



CITY OF MONROE

City of Monroe

Community Housing Development Organization (CHDO) Certification Application

Section 1: General Information

Organization Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Executive Director: _____

Contact Person (if different): _____

Section 2: Organizational Status

Attach the following:

- Articles of Incorporation
- Bylaws
- IRS 501(c)(3) Determination Letter

Certification:

- Organization is a private, nonprofit entity
- Organization has been in operation for at least one year

Section 3: Service Area

Describe the geographic area served:

Describe how the organization is connected to the community:



Section 4: Board of Directors (Minimum: 6 Members)

#	Name	Title/Role	Occupation	Representation	Term
1					
2					
3					
4					
5					
6					

Certification:

- At least 1/3 of board represents low-income community
- No more than 1/3 are public officials or government employees

Section 5: Staff Capacity

Attach résumés of key staff.

Describe staff roles and housing development experience:

Section 6: Financial Capacity

Attach most recent audit/financial statements and operating budget.

Describe financial management systems:

Section 7: Housing Development Experience

Project Name	Location	Type	Role



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Section 8: CHDO Activities

- New Construction
- Rehabilitation
- Acquisition
- Rental Housing Development
- Homeownership Housing

Section 9: Certifications

- Meets all CHDO requirements
- No conflicts of interest
- Complies with HOME regulations

Authorized Signature:

Name: _____

Title: _____

Signature: _____

Date: _____