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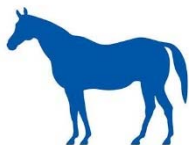
**Community Housing Development  
Organization (CHDO)  
Annual Recertification**

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Lexington-Fayette Urban County Government  
Division of Grants and Special Programs  
200 E. Main Street  
Lexington, KY 40507  
(859) 258-3070

Adopted: October 2017





## CHDO ANNUAL RECERTIFICATION

CHDO ORGANIZATION NAME: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

*Items indicated with an “asterisk” symbol are reminders or helpful tips.*

1. Provide a listing of the CHDO board of directors, including the board member’s name, place of employment, and which sector he/she represents (i.e., public, private or low-income). Keep in mind the requirement that no more than one-third of the board may be comprised of public representatives and at least one-third of the board must be low-income representatives. **Using the form provided**, please include the listing of the board of directors as **Attachment A**.

*Per a regulatory clarification from HUD, a local government employee, school board employee, etc. **does not** have to be counted as a public sector representative if he/she would otherwise qualify as a low-income representative.*

*However, a board member who is employed by any branch or agency of state government is automatically considered a public representative, regardless of his/her income level. Other types of public representatives include elected officials and board members appointed by a public official.*

Attachment A is completed and attached.

2. For the low-income representatives on the board, provide supporting documentation of their eligibility to be a low-income representative. There are three ways a board member can be classified as a low-income representative:
  - ❖ The board member’s gross household income is below 80% of the area median.
  - ❖ The board member is an elected representative of a low-income neighborhood organization. (Refer to page 4 of the CHDO Certification Manual for further guidance).
  - ❖ The board member is a resident of a low-income neighborhood (at least 51% of the residents of the Census tract are below 80% area median income).

**Using the form provided**, please provide the appropriate low-income documentation as **Attachment B**.

Attachment B is completed and attached.

3. Identify the CHDO’s service area. Please ensure that the service area is the same as is identified in the CHDO bylaws.

4. Is the CHDO currently administering a HOME-funded CHDO set-aside project? If so, does the service area of the current project comply with the CHDO's service area as defined in the bylaws?
  
5. Detail the affordable housing activities that have been accomplished or undertaken in the past year, including units assisted with CHDO proceeds (if applicable).
  - ❖ How many units have been produced and/or households assisted? How many households were assisted with CHDO proceeds?
  
  - ❖ Were HOME funds from the CHDO set-aside used in these activities and if so, how? *(Note: to be eligible, CHDO set-aside funds must be used during the construction phase; permanent financing only is ineligible).*

Describe the CHDO's low-income advisory process and the outreach performed to involve the low-income community in the CHDO's decision-making processes.

- ☒ *Having low-income representatives on the board of directors or having "open" board meetings does not satisfy the requirements of the low-income advisory process. The low-income advisory process is designed to report the outreach efforts made by the CHDO to the low-income community and must be adhered to as outlined in the CHDO's bylaws.*
- ❖ In what ways was the low-income advisory process implemented in the past year and what were the results?
  
- ❖ How have the low-income residents and program beneficiaries in your service area been involved with the CHDO to advise on policies and procedures, program design, site location(s), development and management of affordable housing? Please provide specific examples.

❖ Are there any unique approaches you have taken to obtain feedback from low-income people such as the formation of neighborhood advisory councils, tenant committees, etc.?

❖ Discuss any challenges you have encountered in obtaining feedback from the low-income residents and what measures will be pursued to overcome these obstacles.

6. Describe the Fair Housing activities that were undertaken by your organization during the past 12 months.

7. Describe any training or technical assistance that your board or staff members participated in that increased your capacity to develop affordable housing.

8. Please identify any technical assistance or training needs that your organization requires to increase your capacity to develop affordable housing.

9. Provide a narrative of the CHDO's **two-year** strategic business plan.

- ❖ The business plan must be delineated by year, for the next two years. A new, updated document must be submitted with each recertification.
- ❖ It must contain specific, measurable goals regarding affordable housing unit production and number of households to be assisted, as well as other long-range organizational and community development goals of the CHDO.
- ❖ It must identify the funding sources anticipated to accomplish the stated goals.

Include the two-year strategic business plan as **Attachment C**.

- ☒ *"Measurable" goals are ones to which the CHDO can hold itself accountable and easily determine at the end of the year whether or not the goal was accomplished.*