



**PY2020 COMMUNITY HOUSING DEVELOPMENT
ORGANIZATIONS APPLICATION RATING FORM**



Score: ____ / 100 = ____ %

Agency Name:

Primary Contact & Title:

Mailing Address:

Phone Number:

Email Address:

Program Title:

Service Center Address:

Total Program Cost:

Total CHDO Funding Requested:

ATTACHMENTS	YES	NO	COMMENTS
ATTACHMENT C-1: Articles of Corporation/Charter			
ATTACHMENT C-2: Current Bylaws			
ATTACHMENT C-3: Certificate of Good Standing or Existence (issued not less than 60 days prior to application)			
ATTACHMENT C-4: 501(c) (3) designation letter and 990 Form from the Internal Revenue Service			
ATTACHMENT C-5: Map and description of Service Area			
ATTACHMENT C-6: Board Member Certification of Low Income Representation Status			
ATTACHMENT C-7: Corporate profile of for-profit entity that created organization (if applicable)			
ATTACHMENT C-8: Adopted policy (e.g. board resolution) defining process for Low Income Beneficiary Input			
ATTACHMENT C-9: Statement outlining results of input process, including documentation such as notes/minutes/reports of input received on proposed project(s)			
ATTACHMENT C-10: 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			
ATTACHMENT C-11: CHDO Staff Roster			
ATTACHMENT C-12: W-2s for staff assigned to proposed project			

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ATTACHMENT C-13: Resumes of principal staff and personnel directly working on the project; including descriptions of the applicant’s previous related program activities provided			
ATTACHMENT C-14: Two most recent audited financial statements that meet the criteria described. Management letters included if applicable			
ATTACHMENT C-15: Agency’s written financial management procedures and current organizational chart provide			
ATTACHMENT C-16: Current fiscal year operating budget			
ATTACHMENT C-17: Strategic business plan, including description of ongoing and pipeline projects			
ATTACHMENT C-18: Description of previous HOME funded CHDO projects, including any funded by local PJs			

FINANCIAL MANAGEMENT RISK	Max	Score	COMMENTS
Does the organization have fiscally sound management and all required documentation to show good faith in spending and planning? <u>Review audited financial statements and financial management procedures and note any findings or concerns.</u> Low risk (meets most of all the Uniform Administrative Standards & Cobb County Audit Standards.) 6 - 10 pts. High Risk (fails to meet most of all the Uniform Administrative Standards & Cobb County Audit Standards.) 0 – 5 pts.	10		
Section Total	10		
II. PROJECT INFORMATION & CHDO ROLE	Max	Score	COMMENTS
Did the agency identify the address in which the proposed project is located and, include the site address (if known) or major cross streets? Yes = 8 pts. No = 0 pts.	8		
Did the agency indicate whether the proposed project is new construction or acquisition/rehabilitation ? Yes = 8 pts. No = 0 pts.	8		
Does the proposed project qualify as a CHDO-Sponsored project? Yes = 10 pts. No = 0 pts.	10		
Section Total	26		
III. CHDO DEFINITION	Max	Score	COMMENTS
The agency submitted the following documentation: <ul style="list-style-type: none"> • Articles of Incorporation/Charter • By-laws or Resolutions Yes = 4 pts. No = 0 pts.	4		
PART A: LEGAL STATUS			
Is the agency organized under State or local laws [92.2 CHDO definition paragraph (1)]? Yes = 4 pts. No = 0 pts.	4		

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Does the agency have among its purposes the provision of decent housing that is affordable to low-and-moderate income people [92.2 CHDO definition paragraph (7)]? Yes = 4 pts. No = 0 pts.	4		
Did the agency provide documentation that 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)]? Yes = 4 pts. No = 0 pts.	4		
Did the agency provide supporting documentation that it may not be controlled by, nor under the direction of, individuals or entities seeking to deprive profit or gain from the agency [92.2 CHDO definition paragraph (3)]? Yes = 4 pts. No = 0 pts.	4		
Is the agency recognized as a non-profit organization [92.2 CHDO definition paragraph (4)]? Yes = 4 pts. No = 0 pts.	4		
Is the agency a governmental entity, 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)]? Yes = 4 pts. No = 0 pts.	4		
PART B: INDEPENDENCE			
Is no more than one-third of the governing board members public officials or employees of a governmental entity [92.2 CHDO definition paragraph (5)]? Yes = 4 pts. No = 0 pts.	4		
Is the agency sponsored or created by a for-profit entity [92.2 CHDO definition paragraph 3(i) and (ii)]? Yes = 4 pts. No = 0 pts.	4		
Does the agency's primary purpose include the development or management of housing and is the agency free to contract for goods and services from vendor(s) of its own choosing [92.2 CHDO definition paragraph (3)(i) and (iii)]? Yes = 4 pts. No = 0 pts.	4		
PART C: ACCOUNTABILITY TO LOW INCOME COMMUNITY			
Does the agency have a designated service area (i.e. the "community" in which it produces housing) [92.2 CHDO definition paragraph (8)(i)]? Yes = 4 pts. No = 0 pts.	4		
Does the agency 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)]? Yes = 4 pts. No = 0 pts.	4		
Does the agency 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)]?	4		

