

STATEMENT OF QUALIFICATIONS FOR COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO)

The City of Shreveport is requesting Statement of Qualifications from experienced, organizations to become certified as a Community Housing Development Organization (CHDO) as defined in the HOME Investment Partnership (HOME) Program Final Rule, 24 CFR Part 92. A CHDO is a private non-profit, community-based service organization that has obtained or intends to obtain staff with the capacity to develop affordable housing for the community it serves.

The City may set aside more than 15 percent of its HOME funds for housing owned, developed or sponsored by CHDOs. Respondents must have at least three (3) years experience in housing or related activities and have completed a least 10 units of new housing construction and/or at least 15 units of rehabilitation.

Respondents must have the resources to sustain operations until reimbursements are received from the City; have financial accountability standards that conform to the requirements detailed in 24 CFR 92.21, "Standards for Financial Management Systems;" be an independent party, and above any suspicion of having a real or apparent conflict of interest with the City of Shreveport. In addition, the Respondent must adhere to the City's insurance requirements and additional requirements as deemed necessary. Minority and women owned firms are encouraged to apply.

This Statement of Qualification can be obtained at the Department of Community Development, 1237 Murphy Street, Room 314, Shreveport, LA, during regular business hours, beginning Monday, January 11, 2010, 8:30 a. m. through 4:30 p.m. The Statement of Qualification is also posted on the city's website at www.shreveportla.gov.

If interested in applying, please provide one original and four copies no later than 5:00 p. m., Friday, January 22, 2010. All responses shall be directed to Ms. Bonnie Moore, Director, Department of Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 1237 Murphy Street, Room 314, Shreveport, LA, 71101, (318) 673-5900.

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
(CHDO)
CERTIFICATION APPLICATION**

Organization Name: _____

Contact Person: _____ **Title:** _____

Address: _____

Telephone No: _____ **Fax No.** _____

Geographic Boundary of Service Area: _____

Federal Tax ID No: _____ **DUNS No:** _____

I CERTIFY THAT ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT

PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

DATE

Pursuant to 24 CFR, Subpart A. 92.2 (definition of CHDO) of the HOME Regulations, this document must be completed and returned to the Department of Community Development before your organization can be certified as a Community Housing Development Organization (CHDO).

I. LEGAL STATUS:

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- A. The nonprofit organization is organized under State or local laws, as evidenced by:
Charter, **OR**
Articles of Incorporation
- B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:
Charter, **OR**
Articles of Incorporation.
- C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c) (3) or (4) of the Internal Revenue Code of 1986, as evidenced by:
- 501 (c) (3) or (4) Certification from the IRS.

OR

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 organization.

- D. 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:
- Charter,
Articles of Incorporation,
By-laws, **OR**
Resolutions.

II. CAPACITY:

- A. Conforms to the financial accountability standards of 24 CFR 84.21, Standards for Financial Management Systems”, as evidenced by:
- 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.
- B. Has demonstrated a capacity for carrying out activities assisted with HOME funds, as

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evidenced by:

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**

- C. Has a history of serving the community within which housing to be assisted with HOME funds is located, 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 ORGANIZATION 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 are provided (or its parent organization's 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:

- A. 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:

By-Laws,
Charter, **OR**
Articles of Incorporation

Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

- B. 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:

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The organization's By-Laws,
Resolutions, **OR**

A written statement of operating procedures approved by the governing body

- C. The ORGANIZATION may be chartered by a State or local government, but the following restrictions apply: (1) the State or local government may not appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials (including any employees of the PJ), as evidenced by the organization's:

By-laws,
Charter, **OR**
Articles of Incorporation

- D. If the organization 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 organization's governing body, and the board member appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the organization's:

By-Laws,
Charter, **OR**
Articles of Incorporation

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES:

- A. The ORGANIZATION is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidence by:

The organization's By-Laws, **OR**
Memorandum of Understanding (MOU)

- B. A Community Housing Development Organization may be sponsored or created by for-profit entity, however:

- (1) the for-profit entity's primary purpose does not include the development or management of housing, as evidenced:

In the for-profit organization's By-laws; and

- (2) the ORGANIZATION is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by:

By-Laws,
Charter, OR
Articles of Incorporation

Please submit this completed application, together with all requested narrative documents clearly labeled. Official documents should be certified by the Secretary of State, the president or chief executive officer of the organization or the accountant for the organization, as appropriate. All narrative statements should be clear, concise and accurate. **Documentation submitted should include:**

- **a Charter or Articles of Incorporation**
- **a current 501 (c) 3 Determination Letter from the IRS**
- **By-laws**
- **financial accountability certifications**
- **resumes of key staff and Board members**
- **contracts with housing consultants**
- **a historical statement of community service**
- **a statement of income and operating expenses**
- **a statement identifying the configuration and operating policy of the governing Board**
- **a statement identifying relationships with State, local and for-profit entities**
- **audit or certified financial statement (2008 or 2009 only)**

Please forward this application, narrative and documentation to:

Ms. Bonnie Moore, Director
The Department of Community Development
Post Office Box 31109
Shreveport, LA 71130