



## APPLICATION

Program Year 2024

FOR CERTIFICATION AS A COMMUNITY  
HOUSING DEVELOPMENT ORGANIZATION  
(CHDO)

*City of Hammond, Indiana*  
*Department of Community Development*  
*Division of Department of Planning & Development*



**Thomas M. McDermott, Jr., Mayor**  
**Anne Anderson, Executive Director**  
**Owana J. Miller, Community Development Director**



**DEADLINE: TUESDAY, OCTOBER 31, 2023**

October 2, 2023

If your organization is interested in procuring HOME Program CHDO Set- Aside dollars, documentation must be submitted to the City of Hammond, a federally authorized HOME Participating Jurisdiction (PJ), in order to determine if your organization is potentially eligible for the receipt of funding.

The following application and list of **documents must be submitted no later than 4:00 p.m., Tuesday, October 31, 2023**, at the Department of Planning and Development Office located at 5925 Calumet Avenue, Suite #314, Hammond, IN 46320 in order to determine your potential eligibility.

Selection of the eligible CHDO(s) to receive said funds shall be determined by the City of Hammond acting through its Redevelopment Commission.

**2024 APPLICATION  
FOR CERTIFICATION AS A CITY OF HAMMOND  
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)**

<b>Name of Organization:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Telephone Number:</b>	
<b>Fax Number:</b>	
<b>E-mail Address:</b>	
<b>Tax ID #</b>	
<b>UEI #</b>	

If you do not know your UEI#, please look it up on [sam.gov](http://sam.gov)

**Instructions:**

1. Complete the **Organization Profile in Part I** of the application.
2. Complete the **Checklist in Part II** of the application. Attach copies of all requested documentation, using the **Attachments Checklist in Part III**.
3. The President or Chairperson of the Board of Directors must authorize the application by signing in the space below.
4. Send completed application, including all attachments (**one original and one copy**), to:

Department of Community Development  
Division of Department of Planning and Development  
Attn: Owana J. Miller, Community Development Director  
5925 Calumet Avenue, Suite #314  
Hammond, IN 46320

5. If you have questions regarding the application form, contact Owana at (219) 853-6358 ext. 2.

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*The above-named organization wishes to apply to the City of Hammond Department of  
Community Development for certification as a Community Housing Development  
Organization (CHDO).*

\_\_\_\_\_  
*Name of Executive Director or Chairperson of Board of Directors  
(Please Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



**ANNUAL BUDGET:** \$ \_\_\_\_\_

**Major Sources of Funds for Operating Expenses:**

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**Summary of Services to the Community:**

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**Prior Housing Experience:**

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**Housing Developments Completed:**

**Total:** \_\_\_\_\_      **Rental:** \_\_\_\_\_      **Ownership:** \_\_\_\_\_  
**Rehabilitation:** \_\_\_\_\_      **New Construction:** \_\_\_\_\_

**Types of Affordable Housing Activity Anticipated to Be Undertaken as a CHDO:**

**Please include your production goals and timetable as well as a three-year development plan.**

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**Geographic Area:**

- 1. Of previous developments completed:

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- 2. Of developments anticipated to be completed as a City of Hammond CHDO:

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**Staff Capacity:**

- 1. Is Executive Director experienced in housing development?

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- 2. Are there others on staff with prior development experience?

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**PART II: 2022 CHDO ELIGIBILITY CHECKLIST**

<b>Organization Information</b>		
<b>A. LEGAL STATUS</b>	<b>YES</b>	<b>NO</b>
1. Is organized under State or local laws, as evidenced in the organization’s Charter OR Articles of Incorporation? <i>(Attach a copy of Charter or Articles of Incorporation)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. No part of its net earnings inure to the benefit of any member, founder, contributor or individual, as evidenced in the organization’s Charter <u>or</u> Articles of Incorporation.	<input type="checkbox"/>	<input type="checkbox"/>
3. Has a tax exemption ruling from the Internal Revenue Service (IRS) under 501 (c) (3) or (4) of the Internal Revenue Code of 1986, (26 CFR 1.501 (c)(3)-1 or 1.501 (c)(4)-1)) as evidenced by a 501(c) letter from IRS? <i>(Attach a copy of the 501(c) letter from IRS) or</i>  Is classified as a subordinate of a central organization nonprofit under section 905 of the Internal Revenue Code of 1986 <b>(Attach evidence of classification) or</b>  If the private nonprofit organization is a wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501 (c) (3) or (4) of the Internal Revenue Code of 1986 and meets the definition of “community housing development organization”. <b>(Attach evidence)</b>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
4. Has among its purposes the provision of decent housing that is affordable to low and moderate-income people, as evidenced in the organization's Charter, Articles of Incorporation, By-Laws, OR Resolutions. <i>(Attach a copy of By-Laws and any relevant resolutions)</i>	<input type="checkbox"/>	<input type="checkbox"/>

**Organization Information (CONTINUED)**

<b>B. CAPACITY</b>	<b>YES</b>	<b>NO</b>
<p>1. Conforms to the financial accountability standards of 24 CFR 84.21 "Standards for Financial Management Systems," as evidenced by:</p> <p>A notarized statement by the president or chief financial officer of the organization;</p> <p>A certification from a Certified Public Accountant; OR</p> <p>A HUD approved audit summary.</p> <p><i>(Attach a copy of the notarized statement, certification from CPA or HUD-approved audit summary)</i></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
<p>2. Has a demonstrated capacity for carrying out housing projects assisted with HOME funds, as evidenced by resumes and/or statements that describe paid employees with housing <b>development</b> experience. <i>Demonstrated capacity does not include a person who is a volunteer or whose services are donated by another organization.</i></p> <p>For its first year of funding as a CHDO, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization.</p> <p>An organization that will own housing must demonstrate capacity to act as <b>owner</b> of a project and meet the requirements of 24 CFR 92.300(a)(2).</p> <p><i>(Attach appropriate resumes or contracts* and an organizational chart showing staff – existing and proposed – and function of staff)</i>  <i>*(for first year of funding/New CHDOs)</i></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>



**Organization Information (CONTINUED)**

<b>B. CAPACITY (CONTINUED)</b>	<b>YES</b>	<b>NO</b>
<p>3. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:</p> <p>a statement that documents at least one year of experience in serving the community, OR</p> <p>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.</p> <p><i>(Attach appropriate statement - Note: The CHDO or its parent organization must be able to show one year of serving the community before HOME funds are provided 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 it conducted, such as developing, rehabilitating and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief or child care facilities. The statement must be signed by the president of the organization.</i></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
<b>C. ORGANIZATIONAL STRUCTURE</b>		
<p>1. 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 in the organization's By-Laws, Charter, OR Articles of Incorporation.</p> <p><i>NOTE: 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).</i></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p>2. 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 all HOME assisted affordable housing projects, as evidenced in the organization's By-Laws, Resolutions, OR a written statement of operating procedures approved by the governing body. <i>(Attach appropriate documentation)</i></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>

**Organization Information (CONTINUED)**

<b>C. ORGANIZATIONAL STRUCTURE (CONTINUED)</b>	<b>YES</b>	<b>NO</b>
<p>Is not a governmental entity and is not controlled by a governmental entity.</p> <p>A CHDO may be created by a governmental entity. However (1) the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members; (3) no more than one-third of the board members may be public officials or employees of the governmental entity, as evidenced in the organization's By-Laws, Charter, OR Articles of Incorporation; and (4) the officers or employees of a governmental entity may not be officers or employees of a CHDO.</p> <p><i>(Attach appropriate documentation)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the CHDO is sponsored or created by a for-profit entity, (1) the for-profit entity may not be an entity whose primary purpose is the development or management of housing; (2) the for-profit entity may not have the right to appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members; (3) the CHDO must be free to contract for goods and services from vendors of its own choosing, as evidenced in the CHDO's By-Laws, Charter, OR Articles of Incorporation; and (4) the officers and employees of the for-profit entity may not be officers or employees of the CHDO</p> <p><i>(Attach appropriate documentation)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

### **PART III: ATTACHMENTS CHECKLIST**

- Charter OR Articles of Incorporation
  
- By-Laws
  
- 501(c)(3) Certificate Tax Exemption Letter from IRS
  
- 2023 Taxes
  
- 2023 Independent Audit Report
  
- Commercial Property Insurance Policy
  
- Affirmative Marketing Plan
  
- Evidence of Property Tax Exemption Status
  
- Evidence of Financial Accountability Standards (see Part II, B.1.)
  
- Evidence of Staff Capacity – Staff Resumes and Contracts with Consultants, include an Organizational Chart (see Part II, B.2.)
  
- Evidence of History of Servicing Community (see Part II, B.3.)
  
- Evidence of Formal Process for Low-Income Program Beneficiaries to Advise the Organization in Decisions Regarding HOME-assisted Affordable Housing Projects (see Part II, C.2.)