



CITY OF LONG BEACH

Department of Development Services



2012 REQUEST FOR QUALIFICATIONS

**HOME Investment Partnerships Program (HOME)
Community Housing Development Organizations (CHDO)**

Submit to:

Housing Development Services
Attn: Patrick Ure
Housing Development Officer
333 W Ocean Blvd. – 3rd Floor
Long Beach, CA 90802

562-570-6026

OVERVIEW OF THE REQUEST FOR QUALIFICATION PROCESS

The City of Long Beach receives HOME investment Partnership Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) to assist with the development housing for low-income persons in the City of Long Beach. The City announces the Request for Qualifications from organizations desiring to become City of Long Beach certified and/or recertified as a Community Housing Development Organization – CHDO.

ELIGIBLE APPLICANTS – Applicants may be non-profit developers or organizations wishing to sponsor or develop affordable housing in the City of Long Beach and meeting the criteria established under the HOME rule (24CFR Part 92) for Community Housing Development Organizations (CHDO).

APPLICATION DEADLINE – Applications are due no later than _____, and must be date stamped by our office for official time. Proposals are to be submitted to:

City of Long Beach
Development Services Department
333 W Ocean Blvd. – 3rd Floor
Long Beach, CA 90802

Attn: Patrick Ure
Housing Development Officer

Applications submitted by fax or e-mail will NOT be accepted.

HOME INVESTMENT PARTNERSHIP PROGRAM

The HOME program was created by the National Affordable Housing Act of 1990 (NAHA), and has been amended several times by subsequent legislation.

- Objectives: The intent of the HOME Program is to:
 - Provide decent affordable housing to lower income households
 - Expand the capacity of nonprofit housing providers
 - Strengthen the ability of state and local government to provide housing
 - Leverage private-sector participation

Participating Jurisdiction (PJ) must set aside a minimum of 15 percent of the HOME allocations for housing development activities in which qualified CHDO's are the owners, developers and/or sponsors of the housing. PJ's must have a reasonable expectation of specific projects going forward.

CHDOs:

CHDOs, which are not-for-profit organizations that are rooted in and accountable to the neighborhoods they serve, embody the idea of community-led revitalization that HOME and other United States of Housing and urban Development (HUD) programs are designed to promote.

CHDO Requirements:

A CHDO is a specific type of private nonprofit entity. CHDOs must meet certain requirements pertaining to their legal status; organizational structure; and capacity and experience. HUD notice CPD97-11 details these requirements as does 24 CFR Part 92. An overview of these requirements is provided below. This CPD notice and others are located at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/lawsregs/notices

Legal Status: Evidence of tax exempt status under section 501(c)(3) or (c)(4) of the Internal Revenue code, clearly stated purpose of providing decent housing that is affordable for very low income and moderate-income persons, there must be no individual benefit from earnings, and it must have a clearly defined service area.

Organizational Structure: At least one-third of its board of directors must be low-income residents, reside in a low-income area, or serve as an elected representative of the low-income community and no more than one-third may be public officials. The CHDO must additionally provide a formal process for input from the low-income community. (Refer to Tabs C-1 through C-3)

Capacity and Experience: The CHDO must demonstrate that it has at least one year of experience serving the community where it intends to develop the housing and that its staff has the capacity to carry out the proposed activities. The CHDO must also have financial accountability standards that conform to 24 CFR § 84.21, "Standards for Financial Management Systems."

Refer to Tab B, Applicant Checklist and Tab E, Review Criteria for submission requirements and additional information requirements considered by the review committee.

Eligible Activities:

The HOME funds set aside for CHDO activities may be used to acquire and/or rehabilitate rental housing that will be made available to lower income households.

This application is being made available for the purpose of certifying qualified CHDO's. Funding for eligible activities will be made available through future notifications of funding availability.

Application Process:

- Please keep responses to questions as brief and concise as possible.
- All forms need to be submitted in typed format.
- Submissions should follow the established outline and instructions, and are to be compiled in the order provided on the checklist located at Tab B.
- The submission section being addressed should be cited and quoted prior to the response. Attachments should be submitted at the end of the applicable section.
- Applications must be submitted on standard 8 ½" x 11" paper, consecutively numbered pages. All pages must be one-sided submissions.
- The original must contain original signatures IN BLUE INK, and be clearly noted as original. Three (3) additional copies must also be submitted and be clearly noted as copies.
- Submit one electronic copy of the application on a diskette. All files should be PDF documents.
- Please verify that all dates, figures and related financial information are accurate.
- Submissions will be evaluated based on information provided in the submitted application. Omitted information will not be accepted unless specifically requested.
- Templates are provided for certain application requirements. Please use these templates as provided. All other information must be developed and provided by the applicant.

Due Date: NOVEMBER 2, 2012

**Department of Development Services
333 W Ocean Blvd. 3rd Floor
Long Beach, CA 90802**

**Attention: Patrick Ure
Housing Development Officer**

LATE submittals, faxed or e-mailed application will NOT be considered.

Any questions or need for further information, should be directed to:

Marie Nguyen – Housing Rehab Loan Counselor
562-570-6040 or Marie.Nguyen@longbeach.gov

Review Process:

- Staff will conduct an initial review to determine whether the organization is eligible based upon the information provided.
- Staff may contact the applicant to request additional information. If the organization is unable to provide staff with the additional information that is requested within a reasonable period of time, the applicant will be determined ineligible.
- Staff will review submissions and a review committee will evaluate the applications to determine if the applicant is qualified to become a CHDO.
- The Review Committee will utilize the Criteria Review Checklist (Tab E) for review of each CHDO submission.

HOME Investment Partnerships CHDO Qualification

APPLICATION COVER SHEET

Original Copy

Part 1 – General Information

Organization Name: _____

Tax ID Number: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Part 2 – CHDO Service Area

Please clearly define the boundaries of your organization's service area, identifying the Census Tracts within these boundaries. Attach a map.

Tab B

Applicant Checklist

Applicant Name: _____

Each of the three copies plus the original submitted must include all of the following information in the following order. Submissions that do not contain all of the required documents may be considered incomplete. Forms marked with an asterisk are provided.

- Section 1 Applicant Cover Sheet*
- Map of Organization Service Area
- Applicant Checklist* (TAB B)

- Section 2 Board of Directors Information*
- Job descriptions, resumes of key personnel (Tab C-1 through Tab C-3)

- Section 3 Signature Authorization* (Tab D)
- Organizational chart
- Minutes authorizing response to CHDO Request for Qualifications

- Section 4 Articles of Incorporation
- Organization Charter if Articles of Incorporation do not provide sufficient evidence of meeting statutory requirements
- 501 (c)(3) or (c) (4) documentation from IRS or Section 905 status
- Bylaws
- Policies and Procedures for employees, including internal control policies
- Code of conduct, including prohibited behavior for board and employees
- Financial Audit / Certified Financial Statement
- Working capital documentation

- Section 5 Completed CHDO Criteria Review Checklist*
- Support documentation for CHDO Checklist (Tab E)

BOARD OF DIRECTORS

Complete the table below for each current member of the applicant’s Board of Directors.

All applicants should attach a Board Roster that includes names, board office (if any), home addresses and phone numbers.

Board of Directors Table							
Board Member Name	Occupation	County of Residence	Member of Low Income Household	Representative of Low-Income Area	Elected Representative of a Low-Income Group	Not a Low-Income Representative	Public Official
Total							

- Public Officials cannot be qualified as low-income representatives, even if they meet the qualify criteria. No more than 1/3 of the Board Members may be Public Officials.
- CHDO’s must be accountable to the low-income residents of its service area by maintaining at least 1/3 of its governing body representing the established service area.
- The 1/3 low-income resident and public official representations are based upon the total maximum number of board members identified in the by-laws. Vacancies in the board membership do not reduce these requirements.

BOARD OF DIRECTORS

There are three methods to meet the HOME requirement that stipulates 1/3 of the organization’s board be representatives of the low-income community served by the CHDO. If a potential board member fits one of the following descriptions, then they count towards fulfilling this requirement:

1. The person lives in a low-income neighborhood where 51% or more of the residents are low-income. This resident does not have to be low-income;

or

2. The person is a low-income resident of the community;

or

3. The person was elected by a low-income neighborhood organization to serve on the CHDO board. The neighborhood organization must be composed primarily of residents of a low-income neighborhood and its primary purpose must be to serve the interests of the neighborhood residents. Such organizations might include block groups, neighborhood associations, and neighborhood watch groups.

What if a low-income person is a public official? For purposes of the CHDO board certification, a “public official” is any employee or elected or appointed representative in the City of Long Beach. Their role as a public sector representative supercedes their residency or income status. Therefore, the official would be counted towards the 1/3 public-sector limitation and NOT towards the 1/3 low-income representative requirement.

In all cases, the CHDO is responsible for certifying that the individual meets at least one of the above criteria.

By my signature below, I warrant that I am a duly qualified **OFFICER** of the organization and that the information provided on all current board members on the organization is true and correct, and I have reviewed written documentation in the organization’s files that support the information provided.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

BOARD OF DIRECTORS

CHDO Board Member Certification
(Duplicate form so that all board members are included)

Select only one:

Public Official or Employee of Los Angeles County
I currently hold a publicly elected or appointed office in Los Angeles County, California; I am employed by a public agency in Los Angeles County, California; or I was appointed by a public official of Los Angeles County, California or other regulatory agency or advisory board/commission in Los Angeles County, California.

Member of Low-Income Household
I am a member of a household that has a combined total income which is at or below 80% of the area median income.

Resident of Low Income Area
I am a resident of a community which, according to the 2000 census, has at least 51% of its household with incomes at or below 80% of the area median income. Provide a listing of all census tracts / block groups that comprise this community:

Elected representative of Low-Income Group
I am elected by membership of a neighborhood organization whose membership is open to all residents of a defined neighborhood in which the 2000 census show that more than 50% of the households have incomes at or below 80% of the area median income, and my position on our governing body is primarily as a representative of that neighborhood organization. The name of the neighborhood organization and the census tracts/block groups served by the neighborhood organization are: _____

Not a Low-Income Representative

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature Authorization

Organization Name (Legal Name*): _____

Physical Address: _____

Mailing Address: _____

Telephone: _____

**Legal name refers to the organization name that appears on the articles of incorporation.*

The following person(s) are authorized by the Board of Directors to sign contracts and submit invoices, reports, time/attendance, client progress or evaluation forms pertaining to this agreement.

Name	Title	Telephone No.	Email address

Name	Title	Telephone No.	Email address

Name	Title	Telephone No.	Email address

Name	Title	Telephone No.	Email address

We understand and agree to abide by the condition that if any changes occur, a new signature authorization form must be submitted.

Authorized by:

Type Name, Title	Signature	Date

Attachments Checklist

Tab E

Please complete the applicant part of this Checklist. Include the requested information in the attachments indicated and check off the item in the Checklist. Articles of Incorporation, Bylaw, Charter, Memorandums of Understanding, Contracts, Certifications and Resolutions must be signed and dated by the Board President and other authorized signer. **Incomplete submissions will not be considered.**

A. Legal Status	YES	NO
1. Is organized under State or local laws as evidenced in the organization's Charter OR Articles of Incorporation? (Attach a copy of Charter or Articles of Incorporation)		
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 or Article of Incorporation Section # _____		
3. Has a tax exemption ruling from the Internal Revenue Service (IRS) as evidence by <input type="checkbox"/> A 501 (c)(3) or (4) Certificate from the Internal Revenue Service or <input type="checkbox"/> A group exemption letter under Section 905 from the IRS that includes the CHOD (Attached a copy of the 501 (c) letter from IRS).		
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. (Attach a copy of By-Laws and any relevant resolutions)		
B. Capacity		
1. Conforms to the financial accountability standards 24 CFR 84.21 "Standards for Financial Management Systems" as evidenced by: <input type="checkbox"/> A notarized affidavit signed by the president or chief financial officer of the organization; OR <input type="checkbox"/> A certification from a Certified Public Accountant; OR <input type="checkbox"/> A HUD approved audit summary. (Attach a copy of the notarized statement, certification from CPA or HUD – approved audit summary)		

B. Capacity (continued)	Yes	No
<p>2. Has a demonstrated capacity for carrying out activities assisted with HOME funds as evidenced by:</p> <p><input type="checkbox"/> Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR</p> <p><input type="checkbox"/> Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization.</p> <p><i>(Attach appropriate resumes or contracts and an organizational chart showing staff – existing and proposed – and function of staff)</i></p>		
<p>3. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidence by:</p> <p><input type="checkbox"/> A statement that documents at least one year of experience in serving the community, OR</p> <p><input type="checkbox"/> 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 benefit 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>		
C. Organizational Structure		
<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</p> <p><input type="checkbox"/> By-Laws, Page Number _____</p> <p><input type="checkbox"/> Charter, OR Page Number _____</p> <p><input type="checkbox"/> Articles of Incorporation Page Number _____</p>		
<p>2. Provides a formal written 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 well as procedures as to how the formal process will be implemented (public hearings, flyers, media, etc) as evidenced by:</p>		

<p> <input type="checkbox"/> By-Laws Page Number ____ <input type="checkbox"/> Resolutions OR Page Number ____ <input type="checkbox"/> A written statement of operating procedures approved by the governing body. Statement must be on original letterhead, signed by the Executive Director and evidence date of Board approval </p> <p>(Attach appropriate documentation)</p>		
<p>3. A CHDO may be chartered by a State or local government; however, (1) the State or local government may not appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one third of the board members may be public officials or employees, as evidenced in the organization's By-Laws, Charter, OR Articles of Incorporation.</p> <p>(Attach appropriate documentation)</p>		
<p>4. If the CHDO is sponsored or created by a for-profit entity, (1) the for-profit entity may not be an entity whose primary propose is the development or management of housing; (2) the for-profit entity may not 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; and (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.</p> <p>(Attach appropriate documentation)</p>		

Community Housing Development Organization [CHDO] Certification

Affidavit of Standards for Financial Management Systems

Date: _____

Affiant: _____

Recipient: _____
Insert exact legal name of the organization

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant:

1. Affiant is the President and/or Chief Financial Officer of the Recipient and is authorized to make this affidavit on behalf of Recipient.
2. Recipients' financial management systems conform to the financial accountability standards set forth in 24 CFR 84.21 by provided for an incorporating the following:
 - a. Accurate, current, and complete disclosure of the financial results of each federally sponsored project;
 - b. Records which identify the source and application of funds for federally-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, un-obligated balances, assets, outlays, income and interest;
 - c. Control over and accountability for all funds, property and other assets; adequate safeguards of all such assets should be adopted to assure that all assets are used solely for authorized purposes;
 - d. Comparison of outlays with budget amounts of each award;
 - e. Written procedures to minimize the time elapsing between the receipt of funds and the issuance of redemption of checks for program purposes by the recipient;
 - f. Written procedures for determining the reasonableness, allocability, and allowabiility of costs in accordance with the provisions of Federal cost principles and the terms and conditions of the award;
 - g. Accounting records, including cost-accounting records that are supported by source documentation.

Affiant: _____ Title: _____

Subscribed and sworn to before me on this _____ day of _____, 20____, by _____,
proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Notary Public State of California

My commission expires