CHDO Toolkit Series

Sample CHDO Board Member Certification—Public Official or Employee

# Part of the Sample Application for CHDO Certification

**Description:** This one-page sample certification for CHDO board members is to be completed in conjunction with the other parts of the Sample Application for CHDO Certification. This certification should be provided to prospective CHDOs for completion by board members. All board members should complete this document as part of the CHDO certification process to demonstrate whether they are or are not public officials or employees of governmental entity and count toward the one-third limit for such board members.

**Source Documents Provided by:** Original document drafted for HUD by TDA Consulting, Inc. For additional information about CHDOs in the HOME program, please contact a CPD representative at your local HUD Field Office.

**Disclaimer:** This document has not been reviewed by HUD for legal compliance with federal statutory and regulatory guidelines. It is provided for informational purposes only. Any binding agreement should be reviewed by attorneys for the parties to the agreement and must conform to state and local laws.

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| **KHC CHDO Board Member Certification** | | |
| *Name:* | *Address:* | |
| *Name of Organization (prospective CHDO):* | *Board Term:* | |
| **Public Official/Governmental Employee** | | |
| ***All board members of the prospective CHDO must complete this certification.***  For purposes of this certification, governmental entities are any of the following: any HOME participating jurisdiction, other jurisdiction (e.g. state or local government), Indian tribe, public housing agency, Indian housing authority, housing finance agency, or redevelopment authority.  Public officials include any individual who is an elected or appointed member of any governmental entity (e.g. a city council member, a member of the local zoning board, a member of a local public housing authority board, etc.).  A government employee is anyone who is employed by a governmental entity on a full or part time basis even if that individual’s job function is not related to housing, HUD programs, or other federal funding (e.g. a county sheriff deputy, a sanitation department worker, a secretary in the city parks department, etc.). A governmental employee also includes anyone appointed by a governmental entity to a position for which they are compensated for services.  A governmental appointee is anyone who has been appointed to the board of directors by a governmental entity even if that person is not otherwise a public official or governmental employee (e.g. a member appointed to the board by the local mayor). | | |
| [] I am not a public official, employee, or appointee of a governmental entity.  OR  [] I am a public official, employee, or appointee of a governmental entity. *If checked, describe your role and identify the governmental entity:* | | |
| ***Certification***: I hereby certify that the above is true and correct as of the date of my signature below. If my status as a public official and/or government employee changes at any time during my tenure on the board, I will immediately notify the board chair and executive director in writing and update my certification. | | |
| *Signature:* | | *Date:* |
| *Printed Name:* | | |