

**Municipality of Anchorage
HOME Investment Partnerships Program**

**Application for Recertification as a
Community Housing Development Organization**

Name of Organization:	Contact: Title: _____
Address:	Tel.: _____ Fax: _____ Email: _____
City, State, Zip:	Date:
Date of most recent CHDO Certification/Recertification: _____ *	

In order for the Municipality of Anchorage to determine if your organization is still eligible for CHDO status, please answer the questions below, and provide the supporting documentation indicated.

- | | | |
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| 1. | Yes No | Have there been any amendments or other changes to your Charter or Articles of Incorporation since your last CHDO application date? If so, please attach a copy highlighting any such amendments. |
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- | | | |
|----|-------------|---|
| 2. | Yes No | Have there been any amendments or other changes to your tax-exempt ruling from the IRS under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986 since your last CHDO application date? If so, please attach a copy highlighting such amendments. |
|----|-------------|---|
- | | | |
|----|-------------|--|
| 3. | Yes No | Does the CHDO have among its purposes <i>the provision of decent housing that is affordable to low- and moderate-income persons</i> , as evidenced by its charter, articles of incorporation, by-laws or board resolutions? |
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- | | | |
|----|-------------|--|
| 4. | Yes No | Does the CHDO continue to have standards of financial accountability conforming to 24 CFR 84.21, "Standards for Financial Management Systems"? Please attach a notarized statement by the president or chief financial officer of the organization, or a certification from a Certified Public Accountant. |
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- | | | |
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| 5. | Yes No | Has the service area for the organization's CHDO activities changed since the last CHDO certification date? If so, please attach a map showing the new service area and documentation that this change has been adopted by the CHDO's governing body. |
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consultants under contract), please attach an explanation of such changes.

8. Yes No Does the CHDO continue to provide a formal process for low-income program beneficiaries to advise the organization on design, location of sites, development and management of affordable housing? Please comment below by indicating activity in this area over the past year, including any changes made in the formal process since the last certification, and attach any evidence of such changes.

Comments: _____

9. Yes No For CHDOs that operate HOME-funded rental property, does the CHDO have a "Tenant Participation Plan" that includes fair lease and grievance procedures and a plan for tenant participation in management decisions? Please attach the Tenant Participation Plan.

10. Yes No If your organization has not met all of the CHDO criteria above, are you interested and willing to take the steps necessary to meet these criteria?

Comments: _____

Signature of CHDO's Authorized Representative:

I certify the information provided in this CHDO recertification application and all its attachments is true and correct to the best of my knowledge.

Signature

Date

Name

Title

Return Application to:

**Judith Pinkston, HOME Program
Municipality of Anchorage, Community Development Division
P.O. Box 196650 Anchorage, Alaska 99519-6650
(907) 343-4226**

Board Member Combined Certification for Community Housing Development Organization Status

Public Official Certification

For the purpose of 24 CFR Part 92 (HOME Investment Partnerships Program) “public official” is defined as any person serving in any of the following capacities:

- An elected official – assembly member, commissioner, state legislator, school board representative, etc. ANY ELECTED OFFICIAL, regardless of jurisdiction (local, state, or federal, including tribal).
- An appointed public official – members of a regulatory and/or advisory commission of the Municipality of Anchorage, or any other official appointed by an official of the Municipality of Anchorage (MOA) (for these purposes, MOA does not include the Anchorage School District).
- Employees of MOA (e.g. a clerk in Anchorage Water and Wastewater Utility, a janitor in Department of Health and Human Services, or a dispatch clerk in the Anchorage Police Department – for these purposes, MOA does not include the Anchorage School District).
- A person appointed by a public official to serve on the board – any individual who is not necessarily a public official but who has been appointed by a public official (as described above).

_____ By signing and dating this statement, I hereby certify that I DO serve in one of the “public official” capacities stated above (you must check at least one line above).

_____ By signing and dating this statement, I hereby certify that I DO NOT serve in any of the “public official” capacities stated above.

Low Income Representation Certification

For the purpose of 24 CFR Part 92 (HOME Investment Partnerships Program) a person who does not serve as a “public official” and who meets any of the following characteristics is recognized as representing the low-income community:

- Lives 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). Indicate census tract number and % low income population: _____
- Is an elected member of a low income area’s neighborhood organization. This organization is called: _____
- Has a household income at or below the 80% of the median household income for the area in which he or she lives, according to HUD.

_____ By signing and dating this statement, I hereby certify that I DO meet the low income representation characteristic checked above (you must check at least one line above).

_____ By signing and dating this statement, I hereby certify that I DO NOT represent the low income community in any of the ways stated above.

Signature

Date

Printed Name