3	<p>Multi-Family Underwriting Template</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Excel Multi-Family Underwriting Template (<i>contact City for a digital version of the Excel document</i>) <input type="checkbox"/> Indicate total development value of proposed project: \$_____

<p style="text-align: center;">4</p>	<p>Site Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of Site Control <input type="checkbox"/> Parcel Map <input type="checkbox"/> FEMA Flood Insurance Rate Map with Project Site Identified <input type="checkbox"/> Appraisal or Statement of Value (Note that if a current appraisal is not available at the time of application, one will be required prior to preparation of a development agreement) <input type="checkbox"/> Evidence of zoning consistent with proposed use <input type="checkbox"/> Evidence of the availability of utilities <input type="checkbox"/> Submit a market study, dated no more than 6 months prior to application date. If a current market study is not available at the time of application, one will be required prior to preparation of a development agreement. <input type="checkbox"/> Documentation to support Utility Allowance Calculations
<p style="text-align: center;">5</p>	<p>Acquisition of Property with Existing Buildings</p> <p>If there are existing buildings on the property and if relocation is involved, please submit the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The relocation plan and proposed relocation assistance, or provide a statement of non-displacement. Note that if the proposed project is to be federally funded it must comply with the displacement, relocation, and acquisition requirements implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR Part 24; and if funded with other than federal resources, it must comply with City of Hawthorne relocation requirements <input type="checkbox"/> Name of funding source for relocation assistance along with a commitment letter from the funding source <input type="checkbox"/> Copy of lead-based paint test survey and testing (pre-1978 – all painted surfaces). Please specify year constructed: _____ <input type="checkbox"/> Copy of any asbestos testing performed <input type="checkbox"/> Copy of Summary of Findings of Phase I Environmental Assessment
<p style="text-align: center;">6</p>	<p>CHDO Application</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attach CHDO Certification Application (Attachment “I” – Application for CHDO Certification) <input type="checkbox"/> If no other governmental funds are being used for any portion of the project, then provide an affidavit that specifies the no other

	governmental funding other than the HOME funds are being used to fund the project.
7	<p>Certification Documents</p> <p><input type="checkbox"/> Submit Certification Documents identified as:</p> <ol style="list-style-type: none"> 1. Application Attachment “G” - Debarment, Suspension, Ineligibility and Exclusion Certification 2. Application Attachment “H” - Disclosure of Lobbying Activity the Administrative Requirements and Forms can be accessed at: <p>NOTE: Proof of insurance is not a requirement for submission of a proposal, but applicants should be aware that no contract will be executed until the proper original certificates or policies are filed with the City.</p>
8	<p>Financial Requirements</p> <p><input type="checkbox"/> Provide documentation for all project financial commitments. If supporting documentation is not submitted, provide justification for any requested exemption</p>
9	<p>Neighborhood Conditions</p> <p>Complete and provide:</p> <p><input type="checkbox"/> Neighborhood Conditions Evaluation Form</p> <p>Neighborhood Standards and Affirmative Fair Housing Marketing</p> <p><input type="checkbox"/> Site and Neighborhood Standards Analysis (compliant with the provisions of 24 CFR §983.57(e))</p> <p><input type="checkbox"/> Affirmative Fair Housing Market Plan (Form HUD-935.2A)</p>
10	<p>Additional Evaluation Criteria</p> <p>“Green” Criteria – Submit the following documentation to receive consideration:</p> <p>LEED:</p> <p><input type="checkbox"/> LEED Compliance Narrative and Checklist</p> <p><input type="checkbox"/> Name and contact information for LEED accredited professionals</p> <p>NAHB:</p> <p><input type="checkbox"/> Completed NAHB Model Green Home Building Guidelines Checklist</p> <p>HERS:</p>

	<ul style="list-style-type: none"><input type="checkbox"/> Home Energy Rating System (HERS) Index rating performed by a certified RESNET HERS Rater <p>Additional Green Criteria Information:</p> <ul style="list-style-type: none"><input type="checkbox"/> Costs attributable to green features <p>Design and Location Criteria:</p> <ul style="list-style-type: none"><input type="checkbox"/> Submit 8½" x 11" Building Plan Elevations, Floor Plans, and Site Plans to scale, photographs of the neighborhood surrounding the proposed site, and a narrative describing how the project will fit into the context of the neighborhood, why the design is appropriate for that specific community and/or how the community involvement in the design process will assist in evaluation of building design.<input type="checkbox"/> Submit renderings of proposed buildings within the current environment.
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CITY OF HAWTHORNE
RENTAL DEVELOPMENT PROJECT APPLICATION
 City of Hawthorne
 4455 W. 126TH Street
 Hawthorne, CA 90250

APPLICANT INFORMATION

Applicant Name:	
Applicant Address:	Applicant City, State, Zip:
Applicant Phone Number:	Application Date:
Applicant Contact Person:	Applicant Contact Person email address:

SECTION 1 – PROJECT IDENTIFICATION

Project Name:		
Project Address:	Project City, State, Zip:	
UPC Number:	Census Tract(s):	Census Block Group(s):

NOTE: If a question does not apply, please mark “N/A” so it is clear the question was not overlooked. All Attachments and required submissions for this Development Project Application are identified in the Rental Development Project Application Checklist. All Attachments must be clearly labeled and provided in the order requested.

SECTION 2 – FUNDING SOURCE REQUESTED

Please specify the source of funds and funding conditions which you are requesting. Please note that the funding source may be changed at the discretion of the City.

Funding Source	Amount Requested	Proposed Use of Funds	Funding Terms Being Requested
HOME Program (HOME Investment Partnerships Program)			

SECTION 3 – TARGET POPULATION(S)

A. Target Populations

Please specify the target income populations to be served:

- 30% of Area Median Income 50% of Area Median Income 60% of Area Median Income

SECTION 4 – PROJECT DESCRIPTION

A. Affordability Requirements - Use Restriction

NOTE: When the funds below are combined with other sources that require an affordability term, the period of affordability is the most restrictive term. By signing this Application, the owner irrevocably commits to the provision of affordable housing as required under an executed covenant agreement for the following affordability restriction periods:

Minimum Affordability Periods for HOME Funded Projects	
Amount of Funding per Unit	Minimum Period of Affordability
Under \$15,000	5 years
\$15,000 - \$40,000	10 years
Over \$40,000 or rehabilitation involving refinancing	15 years
New construction or acquisition of newly constructed housing	20 years

B. Occupancy

1. Does the project currently or expect to receive Project-Based Section 8 subsidies? Yes No
2. Will the project accept Section 8 vouchers? Yes No
3. Special Needs and Target Population

a. List those units restricted to occupancy by Special Needs Tenants or Target Populations:

Number of Units	Population Type

- b. Are Supportive Services being provided to Special Needs tenants? Yes No

Please describe provided services: _____

- c. Are Supportive Services specific to Target Population? Yes No

Please describe provided services: _____

d. Please specify who will be providing the Supportive Services: _____

e. Are costs of Supportive Services included in the rent? Yes No

C. Site Information

1. Site control is in the form of:

Deed Option to Purchase Purchase Contract Lease

If site control is in the form of a lease, please specify the lease term: _____ years

Are there any Use or Deed Restrictions on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	

Please indicate the expiration date of the contract, option, or lease term:	
Name of Seller or Lessor:	
Seller or Lessor Address:	
Telephone Number:	Email address:

Is there any direct or indirect financial or other interest between the buyer and seller?	<input type="checkbox"/>
Yes <input type="checkbox"/> No	
If "yes", please explain how there is not a conflict of interest:	

Please disclose any other site conditions, development/other limitations, or environmental concerns:

2. Planning

Please specify the zoning for the development site:	
Is the zoning consistent with the development being proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No", please indicate the status and anticipated date of resolving all zoning inconsistencies:	
Has the City approved the site plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the City issued a building permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all utilities available to the perimeter of the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No", please specify which utilities need to be brought to the site:	
Please indicate who is responsible for bringing utilities to the site:	
Specify the conditions that must be met to develop the site:	

D. Proposed Improvements

Please check all that are applicable to the project:

- New Construction
- Rehabilitation of Existing Building
- Detached
- Manufactured/Modular/Mobile
- Townhome
- Semi-Detached Duplex
- High rise (4 stories or more)
- Midrise (2-3 stories)
- Special Needs

<input type="checkbox"/> Other (please describe):

Is any portion of the building used for other than habitable residential purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:

Please identify the following for the project:

Total Land Area:	Building Square Footage:	No. of Floors in Tallest Bldg.:	No. of Elevators:
Total No. of Units:	Number of Handicap Accessible Units:	Structural System:	Exterior Finish(es)

E. Borrower and Project Ownership

Please provide the following information for the organization which will be borrowing entity:

Name of Entity:
Address:
Will the borrowing entity provide funds to a partnership? <input type="checkbox"/> Yes <input type="checkbox"/> No

If a partnership or LLC, name all partners and their respective percentage of ownership:

Name	% of Ownership

Please describe who will hold title to the completed project and the manner in which it will be held:

F. Appliances and Amenities Provided Without Additional Charge

Amenity/Appliance	Market Units		Affordable Units	
	Yes	No	Yes	No
Refrigerator				
Gas Range				
Electric Range				
Dishwasher				
Disposal				
W/D Hookups				
A/C				
Evaporative Cooling				
Carpet				
Drapes/Shades				
Exhaust Fan				
Range Hood				
Other (please list):				

G. Monthly Utility Allowance Calculations

Utilities	Type of Utility (Gas, Electric, etc.)	Utilities Paid By:		Utility Allowance by Bedroom Size				
		Owner	Tenant	0 BR	1 BR	2 BR	3 BR	# ___ Br
Heating								
Evaporative or A/C								
Cooking								
General electric								
Hot Water.								
Water								
Sewer								
Trash								
Total Utility Allowance for Units								
				Local PHA		Utility Co		Other
Source of Utility Allowance Calculation								
<p>NOTE: Documentation to support Utility Allowance claims from the identified source must be submitted with this Application. Failure to do so will result in the Application being deemed incomplete.</p>								

Applicant Certification

The undersigned hereby applies for the item(s) as specified above and represents that the property described herein will not be used for any illegal or restricted purposes. The undersigned certifies that the statements made in this application and all attachments are true, correct and complete. Verification may be obtained from any source necessary.

Original Signature Required

Applicant Name:	
Applicant Representative Signature:	Title:
Printed Name:	Date:

DEVELOPMENT SCHEDULE

Project Name:	Date:
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		Date	Comments
A.	Site Acquisition		
B.	Financing		
1.	Construction Loan		
	Closing Date:		
2.	Partnership Closing		
	Closing Date:		
3.	Permanent Loan		
	Commitment Date:		
	Closing Date:		
4.	Other		
	Source of Funds:		
	Firm Commitment/Award Date:		
5.	Other		
	Source of Funds:		
	Firm Commitment/Award Date:		
C.	Environmental Review Completed		
D.	HUD Authority to Use Grant Funds Issued		
E.	City Council funding appropriation approval		
F.	Plans Submitted to the City		
G.	Building Permits Issued		
H.	Notice to Proceed Issued		
I.	Start of Construction		
J.	Completion of Construction		
K.	Estimated Placed-in-Service Date		
L.	Estimated Lease-Up Date		

CONSTRUCTION FINANCING SUMMARY

Please specify the source(s) for all Construction Funds, inclusive of loan, grant, and other subsidy sources that are equal to 100% of the construction uses specified in the development proforma.

NOTE: If firm commitments are not available, identify the sources you plan to approach and describe your history of successfully obtaining funds from them in the past. If funding sources are identified to which you have not applied in the past, please describe your rationale for applying to them for this project.

Where funding commitments are in place, please provide documentation supporting the availability of construction funds for the project.

Uses of Funds / Total Development Cost	Amount	Source of Construction Funding
Site Work Costs		
Construction / Rehabilitation Costs		
Architectural / Engineering Costs		
Other Owner Construction Related Costs		
Construction Interest		
Other Interim Financing Costs		
Total Construction Costs		

DEVELOPER PROJECTS UNDER DEVELOPMENT

Project Name:	Date:
Developer:	

Please list all housing projects that are currently under development (attach additional pages as necessary):

	Project Name and Address	New Construction	Rehabilitation	Funding			Number of Total Units	Estimated % Completed	Estimated Completion Date	Multi-Family	Single Family
				HUD	LIHTC	Other					
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
TOTALS											

DEVELOPER EXPERIENCE

Project Name:	Date:
Developer:	

Please list the affordable housing developments that you have completed:

	Project Name and Address	New Construction	Rehabilitation	Funding			Number of Total Units	Number of Affordable Units	Date Placed in Service	Multi-Family	Single Family
				HUD	LIHTC	Other					
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
TOTALS											

Development Experience:

Where the development team experience reflected in the previous table is not consistent with the experience required for the project being proposed, please provide details regarding how you plan to gain expertise in the proposed program, in order to ensure that the team is competent in developing and managing the property in compliance with program requirements.

Describe proposed actions:

Consolidated Plan Compliance:

Please provide a description of how the proposed project is consistent with the City's Consolidated Plan Strategic Plan goals.

Prior Foreclosure:

Developer/Co-Developer must list any projects they have owned or developed that has received a notice of default prior to foreclosure that has not been cured, is in the process of foreclosure, or has been fully foreclosed upon while the Applicant, Developer, general partner (or Person with a Controlling Interest in any of these entities) has/had an interest and/or involvement in the project and acknowledge the disclosures regarding the foreclosed property are accurate.

Project Name:	Project Address:
Project Name:	Project Address:

Removal by Development Team Member:

Developer/Co-Developer must list any projects previously awarded Federal, City, or Tax Credit funding within the last five (5) years in which they were terminated or removed by any other member of the Development Team.

Project Name:	Project Address:
Project Name:	Project Address:

<p>Fraud and Misrepresentation:</p> <p>Developer/Co-Developer must list any conviction, current indictment or complaint, or circumstances where it has been found liable, or is currently accused of fraud, in this State or any other State, or misrepresentation relating to: (a) issuance of securities; (b) the development, construction, operation or management of a Tax Credit or other government subsidized housing program; (c) the conduct of the business of the Developer, general partner or any Person with a Controlling Interest in either such party in any administrative or other proceeding; or (d) any filing with the Internal Revenue Service in any State.</p>
1.
2.

<p>Qualifying Non-Profit Organization:</p> <p><input type="checkbox"/> The qualifying non-profit is the sole developer for this project</p> <p>If the qualifying non-profit is not the sole developer, please provide a description of the non-profit's participation in the development, operation, and management of the project:</p>
<p>If the qualifying non-profit is not the sole developer for this project, will the non-profit hold a 51% or greater interest in the General Partnership, or if a Partnership, or an LLC, will it be the Managing Member?</p> <p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>

The undersigned hereby certifies that the statements made in this attachment are true, correct and complete.

Developer Name:	
Developer Signature:	Title:
Printed Name:	

Co-Developer Name:	
Co-Developer Signature:	Title:
Printed Name:	

AUTHORIZATION FOR RELEASE OF DEVELOPER TEAM INFORMATION

The form is to be completed and submitted for each member of the development team as reflected in Attachment "D".

To complete this form, please enter the required information and signature in the lower table. The upper table with be completed by the City.

Project Name:
Developer Team Member Company:

We hereby request and authorize you to release to the City of Hawthorne, California (City) any information regarding the Developer listed above, as it relates to their performance in the development and operation of housing under a federal, Low-Income Housing Tax Credit, State, local or other governmental agency assisted activity, inclusive of curing of or failure to cure any project non-compliance, and an formal/informal action by your agency as it relates to the aforementioned entities' assisted development. Any other development data that would be relevant to the City in its assessment of their development experience and compliance record would be appreciated.

Developer Team Member Company Name:	
Developer Team Member Signature:	Date:
Printed Name:	Title:

DEVELOPER REFERENCES

Please provide contact information for a minimum of three (3) references:

Project Name:	
Project Address:	
Referral Firm:	Developer Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact Person email:

Project Name:	
Project Address:	
Referral Firm:	Developer Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact Person email:

Project Name:	
Project Address:	
Referral Firm:	Developer Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact Person email:

DEVELOPER REFERENCES

Project Name:	
Project Address:	
Referral Firm:	Developer Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact Person email:
Project Name:	
Project Address:	
Referral Firm:	Developer Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact Person email:
Project Name:	
Project Address:	
Referral Firm:	Developer Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact Person email:

DEVELOPMENT TEAM

Project Name:	Date:
Developer:	

APPLICANT	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:
List all owners, officers, and affiliates of the General Contractor with controlling interest or that hold percentages of equity (indicate respective percentages):	

OWNER	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:
List all owners, officers, and affiliates of the General Contractor with controlling interest or that hold percentages of equity (indicate respective percentages):	

GENERAL PARTNER or MANAGING MEMBER	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:
List all owners, officers, and affiliates of the General Contractor with controlling interest or that hold percentages of equity (indicate respective percentages):	

DEVELOPER	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:
List all owners, officers, and affiliates of the General Contractor with controlling interest or that hold percentages of equity (indicate respective percentages):	

CO-DEVELOPER	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:
List all owners, officers, and affiliates of the General Contractor with controlling interest or that hold percentages of equity (indicate respective percentages):	

DEVELOPMENT CONSULTANT	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:
List all owners, officers, and affiliates of the General Contractor with controlling interest or that hold percentages of equity (indicate respective percentages):	

GENERAL CONTRACTOR	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:
List all owners, officers, and affiliates of the General Contractor with controlling interest or that hold percentages of equity (indicate respective percentages):	

ENERGY CONSULTANT	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:

ARCHITECT	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:

MANAGEMENT COMPANY	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:

SYNDICATOR	
Name:	Phone:
Address::	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact person email address:

<p>Describe the process for assembling the Development Team:</p>
--

Describe any direct or indirect financial or other interest any member of the development team may have with another member of the development team or between any of the parties involved in the acquisition, construction, refinancing, rehabilitation, or management of this project:

Provide a narrative description of the Team's organizational capacity and the role to be play be each key member:

DEVELOPMENT TEAM RESUMES

Attach resumes behind this coversheet for each member of the Development Team.

MANAGEMENT TEAM INFORMATION

Project Name:	Date:
Management Company Name:	

Please list the affordable housing developments that the management company is managing:

Project Name and Address	New Construction	Rehabilitation	Funding			Number of Total Units	Number of Affordable Units	Date Placed in Service	Multi-Family	Single Family
			HUD	LIHTC	Other					
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
TOTALS										

AUTHORIZATION FOR RELEASE OF MANAGEMENT COMPANY INFORMATION

Project Name:
Management Company Name:

We hereby request and authorize you to release to the City of Hawthorne, California (City) any information regarding the Management Company listed above, as it relates to their performance in the development and operation of housing under a federal, Low-Income Housing Tax Credit, State, local or other governmental agency assisted activity, inclusive of curing of or failure to cure any project non-compliance, and an formal/informal action by your agency as it relates to the aforementioned entities' assisted development. Any other development data that would be relevant to the City in its assessment of their development experience and compliance record would be appreciated.

Management Company Name:	
Management Company Signature:	Date:
Printed Name:	Title:

MANAGEMENT COMPANY REFERENCES

Please provide contact information for a minimum of three (3) references:

Project Name:	
Project Address:	
Referral Firm:	Management Company Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact Person email:

Project Name:	
Project Address:	
Referral Firm:	Management Company Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:
Contact Person Phone Number:	Contact Person email:

Project Name:	
Project Address:	
Referral Firm:	Management Company Relationship to Referral:
Firm Address:	
Contact Person:	Contact Person Title:

ATTACHMENT "F"

Contact Person Phone Number:	Contact Person email:

DEBARMENT, SUSPENSION, INELIGIBILITY AND EXCLUSION CERTIFICATION

I certify that the agency has not been debarred, suspended or otherwise found ineligible to receive funds by any agency of the executive branch of the federal government.

I further certify that should any notice of debarment, suspension, ineligibility or exclusion be received by the agency, the City of Hawthorne, Housing Department will be notified immediately.

Applicant:	
Typed Name Authorized Board Official:	Title:
Signature of Authorized Board Official:	Date Signed:

Approved by OMB
0348-0046

City of Hawthorne – Housing Department
Attachment "H" - Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award</p>	<p>3. Report Type: a. initial filing _____ b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:</p> <p>Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503



APPLICATION HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) CERTIFICATION

HOME PROGRAM OVERVIEW

The City of Hawthorne (City) is a recipient of federal Department of Housing and Urban Development (HUD), HOME Investment Partnerships Program (HOME) funding, authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. HOME funding is provided to states and participating jurisdictions to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.

This application is for non-profit organizations in the Southern California area that wish to qualify as a City of Hawthorne Community Housing Development Organization (CHDO).

The City of Hawthorne invests in their CHDOs by providing funding opportunities through its HOME Investment Partnerships Program (HOME) allocation. A Hawthorne certified CHDO has the opportunity to apply for HOME funding assistance not available to other applicants.

A Community Housing Development Organization (CHDO) is a private nonprofit, community-based service organization that when undertaking development activities as a developer or sponsor has employees (paid staff) with the demonstrated capacity to develop or sponsor affordable housing for the community it serves. The definition of a CHDO, as well as other regulations regarding CHDOs, can be found in the Code of Federal Regulations Title 24, Part 92. To be certified as a CHDO, the non-profit organization must:

1. meet HUD's legal and regulatory requirements for designation as a CHDO; and
2. submit a completed CHDO application for consideration and be approved by the City of Hawthorne.

Upon approval as a CHDO, additional criteria regarding proposing and providing affordable housing development project(s) in compliance with HOME requirements must be met. All existing Hawthorne approved CHDOs must be recertified whenever additional HOME CHDO funding is to be provided.

CHDO ELIGIBILITY CRITERIA

The CHDO eligibility criteria include legal status, organizational structure, capacity, experience, and financial standards as described below:

Legal Status:

A CHDO seeking certification or recertification must:

1. Be organized under state/local laws;
2. Have among its purposes, the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in either its:
 - A. charter,
 - B. articles of incorporation,

- C. by-laws, or
 - D. a resolution of the CHDO's Board of Directors.
3. Assure that no part of the CHDO's net earnings may benefit any members, founders, contributors or individuals.
 4. Have a clearly defined geographic service area, and have 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. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.
 5. Have proof of nonprofit status: A CHDO must have received a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1), 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 (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of "community housing development organization."
 6. Not be 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. An organization that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity.

Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization. Other restrictions on the participation of public officials on the boards of nonprofit organizations seeking public funds apply and CHDOs must observe conflict-of-interest policies. Low income residents/representatives who work for the awarding participating jurisdiction in any capacity must be considered public sector representatives.

7. Be neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:
 - A. 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.
 - B. 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;
 - C. The community housing development organization must be free to contract for goods and services from vendors of its own choosing; and
 - D. The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization.

Organizational Structure:

At the time of application, a CHDO seeking certification/recertification or as a CHDO must maintain accountability to low-income residents by:

1. Having a governing board wherein at least 1/3 of the governing board must be:
 - A. residents of low-income neighborhoods (neighborhoods where 51% or more of the residents are low-income); or
 - B. other low-income residents of the community (low income defined as having an annual income of less than 80% of the area median income). If the individual does not live in a low income neighborhood, the CHDO or the resident will need to certify that they qualify as low income; or
 - C. elected representatives of low-income neighborhood organizations whose primary purpose is to serve the interests of the neighborhood residents (i.e., block groups, town watch groups, civic associations, neighborhood church groups, etc.).

2. Provide a written process for low-income program beneficiaries to advise the CHDO:

Input from the low-income community is not accomplished only by having low-income representation on the board. The CHDO must also provide a formal, written process for low-income program beneficiaries to advise the CHDO on design, siting, development, and management of affordable housing. The process must be described clearly and it must be included in the organization's bylaws or through a board resolution. CHDOs must establish systems for community involvement in parts of their service areas where housing development is planned but which are not represented on their boards.

Applicants are required to provide a copy of their formal process for low-income, program beneficiaries to advise the organization in decisions regarding design, siting, development, and management of affordable housing projects. This description should include the role that the CHDO's low-income program beneficiaries and tenants have taken in the designing, location of sites, and development and management of its affordable housing project(s) and the process the CHDO has taken in securing input from the persons in its target area.

The applicant will be asked to detail the steps the CHDO will take or has taken to include residents in their service areas which do not have representatives on their board. Dates and locations of public meetings/forums held in their target area within the last twelve (12) months to receive input and evidence of community support (i.e., letter of support from businesses, neighborhood associations, neighborhood groups) will be requested.

Balance of the Board Members:

The HOME program does not set any other limits on the balance of the composition of a CHDO's governing board and the remaining seats may be filled by a wide variety of individuals.

Capacity and Experience:

A CHDO seeking certification/recertification as a CHDO must demonstrate capacity to carry out HOME-assisted activities with experienced staff that have successfully completed similar projects, which draws a distinction between development, management of rental housing and development, and/or sale of housing for first-time homebuyers.

Where the CHDO will serve as a developer or sponsor, consultants, volunteers, or donated services may not be substituted for CHDO employees in meeting this requirement. For its first year of funding as a CHDO, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization.

Where a CHDO will own housing, it must demonstrate capacity to act as owner of a project and meet the requirements of 24 CFR 92.300(a)(2). A CHDO does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization.

The intent of the CHDO capacity building requirement is for the CHDO to develop its own professional staff. As a result, the consulting staff cannot be municipal, county or state employees or consultants (paid or volunteer) not planning to train the CHDO’s key staff to do their own housing development. Should CHDOs wish to share staffs with other nonprofits, a written formal agreement outlining the work to be undertaken and the service period must be in place. Such agreements do not alleviate the need for the CHDO to have its own staff.

Financial Standards:

A CHDO seeking certification/recertification as a CHDO must have financial accountability standards that conform to the requirements of 2 CFR 200.302 and 24 CFR 200.303.

ADDITIONAL CHDO REQUIREMENTS

All CHDOs are responsible for compliance with all applicable provisions of the HOME regulations at 24 CFR Part 92, inclusive of all federal requirements provided therein.

All applicants requesting certification are required to complete the self-evaluation which is part of the criteria for funding.

If your organization meets the qualifying criteria and wants to apply for designation as a CHDO, the Hawthorne Application for HOME CHDO Certification must be submitted. All required application documents must be submitted each year, or at the time of requesting additional CHDO funding, even if the entity has previously been certified as a City of Hawthorne CHDO, has previously submitted copies of these documents, and/or the information in the documents has not changed.

For additional information regarding the role of CHDOs, eligibility requirements, and explanations of regulations, please contact Kimberly Mack at (310) 349-1603, or review the following:

<https://files.hudexchange.info/resources/documents/Building-HOME-Chapter-3-CHDO-Requirements-and-Activities.pdf>

<https://www.hudexchange.info/home/topics/chdo>

**CITY OF HAWTHORNE
CHDO CERTIFICATION
APPLICATION INSTRUCTIONS**

IMPORTANT INFORMATION:

Community Housing Development Organizations (CHDOs) must meet all qualifying criteria regarding legal status, organizational structure, financial requirements, and capacity and experience to be certified or recertified. Although an agency may meet all of the qualifying criteria, the status of CHDO is not guaranteed and is at the sole discretion of the City of Hawthorne.

Agencies that are currently receiving CDBG or HOME funds, who are also applying for additional HOME funds, must be in compliance with all terms of those current agreement(s) and must not have any outstanding audit findings, monitoring findings or concerns as determined by the City of Hawthorne.

Applicants that meet the criteria for designation as a CHDO are not guaranteed an award of CHDO funds.

Nonprofit agencies must have an active Board of Directors documented by submitting an attendance list of board meetings for the previous 12 months and must submit a board membership list with their application.

Non-profit applicants must submit an applicant certification form (included in the application) signed by the Chairperson or President of the Board of Directors with a copy of the minutes of the meeting authorizing the submittal of the application attachment.

The applicant may be ineligible to apply for current funds if, in City of Hawthorne's discretion, the applicant has demonstrated a documented untimely or poor use of previously awarded HOME funds.

The applicant shall not exclude any organization or individual from participation under any project/program funded in whole or in part by HOME funds on the grounds of age, disability, race, creed, color, national origin, familial status, religion or sex.

Applicants are required to possess and submit a DUNS number as a part of their application, and to also have their DUNS number currently registered with the U.S. General Services Administration (GSA) System for Award Management (SAM). (<http://fedgov.dnb.com/webform/displayHomePage.do>).

No applicant, clients or contractors that have been suspended or debarred under the HOME or any other federal program may receive HOME funds (please refer to the U.S. General Services Administration (GSA) System for Award Management (SAM) at: <https://sam.gov/SAM/>

ORGANIZATION OF THE APPLICATION SUBMISSION:

The City of Hawthorne CHDO Application may be obtained by contacting Kimberly Mack at (310) 349-1603. If you require more space than is allowed by any form, you may add additional pages to the applicable section as needed. Applications must be submitted as follows to be considered complete:

1. Applications must be typed or legibly printed in black ink.
2. Applications must be single sided on 8.5" X 11" white paper which can be photocopied clearly.
3. Sections must contain within a three-ring binder and be divided/designated with tabbed dividers. Please use numbered tabs for the designated sections only. **Do not insert additional tabs or information not requested in the application.**
 - A. Tab 1 – Letter of submittal on organization letterhead

- B. Tab 2 – Applicant Certification Information
 - C. Tab 3 – CHDO self-evaluation of applications and operating funds allocation criteria
 - D. Tab 4 – CHDO Corporate Documents
 - E. Tab 5 – Applicant Information
 - F. Tab 6 – Applicant/Organization Description
 - G. Tab 7 – Financial Information
 - H. Tab 8 – Additional documents/certifications
 - I. Tab 9 – Additional CHDO Information
4. All required documents must be submitted along with the completed application under the appropriate tab section.
 5. Applications must include all applicable certifications with signatures.
 6. If a section requires more than just checking a box, do not leave the section blank. If the section does not apply, please enter "N/A". Sections left blank will constitute an incomplete application.
 7. Submit two (2) original, full applications, with original signatures and required documents, each in a separate clearly labeled three-ring binder with properly tabbed dividers.

Late and/or incomplete applications and/or applications which are not submitted in the proper format will not be considered. Any instructions required to complete a section will be found in that section. If you have any questions or problems completing the application please contact Kimberly Mack at (310) 349-1603.

TAB 1

**LETTER OF SUBMITTAL ON APPLICANT LETTERHEAD AND
SIGNED BY THE PRESIDENT/CHAIRPERSON OF THE BOARD**

TAB 2

**APPLICANT CERTIFICATION INFORMATION
APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION COMPLETED AND
SIGNED BY THE APPROPRIATE INDIVIDUALS**

1. Please attach to this certification a copy of the Minutes of the Board or a Board Resolution from the applicant's governing body authorizing the submission of this application and identifying the authorized signer for the organization.
2. For newly created organizations formed by local churches, service or community organizations, please attach a statement that documents that its parent organization has at least one year of experience in serving the community.

The applicant hereby certifies that to the best of his/her knowledge, all information submitted as part of this application is true and accurate. The applicant acknowledges that all documentation supporting the information in the application is on file in the applicant's offices and available for review by City of Hawthorne staff during normal business hours. The applicant understands that failure to provide any of the documentation necessary to support the information in this application may result in processing delays, or in denial of the application request.

If HOME project funding is subsequently approved, the information in this application may be incorporated as part of an agreement and may be used to monitor performance of the project/program. The applicant additionally agrees that if an agreement is executed, the applicant will comply with all contract and HOME funding requirements.

CHDO Name:	
Federal Tax ID Number (must be provided):	DUNS Number (must be provided):

Signature of Authorized Official:	Date:
Type/Print Name of Authorized Official:	Title:
Phone Number:	email address:

Signature of Board Chairman/Executive Director of Applicant Organization:	Date:
Type/Print Name of Chairperson/Executive Director	Title:
Phone Number:	email address:

TAB 3

CHDO SELF- EVALUATION OF CHDO CERTIFICATION CRITERIA

Applicants for CHDO certification must meet all minimum threshold criteria for certification required by the U.S. Department of Housing and Urban Development (HUD) for certification of all CHDOs. City of Hawthorne staff will review applications to determine if an applicant meets the minimum criteria for certification.

Listed below are the minimum criteria to be certified as a CHDO. Please review these carefully before completing and submitting the application and check those that apply. If an applicant does not meet the minimum requirements, the applicant cannot be certified, and the City of Hawthorne will not perform any further review of the application.

HUD CHDO CERTIFICATION CRITERIA

Check those areas that are applicable to the applying organization

I. LEGAL STATUS	
<input type="checkbox"/>	<p>The nonprofit organization is organized under State or local laws, as evidenced by:</p> <p><input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation</p> <p>Indicate applicable Page or Section Number: ____</p>
<input type="checkbox"/>	<p>No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:</p> <p><input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation</p> <p>Indicate applicable Page or Section Number: ____</p>
<input type="checkbox"/>	<p>Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986, 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 (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of a CHDO, as evidenced by:</p> <p><input type="checkbox"/> 501(c)(3) or (4) Certificate from the IRS. <input type="checkbox"/> Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by a group exemption letter from the IRS that includes the CHDO. <input type="checkbox"/> a group 501(c)(3) Certificate from the IRS (for local organizations which are a subordinate of a central organization non-profit under Sect. 905</p>
<input type="checkbox"/>	<p>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:</p> <p><input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> By-laws <input type="checkbox"/> Resolutions</p> <p>Indicate applicable Page or Section Number: ____</p>

II. CAPACITY		
<input type="checkbox"/>	Conforms to the financial accountability standards of 2 CFR Part 200, as evidenced by:	<input type="checkbox"/> a notarized statement by the president or chief financial officer of the organization <input type="checkbox"/> a certification from a Certified Public Accountant <input type="checkbox"/> a HUD approved audit summary
<input type="checkbox"/>	Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:	<p>For a CHDO undertaking development activities as a developer or sponsor:</p> <input type="checkbox"/> resumes and/or statements that describe the experience of key paid employees who have successfully completed projects similar to those to be assisted with HOME funds (demonstrating capacity cannot be met based on any person who is a volunteer or whose services are donated by another organization), OR <input type="checkbox"/> contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization. Note that this option is only available to a CHDO for their first year of funding.
<input type="checkbox"/>	Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:	<input type="checkbox"/> a statement that documents at least one year of experience in serving the community, OR <input type="checkbox"/> for newly created organizations formed by local churches, service or community 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 provides 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, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other official of the organization.

III. ORGANIZATIONAL STRUCTURE		
<input type="checkbox"/>	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:	<input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: ____
<input type="checkbox"/>	Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects, as evidenced by:	<input type="checkbox"/> the organization's By-laws, <input type="checkbox"/> Resolutions <input type="checkbox"/> a written statement of operating procedures approved by the governing body Indicate applicable Page or Section Number: ____
<input type="checkbox"/>	<input type="checkbox"/> N/A – 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 not controlled by a governmental entity. <input type="checkbox"/> A CHDO cannot be a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and cannot be controlled by a governmental entity. A CHDO may be created by a governmental entity, but all of the following restrictions apply:	(1) the governmental entity may not appoint more than one-third of the membership of the organization's governing body as evidenced by the organization's: <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: ____ (2) the board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the organization's: <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: ____ (3) no more than one-third of the governing board members are public officials or employees of the governmental entity, as evidenced by the organization's: <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: ____ (4) no officers or employees of a governmental entity may be officers or employees of the CHDO, as evidenced by the organization's: <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: ____

<input type="checkbox"/>	<input type="checkbox"/> N/A – Not created by a for-profit entity If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members; and the officers and employees of the for-profit entity may not be officers or employees of the CHDO, as evidenced by the CHDO's:	<input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: ____
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IV.	RELATIONSHIP WITH FOR-PROFIT ENTITIES	
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<input type="checkbox"/>	The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:	<input type="checkbox"/> the organization's By-laws <input type="checkbox"/> a Memorandum of Understanding (MOU) Indicate applicable Page or Section Number: ____ or provide a copy of MOU
<input type="checkbox"/>	A Community Housing Development Organization may be sponsored or created by a for-profit entity, however:	(1) 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, as evidenced in: <input type="checkbox"/> the for-profit organization's By-laws <p style="text-align: center;">AND;</p> (2) the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's: <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: ____

TAB 4

Please attach copies of all of the following:

1. A copy of your Articles of Incorporation, Charter, and By-laws.
2. Any pertinent resolutions which may impact the review and consideration of your CHDO application.
3. A copy of your 501(c)(3) or (4) Certificate from the IRS, or if qualified under a central organization non-profit under IRS Section 905 – a group 501(c)(3) Certificate from the IRS.

TAB 5

APPLICANT INFORMATION

APPLICANT INFORMATION (CHDO)	
Applicant Organization Name:	
Address:	
Phone Number:	email address:

Please provide the following information for the person responsible for completing this application who will be available and responsible for answering questions relating to the information provided:

Name:
Title:
Submitting Agency/Organization, if other than Applicant organization:
Mailing Address:
Phone Number:
e-Mail Address:

Please define your geographic service area:
If certified as a CHDO by another entity, please indicate the entity(ies) and the geographical service area(s) served:

TAB 6

APPLICANT/ORGANIZATION DESCRIPTION

Please provide the information requested below. If a document is required, include the document under this tab.

1. Provide an Organizational Chart for the CHDO

Be sure to include all positions that provide housing development or housing operation related activities for the CHDO. If the organization has an agreement to use another agency's staff, indicate in the organization chart how this staff relates to the CHDO staff.

2. Provide a list of all CHDO staff members that will serve a role in a potential HOME funded project (paid or volunteer)

Note the key staff members and provide resumes for each. Resumes should indicate the experience and activities of the key staff members that relate directly to successfully completing housing development projects similar to those anticipated to be assisted with HOME funds. If the staff member(s) has/have worked on previous HOME funded projects for the CHDO, please indicate the project, and the respective role(s) played and activities of that staff member in the project.

3. Provide the name, title and contact information for the staff person responsible for development projects and compliance with HOME and other federal regulation compliance

Provide documentation of this person's experience or training directly related to the implementation of the HOME program.

4. Describe the make-up of your CHDO Board, indicating the specific types of experience and expertise in housing development that each member brings to the board that will assist the CHDO in meeting its housing goals.

Include a Board Membership List, and a signed Member Designation Form (found at the end of this tab) for each member of the Board. If the member is representing a low income group, provide documentation (minutes of a meeting, resolution by the board of the group being represented) that the member is an "elected" representative of that board or group.

5. Provide a Copy of All Agendas and Minutes for Agency Board Meetings Over The Last 12 Months.

6. Provide a copy of your formal process for low-income, program beneficiaries to advise the organization in decisions regarding design, siting, development, and management of affordable housing projects.

This description should include the role your low-income program beneficiaries and tenants have taken in the designing, location of sites, and development and management of your CHDOs affordable housing project(s) and the efforts the CHDO has undertaken for securing input from the persons in your target area.

In the process of developing a housing project/program, detail the steps the CHDO takes to include residents in their service areas which do not have representatives on their board. Provide the dates and location of public meetings/forums held in your target area within the last twelve (12) months to receive input and evidence of community support (i.e., letter of support from businesses, neighborhood associations, groups). If you are anticipating submitting a project during the next 12 month period, describe how surrounding property owners were or will be notified and what their role was/will be in the design, siting, development, and management of affordable housing projects.

7. Has the CHDO utilized financial and/or other partnerships to build development capacity over the last twelve months?

Please list these partnerships, LLCs, LLPs, and/or other legal entities and their members and provide a copy of the partnership agreement, memo of understanding, and/or documentation as to the role the CHDO plays in the partnership(s). These documents may be provided electronically on CDs or floppy disks.

8. How has/will the CHDO work to expand its housing development capacity through attendance at workshops and trainings?

What trainings/workshops did staff and or the CHDO board members attend within the last year? Which staff/board members attended these trainings/workshops? Provide documentation (such as certificates, agendas, dates/training organization, etc.) of attendance.

What HUD sponsored HOME or other trainings/workshops has your staff attended within the past three years? Which staff/board members attended these trainings/workshops? Provide documentation (such as certificates, agendas, etc.) of attendance.

What future workshops or training opportunities would the CHDO like to have available to them? Have you allocated money in your budget for training (be sure to also include this under your budget)?

9. Is the CHDO sponsored by a non-profit/charity, by a religious organization, by a local/state government and public agency, or by a for-profit corporation? If so, describe the relationship of the CHDO to that sponsor.

BOARD MEMBERSHIP LIST

CHDO Name: _____

Board Member Name	Home Address (Principal Residence)	Employer (If unemployed, please specify)	Select the appropriate category (one only) for each Board Member (Remember to attach supporting documentation)					Term Expiration Date
			Low Income Household (at or below 80% of AMI)	Resident of Low Income Neighborhood	Elected Rep of Low Income Neighborhood Organization	Public Official, Employee, Appointee	Private Sector	
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

By my signature below, I hereby certify that the above listing of current active board members is true and accurate:

Board President Signature: _____ Date: _____

MEMBER DESIGNATION FORM

(This form must be completed by each Member of the Board).

1. I am a low-income resident of the community. Low-income resident must have a household income at or below the 80% of the area median household income for the area in which he or she lives, according to HUD. (Community can mean neighborhood, the city, county, or metropolitan area)*

2. I am a resident of a low-income neighborhood. A low-income neighborhood is an area where 51% or more of the households in that Census tract have incomes at or below 80% of the area median household income, as defined by HUD. (This does not mean that you must be a low-income person only that your residence is in a low-income neighborhood.) The address of my principal residence is:

3. I am an elected representative of a low-income neighborhood organization. (A low-income neighborhood organization is an organization composed primarily of residents of a low-income neighborhood. Examples of such organizations are: block groups, town watch organizations, civic associations, neighborhood church groups, etc.)

The Name of this organization is: _____

Attached to this designation form is evidence of election (appointment) by the low income members of the organization.

4. I am a representative of the public sector. I am a/an:

- Elected public official
- Appointed public official
- A public/government employee of a public agency or department
- Appointed by a public official to serve on this CHDO

5. I am a representative appointed by the for-profit entity which created or sponsored this CHDO.

6. Other.

*** If you are designated as Low-Income member, please indicate how your eligibility was determined by the CHDO:**

I agree to notify the CHDO board if my representation status as a CHDO board member should change during my tenure on the board. I certify that the information provided above is correct as of the date indicated below:

Board Member Signature

Date

Print Name

Please indicate what housing or development related expertise you bring to the CHDO as a member of the board:

TAB 7

FINANCIAL INFORMATION

Please provide the following:

1. A notarized statement by the board chairman/president or chief financial officer of the organization, or a certification from a certified public account, or a HUD approved audit summary which states that the agency conforms or will conform as a CHDO to the financial accountability standards of the "standards for financial management systems" (2 CFR 200.302 and 2 CFR 200.303).
2. A copy of the most recent audit of the agency.
3. A copy of your most recent full fiscal year budget.

TAB 8

The following documents require signatures and are to be included under this tab:

1. Conflict of Interest Certification
2. Affirmative Fair Housing Marketing Plan Procedures Acknowledgement
3. Application Certifications and Assurances
4. Section 3 Commitment

CONFLICT OF INTEREST CERTIFICATION

I/We certify that I/WE understand and adhere to the conflict of interest provisions for HOME recipients as required by 2 CFR Part 200, and that no exceptions may be made to these provisions (CPD Notice 98-09 – July 14, 1998).

I/We further certify that in accordance with 24 CFR 92.356, that no employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which is receiving HOME funds who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.

I/We additionally certify that no owner, developer, or sponsor of a project assisted with HOME funds (or officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor or immediate family member or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor) whether private, for-profit or nonprofit (including a community housing development organization (CHDO) when acting as an owner, developer, or sponsor) may occupy a HOME-assisted affordable housing unit in a project during the required period of affordability specified in § 92.252(e) or §92.254(a)(4). This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

These conflict of interest prohibitions include but are not limited to any unit benefits or financial assistance associated with HOME projects or programs administered by the applicant, including:

1. Occupancy of a rental housing unit in a HOME-assisted rental project;
2. Receipt of HOME tenant-based rental assistance;
3. Purchase or occupancy of a homebuyer unit in a HOME-assisted project;
4. Receipt of HOME homebuyer acquisition assistance; or
5. Receipt of HOME owner-occupied rehabilitation assistance.

In addition, I/We certify that no member of Congress of the United States, official or employee of HUD, or official or employee of the City of Hawthorne shall be permitted to receive or share any financial or unit benefits arising from the HOME-assisted project or program.

I/We certify that prior to the implementation of the HOME-assisted activity exceptions to these provisions may be requested by the applicant in writing to the City of Hawthorne. If an exception is requested, the applicant certifies that it will demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The applicant understands that the City of Hawthorne may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, and 2 CFR Part 200, as they apply.

Chairman of the Board - Signature

Date

Print Name

**CITY OF HAWTHORNE
AFFIRMATIVE FAIR HOUSING MARKETING PLAN PROCEDURES ACKNOWLEDGEMENT**

STATEMENT OF POLICY

The City of Hawthorne, in accordance with the regulations of the HOME Investment Partnerships Program (HOME) (24 CFR 92.351), has established an "Affirmative Fair Housing Marketing Plan" to ensure that the City and all entities to whom they have allocated HOME or Low Income Housing Trust Funds employ a marketing plan that promotes fair housing and ensures outreach to all potentially eligible households, especially those least likely to apply for assistance.

The City's policy is to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status (persons with children under 18 years of age, including pregnant women), or disability. The procedures followed are intended to further the objectives of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and Executive Order 11063, which prohibits discrimination in the sale, leasing, rent and other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

PROCEDURES

Although the HOME Final Rule regarding the development and adoption of affirmative marketing procedures and requirements apply to rental and homebuyer projects containing five or more HOME-assisted units, regardless of the specific activity the funds finance (e.g., acquisition, rehabilitation, and/or new construction), the City of Hawthorne will apply their affirmative marketing procedures to all programs funded by the City of Hawthorne, such as tenant-based rental assistance, owner-occupied rehabilitation, and down payment assistance only programs.

The City of Hawthorne is committed to the goals of affirmative marketing that will be implemented through the following procedures:

- A. Providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of any client, customer, or resident of any community;
- B. Keeping informed about fair housing laws and practices;
- C. Informing clients and customers about their rights and responsibilities under the fair housing laws by providing verbal and written information;
- D. Evaluating the effectiveness and compliance of all marketing as it relates to fair housing;
- E. Including the Equal Opportunity logo or slogan, and where applicable the accessibility logotype, in all ads, brochures, and written communications to owners and potential tenants;



- F. Displaying the HUD's fair housing posters (at a minimum, English and Spanish versions) in rental offices or other appropriate locations;
- G. Maintaining a database of community contacts and media concerns that can facilitate affirmative marketing and outreach efforts.

ATTACHMENT "I"

- H. Soliciting applications for vacant units from persons in the housing market who are least likely to apply for assistance without the benefit of special out-reach efforts; working with the local public housing authority and other service and housing agencies to distribute information to a wide and diversified population;
- I. Maintaining documentation of all marketing efforts for targeted demographic groups (such as copies of newspaper ads, memos of phone calls, and copies of letters).
- J. Maintaining a record of applicants for vacant units with a general profile of the applicant, how the applicant learned of the vacancy, the outcome of the application, and if rejected, why; maintaining this record for two years or through one compliance audit, whichever is the shorter period of time.
- K. Where changing demographics present challenges when marketing to an eligible population that is of limited English proficiency (LEP), the City of Hawthorne and its funded entities, striving to:
 - 1. Translate its marketing and application materials to serve these populations
 - 2. Hire bi-lingual employees or have quick access to interpreters/translators
 - 3. Work with the language minority-owned print media, radio and television stations
 - 4. Partner with faith-based and community organizations that serve newly arrived immigrants, and
 - 5. Conduct marketing activities at adult-education training centers or during "English as a Second Language" classes.
- L. Requiring all applicants for Hawthorne HOME funds to sign, submit, and adhere to the policies included in the certifications relating to fair housing required in applications packets.

ASSESSMENT

In conjunction with annual on-site compliance reviews, the City of Hawthorne will:

- A. Review and evaluate records of affirmative marketing efforts (advertisements, flyers, and electronic media spots, etc.);
- B. Evaluate outcomes and effectiveness of marketing efforts and provide recommendations for changes as needed.
- C. Evaluate whether good faith efforts have attracted a diversified cross-section of the eligible population.

CORRECTIVE ACTIONS

Failure to meet affirmative marketing requirements will result in the following corrective actions:

- A. For failure to comply, the City of Hawthorne will set a probationary period for compliance, not to exceed six months, during which time the City of Hawthorne will provide more specific guidelines for compliance.
- B. Further failure to comply with the affirmative marketing requirements may result in the withdrawal of HOME support.
- C. Further failure to take appropriate actions to correct discrepancies in affirmative marketing programs may result in steps to recover all invested HOME funds.

We acknowledge and agree with the conditions and requirements of the City of Hawthorne Affirmative Marketing Procedures:

Chairman of the Board Signature

Date

Print Name

APPLICATION CERTIFICATIONS AND ASSURANCES

I/We declare under penalty of perjury that all of the application statements, attachments hereto, are true and correct.

Further, I/We agree that I/we shall meet, and continue to meet, all federal and local CHDO requirements outlined within the application and subsequent funding agreement during the funding timeframe, or the term of any related HOME agreement, whichever is longer, or the City of Hawthorne shall not be required to reimburse or disburse HOME funds.

Further, I/We agree that I/we shall hold the City of Hawthorne, its officers, employees, agents, and representatives harmless from any claims or lawsuits or from any damages that I/we may incur because of any action taken or not taken on this application, and I/we further agree that I/we shall defend and indemnify the City of Hawthorne, its officers, employees, agents, and representatives from and for any claims or lawsuits brought by, or damages paid to, any other persons, parties, or entities because of any action taken or not taken on this application. Such indemnification shall include payment of attorney's fees and costs incurred by the City of Hawthorne, its officers, employees, agents, and representatives for defending, negotiating, and settling such claims or lawsuits.

I/We have read and understand the above and it is complete and acceptable to me/us. I/We further agree to abide by the foregoing conditions and realize that the failure of any or all of these conditions may relieve the City of Hawthorne from any obligations to pay any funds pursuant to the application for assistance.

Chairman of the Board - Signature

Date

Print Name

CHDOs must certify that they will abide by Section 3 and include this clause in all development contracts:



**SECTION 3 CLAUSE
CERTIFICATIONS AND ASSURANCES FOR HOME FUNDING RECIPIENTS**

- A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of 24 CFR Part 92 - HOME Investment Partnership Program and §92.508(7) referencing Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the Section 3 covered project.
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractor and subcontractors, its successors, and assigns to those actions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

I/we hereby certify that I/we will abide with the Section 3 Clause requirements, and include such in all development contracts:

Organization Name:	Project Name:
Signature of Executive Director/Authorized Official:	
Type/Print Name and Title of Authorized Official:	Title:
Phone Number:	Date:



TAB 9

Additional CHDO Information

Please answer the following questions completely and provide any requested information.

1. Provide a brief description of your organization's role(s) in developing affordable housing opportunities in the City of Hawthorne or surrounding communities (developments, programs, etc.) during the last three years. Include the population(s) you serve and the percentage of the population(s) at or below 80% of Area Median Income. Indicate if you serve any special needs populations.

2. Provide a brief description of the specific role(s) and activities your organization anticipated having in developing affordable housing opportunities in the City of Hawthorne during the upcoming year.

3. In the last three years, has your organization done any analyses of the local housing market and the housing needs of low-income households in its service area? If yes, what were the outcomes of the analysis?

4. Describe how your organization will bring a particularly new or unusual approach to meeting the housing needs of low- and moderate-income households. Indicate how these are different or complement existing developments and/or programs.

5. Applicants that are currently receiving CDBG or HOME funds, who are also applying for HOME funds, must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings, Fair Housing issues or concerns, as determined by the City of Hawthorne. If there are current audit/monitoring findings, Fair Housing issues, and/or other concerns, please describe what they are in detail and how they are being addressed?

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