

# NORTH SUBURBAN CONSORTIUM

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*Serving the communities of*  
MALDEN ❖ MEDFORD ❖ ARLINGTON ❖ CHELSEA ❖ EVERETT ❖ MELROSE ❖  
REVERE ❖ WINTHROP

The North Suburban Consortium (“NSC”) is making HOME program funds (under CFR 92.208a) available for operating costs of certified Community Housing Development Organizations (“CHDOs”), for pre-development costs and capacity building. Attached is a description of the eligibility criteria and an application.

## Eligibility Criteria

1. The organization must have its headquarters within the North Suburban Consortium area (Arlington, Medford, Melrose, Malden, Everett, Revere, Chelsea or Winthrop).
2. The organization must receive a CHDO (Re)Certification letter from the NSC. Please complete the NSC CHDO (Re)Certification form and provide necessary documentation for the NSC to recertify you as a CHDO concurrently with your response to this RFP, if not prior.
3. The organization must be able to provide terms and conditions which in the NSC’s judgment demonstrate that the organization can be expected, within 24 months, to identify a specific site and be eligible and prepared for project development financing under the HOME program.
4. The organization must document that grants awarded under this program plus any other HOME funding for operations will not exceed 50% of the organization’s operating budget or \$50,000, whichever is greater, during the year that the award under this program would be utilized. HOME funds used for development projects need not be included in this calculation.

## Eligible Uses of CHDO Operating Funds

CHDO operating funds may be used for reasonable and necessary costs for the operation of the organization. Funds provided under this program will be provided on a *reimbursement* basis. Such costs include, but are not limited to:

1. Salaries, wages and other employee compensation and benefits
2. Employee education, training and travel
3. Rent, utilities, taxes and insurance
4. Supplies, technology costs, contracted services

## Schedule for Awarding Funding

Sept. 1, 2011	Proposals due to Malden Redevelopment Authority
Sept. 1, 2011– Sept. 15, 2011	NSC subcommittee/NSC review
Sept. 22, 2011	NSC decisions announced
Sept. 30, 2011	Funding shall become available for costs incurred between 7/1/2011–6/30/2013

North Suburban Consortium  
Application for Community Housing Development Organization  
("CHDO") Operating Funds

1. Development History and Proposed Project
  - a. Summarize the housing projects completed by the CHDO over the last five years, including number of units, total development costs, sources of financing, project ownership, and management, during and after construction.
  - b. Describe the proposed activities that the HOME CHDO funds would support.
  - c. Provide a description of any proposed housing development projects expected to be undertaken in the next 24 months.
  - d. Provide a 24-month schedule for implementation of a HOME CHDO development project, including 6-month, 12-month, 18-month and 24-month benchmarks. CHDOs that have not made progress toward a development project at 12 months may be deemed ineligible for subsequent year NSC CHDO Operating Expense program funding.
  
2. A copy of your organizations fiscal audit and current operating budget.

Application Deadline: Applications are due by 5:00 PM on Thursday, September 1, 2011. Submit applications to:

Malden Redevelopment Authority  
200 Pleasant Street, 6<sup>th</sup> floor  
Malden, MA 02148  
(781) 324-5720  
Attn: Tanya Hahnel  
[thahnel@maldenredevelopment.com](mailto:thahnel@maldenredevelopment.com)

# NSC CHDO Application Form for (Re)Certification

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The information contained in this application refers to the definition of Community Housing Development organizations (CHDOs) in Subpart A, Section 92.2 of the HOME Final Rule. To expedite the approval process, please make sure you have submitted all the required information.

**If your organization has been previously deemed an eligible CHDO by the North Suburban Consortium, and your Articles of Incorporation, Organizational Charter, and By-Laws have not changed since the last time you were certified, you may have the Executive Director of your organization sign the statement included at the end of this application and only submit the items bolded below.**

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## LEGAL STATUS

- Please submit a copy of your organization's Charter, or current Articles of Incorporation and By-laws.
- **Please submit a copy a current tax exemption letter from the IRS, AND a current copy of your annual information return (form 990 or Form 990-EZ)**
- Your organization must have as part of its mission to provide decent housing that is affordable to low and moderate income people. Please provide evidence of your mission and target area, as stated in your articles of incorporation, charter, by-laws, or a board resolution.
- Your organization must provide 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. To evidence this, please submit either:
  - your organization's by-laws
  - resolutions
  - a written statement of operating procedures approved by the governing body.

## CAPACITY

Your organization must have the ability to demonstrate they have the capacity to carry out the HOME assisted activities in the following ways:

- **Your organization must have standards of accountability that conform to 24 CFR 84.21, "Standards of Financial Management Systems". To demonstrate this, please submit either,**
  - **A notarized statement by the president, or chief financial officer of the organization;**
  - **A certification from a Certified Public Accountant OR**
  - **A HUD approved audit summary**

- Your organization must have a demonstrated capacity for carrying out activities assisted with HOME funds. To meet this requirement, please submit either
  - Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, **OR**
  - 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.
- Your organization must also have a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:
  - A statement that documents at least one year of experience in serving the community, OR
  - 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.

The CHDO, or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organizations. 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 child care facilities. The statement must be signed by the president of the organization or by a HUD approved representative.

#### RELATIONSHIP WITH FOR-PROFIT ENTITIES

NOTE: If the CHDO is created by a for-profit entity, please contact Community Development Staff for guidance.

#### CHDO BOARD

- **Include with this application a list of all Board Members *including name, addresses, phone numbers, and employers.***
- **Identify which board members are residents of low-income neighborhoods, are themselves low-income community residents, or are elected representatives of low-income neighborhoods/organizations.**
- **Also identify any board members who are employed by the public sector (this includes all municipal employees – teachers, firefighters, etc.), or who are appointed by state or local government.**

**Note: Additional documentation required for low-income representatives:**

- **For all low-income representatives on the Board, please provide a signed, self-certification of their income.**
- **For all elected representatives of low-income neighborhoods/organizations, please provide a copy of board resolution from that organization that states a representative of this organization shall be on the board of your CHDO.**

Certification of Unchanged Organizational Documents

Date: \_\_\_\_\_

I certify under penalty of perjury that the by-laws and articles of incorporation of the organization of which I am the Executive Director, \_\_\_\_\_, have not been changed or altered since we received our most recent certification as a CHDO by the North Suburban Consortium.

X \_\_\_\_\_  
(Name of ED)  
(Name of Organization)

Certification of Income – CHDO Board Member

Date: \_\_\_\_\_

I certify under penalty of perjury that my income is \_\_\_\_\_, which is at or below 80% of median family income for a household of my size, which is \_\_\_\_\_.

X \_\_\_\_\_  
(Name)  
Board member of \_\_\_\_\_

	1	2	3	4	5	6	7	8
80% MFI Income Limits	\$44,950	\$51,400	\$57,800	\$64,200	\$69,350	\$74,500	\$79,650	\$84,750

# **CHDO Board Structure Requirements**

## **Board Representation Requirement/Restriction**

### **Community Representatives**

1/3 Minimum

Minimum can be met by:

1. Residents living in low-income neighborhoods
2. Residents who are low-income
3. Elected representatives of low-income neighborhood organizations

Does not include anyone that is a public official (see below).

### **Public Officials**

Maximum of 1/3

*Includes elected officials, appointed public officials, public employees, and board members appointed by a public official.*

### **Sponsored CHDOs**

Nonprofit/Charity Sponsors: No Limits

Religious Organization Sponsors: No Limits

*The nonprofit must be a separate secular entity from the religious organization. Membership must be made available to all persons, regardless of religion or membership criteria.*

Local/State Government or Public Agency Sponsors: Maximum of 1/3

*Includes elected officials, appointed public officials, public employees, and board members appointed by a public official.*

For Profit Sponsors: Maximum of 1/3

*For profit sponsor cannot appoint more than 1/3 of the board. Members appointed by the for profit cannot appoint remaining members.*