

**Application for
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
(CHDO)
Certification**



Mobile County, Alabama

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Overview

The National Affordable Housing Act of 1990 (the Act) created the HOME Investment Partnerships Program (HOME). The Act's objectives include promoting partnerships between states, local governments, and nonprofit organizations. A "community housing development organization" (CHDO) is a specific kind of community based nonprofit housing organization defined by the HOME Final Rule (24 CFR Part 92). CHDOs have a distinct and special status within HOME. Each Participating Jurisdiction (PJ) must set-aside at least 15% of its total HOME award each year for specifically for projects that will be owned, developed, or sponsored by CHDOs.

At a high level, the CHDO definition can be grouped into four key elements. To be recognized as a CHDO, an organization must be:

- A legally incorporated tax-exempt nonprofit organization;
- An independent organization free of undue control by for-profit or governmental entities;
- Accountable to the low income community it serves; and
- Capable of undertaking the development of affordable housing.

The evaluation of whether an organization can be designated as a CHDO always takes place in the context of awarding funds from the CHDO set-aside—that is in consideration of a housing project that is being or is likely to be funded. The Rule requires that a PJ certify that an organization meets the CHDO definition "each time it commits funds to the organization."

The evaluation of an organization's capacity, in particular, is closely connected to the organization's role as an "owner," "developer," or "sponsor" of affordable housing. Those terms are carefully defined in the HOME regulation at §92.300(a)(2)-(6) and require that the CHDO be solely in charge of the project.

This application for CHDO Certification was developed to assist the County in evaluating whether or not an organization can be certified as a CHDO. It is intended to accompany an application for project funding and, alone, does not provide all information the County will need to evaluate and underwrite the project itself.

Instructions

Prospective CHDOs should complete Sections 1-4 of this application, sign the certification in Section 5, and provide all applicable required attachments in Section 6. For any required attachment not being submitted, provide an explanation as to why the attachment is not applicable to your organization.

As explained again at the beginning of Section 3, attachments should be highlighted by the prospective CHDO to mark key sections of core organizational documents (for example, highlighting where the Bylaws address limitations on the number of board members who are governmental officials or employees) to aid the County's review.

Section 1: Organization & Key Contacts

Organization Name		Tax ID Number:
		Duns Number:
Mailing Address (include physical address if different from mailing address):		
Name, Title, and Contact Information (phone and email) for the following:		
Organization President/CEO/Executive Director		
Application Contact Person (if different than President/Executive Director)		
Board President (provide personal cell phone and email address, not address of organization)		
This application is being submitted in conjunction with an application for:		
<input type="checkbox"/> Project funding from the CHDO Set-aside		
<input type="checkbox"/> CHDO operating expenses funding		
<input type="checkbox"/> CHDO predevelopment loan		

Section 2: CHDO Role & Project Information

CHDO Role—Indicate the prospective CHDO's role in the proposed project and then complete the corresponding CHDO Role Checklist which must be provided as an attachment to this application.

The prospective CHDO will act as the (choose only one):

- Developer** of homebuyer housing
- Owner** of rental housing
- Developer** of rental housing
- Sponsor** of rental housing—CHDO Affiliate will act as Owner
- Sponsor** of rental housing—CHDO Affiliate will act as Developer
- Sponsor** of rental housing—Turnkey Sponsor

Project Location—Identify the City and County in which the proposed project is located and, include the site address (if known) or major cross streets (e.g. northeast corner of 2nd Avenue and Oak Street or south side of 200 block of East Sunset Lane):

Project Description—Provide a brief description of the project including whether it involves rental or for-sale housing, new construction or rehabilitation. Also describe the overall size, number of structures/building type, income restrictions, population(s) served (e.g. family, senior, special needs, etc.), and other key information.

Section 3: CHDO Definition

In this section, the applicant should indicate which attached document(s) provide evidence for specific threshold criteria. Additionally, the applicant should indicate where in the attached document applicable provision can be found. Finally, as appropriate, highlight the relevant sections of each document. For example:

<p><i>Criterion Met:</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>This box for PJ Use Only</i></p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p><input type="checkbox"/> Articles of Incorporation/Charter;</p> <p><input type="checkbox"/> By-laws; OR Resolutions</p>
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Part A: Legal Status

<p>1. Requirement</p> <p>The nonprofit organization is organized under State or local laws [§92.2 CHDO definition paragraph (1)]</p>	
<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p><input type="checkbox"/> Certificate of Good Standing (if the organization is newly formed and has been existence for less than one year, a Certificate of Existence will suffice) <u>AND</u> one or more of the following:</p> <p><input type="checkbox"/> Articles of Incorporation/Charter</p> <p><input type="checkbox"/> Other: _____</p>
<p><i>PJ Review Notes:</i></p>	

<p>2. Requirement</p> <p>The organization must have among its purposes the provision of decent housing that is affordable to low- and moderate-income people [§92.2 CHDO definition paragraph (7)]</p>	
<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p><input type="checkbox"/> Articles of Incorporation/Charter</p> <p><input type="checkbox"/> By-laws; OR</p> <p><input type="checkbox"/> Resolutions</p>
<p><i>PJ Review Notes:</i></p>	
<p>3. Requirement</p> <p>No part of the organization’s net earnings may inure to the benefit of any member, founder, contributor, or individual [§92.2 CHDO definition paragraph (2)]</p>	
<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p><input type="checkbox"/> Articles of Incorporation/Charter</p>
<p><i>PJ Review Notes:</i></p>	
<p>4. Requirement</p> <p>The organization may not be controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization [§92.2 CHDO definition paragraph (3)]</p>	
<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p><input type="checkbox"/> Articles of Incorporation/Charter;</p> <p><input type="checkbox"/> By-laws,</p> <p><input type="checkbox"/> A Memorandum of Understanding (MOU) with any “parent” organization.</p>
<p><i>PJ Review Notes:</i></p>	

5. Requirement

The organization must be a recognized nonprofit by virtue of:

1. Having a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986; OR
2. Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code; OR
3. Is a wholly-owned entity that is a disregarded entity separate from its owner for tax purposes and is owned by entity with a tax exemption ruling from the IRS under Section 501(c)(3) or 501(c)(4).

[\$92.2 CHDO definition paragraph (4)]

<i>PJ Determination</i> <i>Criterion Met:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Documentation submitted to demonstrate this item:</i> <input type="checkbox"/> 501(c)(3) or (4) ruling or current conditional designation from the IRS; or <input type="checkbox"/> A group exemption letter from the IRS under Section 905 that includes the organization.
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PJ Review Notes:

6. Requirement

The organization may not be a governmental entity such as a participating jurisdiction, other jurisdiction, Indian tribe, public housing agency, Indian housing authority, housing finance agency, redevelopment authority, zoning board or commission **[\$92.2 CHDO definition paragraph (5)]**

<i>PJ Determination</i> <i>Criterion Met:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Documentation submitted to demonstrate this item:</i> <input type="checkbox"/> Articles of Incorporation/Charter
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PJ Review Notes:

Part B: Independence

<p>7. Requirement No more than one-third of the governing board members may be public officials or employees of a governmental entity [§92.2 CHDO definition paragraph (5)]</p>	
<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p><input type="checkbox"/> By-laws, OR</p> <p><input type="checkbox"/> Articles of Incorporation/Charter, AND</p> <p><input type="checkbox"/> Current Board Roster indicating which members, if any, are public officials or employees of government entities</p>
<p><i>PJ Review Notes:</i></p>	
<p>8. Requirement The officers (including elected or appointed officials) or employees of a governmental entity may not be employees of a CHDO. [§92.2 CHDO definition paragraph (5)]</p>	
<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p><input type="checkbox"/> By-laws, or</p> <p><input type="checkbox"/> Articles of Incorporation/Charter</p> <p><input type="checkbox"/> Other: _____; AND</p> <p><input type="checkbox"/> CHDO Staff Roster</p>
<p><i>PJ Review Notes:</i></p>	

9. Requirement

If the organization was created by a governmental entity provided:

- a. The governmental entity may not appoint more than one-third of the membership of the organization's governing body; and**
- b. The board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members. [§92.2 CHDO definition paragraph (5)]**

PJ Determination

Criterion Met:

- Not applicable, organization not created by a gov't entity
- Yes No

Documentation submitted to demonstrate this item:

- Organization [] was [] was not created by a governmental entity as evidenced by:
- By-laws,
- Articles of Incorporation/Charter, **AND**
- Current Board Roster indicating which members, if any, are public officials or employees of government entities along with certifications from all board members as to government official/employee status

PJ Review Notes:

10. Requirement(s)

A CHDO may be sponsored or created by a for-profit entity, provided that

- a. The for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and**
- b. The board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members**
- c. The officers or employees of the sponsoring for-profit entity may not be employees of a CHDO.**

[§92.2 CHDO definition paragraph 3(i) and (ii)]

PJ Determination

Criterion Met:

- Not applicable, organization not created by a for-profit
- Yes No

Documentation submitted to demonstrate this item:

- Organization [] was [] was not created by a for-profit entity as evidenced by:
- By-laws,
- Articles of Incorporation/Charter, **AND**
- Current Board Roster indicating which members, if any, are appointed by a for-profit parent entity

PJ Review Notes:

11. Requirement

A CHDO may be sponsored or created by a for-profit entity, however, the for-profit entity's primary purpose does not include the development or management of housing AND the CHDO is free to contract for goods and services from vendor(s) of its own choosing [§92.2 CHDO definition paragraph (3)(i) and (iii)]

<i>PJ Determination</i> <i>Criterion Met:</i> <input type="checkbox"/> Not applicable, organization not created by a for-profit <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Documentation submitted to demonstrate this item:</i> <input type="checkbox"/> Organization [] was [] was not created by a for-profit entity. If organization was created by a for-profit entity, provide: <input type="checkbox"/> For-profit organization profile and Articles/By-laws <input type="checkbox"/> CHDO's By-laws, <input type="checkbox"/> Articles of Incorporation/Charter, or <input type="checkbox"/> Other: _____
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PJ Review Notes:

Part C: Accountability to Low Income Community

12. Requirement

The organization must have a designated service area (i.e. the “community” in which it produces housing). A community can be a neighborhood or neighborhoods, city, county, metropolitan area, or multi-county area (but not the entire State). [§92.2 CHDO definition paragraph (8)(i)]

<i>PJ Determination</i> <i>Criterion Met:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Documentation submitted to demonstrate this item:</i> <input type="checkbox"/> By-Laws, <input type="checkbox"/> Articles of Incorporation/Charter, OR <input type="checkbox"/> Board Resolution <input type="checkbox"/> Other: _____; AND <input type="checkbox"/> Map/description of service area
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PJ Review Notes:

13. Requirement

The organization must maintain 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 [§92.2 CHDO definition paragraph (8)(i)]

PJ Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

- By-Laws,
- Articles of Incorporation/Charter, **AND**
- Current Board Roster indicating which members meet this criterion along with documentation of each such board member's qualification (e.g. certification of low income status, documentation of home address in low income community, appointment by low income neighborhood organization)

PJ Review Notes:

14. Requirement

The organization must have a formally adopted 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 [§92.2 CHDO definition paragraph (8)(ii)]

PJ Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

- By-laws, OR
- Resolutions, OR
- A written statement of operating procedures approved by the governing body, AND
- Statement signed by the president or chief executive officer describing input sought and received on the current project proposal
- Other: _____

PJ Review Notes:

15. Requirement

The organization must have a history of serving the community within which housing to be assisted with HOME funds is to be located [§92.2 CHDO definition paragraph (10)]

The prospective CHDO or its parent organization must be able to show one year of serving the community prior to the date the PJ provides HOME funds to the organization. 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.

PJ Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

- A statement that documents at least one year of experience in serving the community by the organization, or if newly formed, by the organization's nonprofit parent organization
- Other: _____

PJ Review Notes:

Part D: Capacity

16. Requirement

The organization must conform to the financial accountability standards of 2 CFR 200.302 and 200.303 [§92.2 CHDO definition paragraph (6)]

PJ Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

- 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.

PJ Review Notes:

<p>17. Requirement</p> <p>The organization must have demonstrated capacity appropriate to the organization’s role under §92.300 and to the nature of the proposed or anticipated project. This capacity must be satisfied by having paid employees with housing experience appropriate to the project or, for the first year of funding as a CHDO, by having a qualified consultant who will train the organization’s paid employees. [§92.2 CHDO definition paragraph (9)]</p>	
<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p><input type="checkbox"/> Project description from proposal/application</p> <p><input type="checkbox"/> CHDO Staff Roster, with attachments of:</p> <ul style="list-style-type: none"> ○ Resumes/description of experience for staff assigned to development project ○ Include W-2s for identified staff, or in the absence of W-2s, copies of the employment contract between the CHDO and the employee (Social Security No. may be blacked out.)
<p><i>PJ Review Notes:</i></p>	

Section 4: Certification

<p>As the Board President of the organization named in Section 1 of this application for CHDO Certification, I hereby certify that all the information contained in this application is true and correct and that accurate versions of required attachments have been provided as part of this application. I acknowledge that submission of materially false or misleading information is grounds for rejection of this application and any related project funding application. Further, I certify that the submission of this application has been approved by a two-thirds vote of the Board of Directors.</p>	
<p>Signature:</p>	<p>Date:</p>
<p>Printed Name:</p>	

Section 5: PJ Preliminary Determination

This section for PJ Use only

PJ Determination:

- The organization meets initial CHDO Threshold requirements, including the capacity requirement as demonstrated by the application and associated attachments,

- The organization will not be preliminarily designated as a CHDO at this time for the following reasons:
 - The organization has failed to meet and/or document compliance with the threshold criteria as indicated in the notes below and/or
 - Staff does not have the necessary capacity given the project proposed by the organization.

Other Notes:

Signature of PJ HOME Administrator:

Date:

Section 6: Required Attachments

Required attachments should be labeled with cover sheets. As noted in instructions to Section 3 above, key sections of Articles, Bylaws, or other documents that highlight specific CHDO definitional elements should also be highlighted in the attachments.

- C-1. Articles of Incorporation/Charter
- C-2. Current Bylaws
- C-3. Certificate of Good Standing or Existence (issued not less than 60 days prior to application)
- C-4. IRS Nonprofit Designation letter
- C-5. Map and Description of Service Area
- C-6. Current Board Roster, must indicate LI representatives and public official/employee status
- C-7. Board Member Certifications of Governmental Official/Employee Status
- C-8. Board Member Certifications of Low Income Representation Status
- C-9. Corporate profile of for-profit entity that created organization (if applicable)
- C-10. Adopted policy (e.g. board resolution) defining process for Low Income Beneficiary Input
- C-11. Statement outlining results of input process, including documentation such as notes/minutes/reports of input received on proposed project(s)
- C-12. Corporate profile for prospective CHDO describing at least one year history of providing service within the organization's service area; regional organizations should highlight service history in the specific local community where proposed CHDO project is located
- C-13. CHDO Staff Roster
- C-14. W-2s for staff assigned to proposed project
- C-15. Resumes/biographies for staff assigned to proposed CHDO project
- C-16. Job descriptions for key staff positions responsible for proposed CHDO project
- C-17. 2 CFR 200.302 and 200.303 Financial Standards Certification/Documentation
- C-18. Current fiscal year operating budget
- C-19. Most recent IRS Form 990
- C-20. Strategic business plan, including description of ongoing and pipeline projects
- C-21. Description of previous HOME funded CHDO projects, including any funded by other PJs
- C-22. Other: _____
- C-23. Other: _____

CHDO Board Member Certification - LOW INCOME REPRESENTATIVES

LOW INCOME REPRESENTATIVES	
<i>Name:</i>	<i>Address:</i>
<i>Name of Organization (prospective CHDO):</i>	<i>Board Term:</i>
LOW INCOME REPRESENTATIVES	
<i>Board members meeting Low Income Representation requirement must complete this certification</i>	
<p>I represent the interests of low-income families in this organization’s targeted service area. I have checked below the manner in which I meet the qualification as a low-income representative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I qualify as a low-income resident under the HOME Program definition. The gross annual income of my household of _____ people is at or below 80% of the _____ County area median income in the amount of \$_____ (80% AMI limit); OR <input type="checkbox"/> I live in a low-income area (where 51% or more of the households in my US Census tract have incomes at or below 80% of the median household income, as defined by HUD), which is part of the CHDO’s targeted service area. My census tract is _____ (census tract number). The Census tract data <u>must</u> accompany this certification. OR <input type="checkbox"/> I am an elected representative of _____ (name of low-income neighborhood organization), located within _____ (name of neighborhood and city) which is part of the CHDO’s targeted service area. A signed resolution or signed minutes and election roster from the neighborhood organization naming the individual as its representative on the CHDO’s board of directors must be provided. <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Further, I have completed an accompanying CHDO Board Member Certification as to my status as a Public Official/Governmental Employee and re-affirm here that I am <u>not</u> a public official, employee, or appointee of a governmental entity. <i>(Note: Board members who are public officials/governmental employees may not be counted as a Low Income Representatives for purposes of CHDO qualification.)</i> 	
<p>Certification: I hereby certify that the above is true and correct as of the date of my signature below. If my status as a Low Income Representative changes at any time during my tenure on the board, I will immediately notify the board chair and executive director in writing and update my certification.</p>	
<i>Signature:</i>	<i>Date:</i>
<i>Printed Name:</i>	

CHDO Board Member Certification - PUBLIC OFFICIAL/GOVERNMENTAL EMPLOYEE

<i>Name:</i>	<i>Address:</i>
<i>Name of Organization (prospective CHDO):</i>	<i>Board Term:</i>
PUBLIC OFFICIAL/GOVERNMENTAL EMPLOYEE	
<p><i>All board members of the prospective CHDO must complete this certification.</i></p> <p>For purposes of this certification, governmental entities are any of the following: any HOME participating jurisdiction, other jurisdiction (e.g. state or local government), Indian tribe, public housing agency, Indian housing authority, housing finance agency, or redevelopment authority.</p> <p>Public officials include any individual who is an elected or appointed member of any governmental entity (e.g. a city council member, a member of the local zoning board, a member of a local public housing authority board, etc.).</p> <p>A government employee is anyone who is employed by a governmental entity on a full or part time basis even if that individual's job function is not related to housing, HUD programs, or other federal funding (e.g. a county sheriff deputy, a sanitation department worker, a secretary in the city parks department, etc.). A governmental employee also includes anyone appointed by a governmental entity to a position for which they are compensated for services.</p> <p>A governmental appointee is anyone who has been appointed to the board of directors by a governmental entity even if that person is not otherwise a public official or governmental employee (e.g. a member appointed to the board by the local mayor).</p>	
<p><input type="checkbox"/> I am <u>not</u> a public official, employee, or appointee of a governmental entity. OR</p> <p><input type="checkbox"/> I <u>am</u> a public official, employee, or appointee of a governmental entity. <i>If checked, describe your role and identify the governmental entity:</i></p>	
<p><i>Certification:</i> I hereby certify that the above is true and correct as of the date of my signature below. If my status as a public official and/or government employee changes at any time during my tenure on the board, I will immediately notify the board chair and executive director in writing and update my certification.</p>	
<i>Signature:</i>	<i>Date:</i>
<i>Printed Name:</i>	

CHDO Board Roster

CHDO Board Roster

Organization Name

	Board Member Name*	Address	Occupation	Gov't. Official, Employee, or Appointee	Appointed by For-Profit Parent Entity	Low Income Representative**			Term Expires
						Member of LI Household	Resident of LI Neighborhood	Elected Representative of LI Neighborhood Org.	
0	George Q. Public	1234 Magnolia Street, Anytown, ST 12345	Program Office, Community Foundation	No	N/A		X		12/31/2018
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

* If there are any vacant seats on the board which are otherwise required by the organizational documents, indicate those positions by entering "Vacant" in the Board Member Name Column.

** If a Board member is an official, employee, or appointee of a governmental entity, he/she cannot be counted as a low income representative.

	No. of Board Members (including any vacant seats called for in organizational documents)
	No. of Members who are Gov't Officials/Employees/Appointees
	No. of Members who are LI Representatives.

I hereby certify that the above is an accurate roster of the Board of Directors as of ___/___/20__

Signature of Board Chair	Date:
Printed Name	

CHDO Staff Roster

CHDO Staff Roster	
Organization Name	

	Employee Name*	Employee Title	Full Time/ Part Time	Hours/week	W-2 Employee Yes/No**	Also Employed by For- profit Parent Org	Also a Public Official or Employed by Gov't Entity	Resume & Job Description Attached*	Project Role
ex.	Jonathan Q. Highly-Qualified	Senior Development Coordinator	Full Time	40	Yes	No	No	Yes	Project management/Dev Team Coordinator
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

^ *Unhide additional rows as needed to show all organizational staff*

- * Roster should list all organization staff with responsibility for the proposed CHDO project. Resumes need be provided for staff assigned to the proposed project evidencing their qualifications relative to their project role.
- ** If employee does not receive a W-2, provide a copy of employment contract for PJ review

I hereby certify that the above is an accurate roster of the agency staff as of ___/___/20__	
[] I further certify that there are no agency staff not otherwise listed herein that are also public officials or governmental employees.	
Signature of Executive Director	Date:
Printed Name	

PJ Considerations

- [] Do key employees have sufficient time to manage/oversee this project in addition to existing responsibilities
- [] Are staff encouraged to build new skills, maintain technical skills, etc. through training opportunities
- [] Do key employees have have the potential to learn/build new skills

PJ Determination

- [] Assigned employees collectively have sufficient capacity to effectively oversee proposed project.
- [] Questions exist about the capacity of the organization's employees to successfully complete the proposed project

Review Notes

Uniform Relocation Act Form

DISCLOSURES TO SELLER WITH VOLUNTARY, ARM'S LENGTH PURCHASE OFFER

Dear _____:

This is to inform you that _____ would like to purchase the property located at _____, if a satisfactory agreement can be reached. The above is prepared to pay \$_____ for clear title to the property under the conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, Mobile County is required to disclose to you the following information:

- A. The sale is voluntary. If you do not wish to sell, _____ will not acquire your property. _____ does not have the power to acquire your property by condemnation (i.e. eminent domain).
- B. The estimated fair market value of the property is \$_____.

Since the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, no further action will be taken. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us.

Seller _____

Buyer _____

Date _____

Date _____

This form must be signed and dated by the SELLER at the beginning of any negotiations to purchase the seller's property and such date must be no later than the date of the purchase offer; a copy shall be given to the SELLER and the original retained in the applicant's individual file at the County.

OCCUPANCY/VACANCY CERTIFICATION

This is to certify that I/we _____ are the owners and sellers of the property located at _____.

On or about the date of _____, I/we entered into a Purchase Agreement with _____ for the purchase of the property described above.

At the time of the Purchase Agreement, I/we certify that the property located at _____:

Complete and check one of the following:

- 1. ___ Was/is vacant of residential or non-residential tenants. I/we further certify that this property was vacant prior to any verbal and/or written agreement with the buyer.
- 2. ___ Has been occupied by ourselves (the sellers) for the previous ___ months.
- 3. ___ Has been occupied by the prospective purchasers, _____, for the previous ___ months.
- 4. ___ Was occupied by the individuals listed on Attachment A during the three (3) months prior to the date of the Purchase Agreement.

Nothing that I/we did as part of this sale, or previous to it, caused tenants to vacate and therefore avoid relocation in a Federally-assisted project.

Signature of Seller

Date

Signature of Co-Seller

Date

ATTACHMENT A
PREVIOUS OCCUPANTS

List all residential or non-residential tenants (including businesses) that have occupied the property during the three months prior to the purchase agreement.