CHDO Toolkit Series

Sample CHDO Board Member Certification—Low Income Representative

# 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 applicable board members. Board members being counted toward the requirement that one-third of a CHDO’s board be representatives of the low income community should complete this certification.

**Source Documents Provided by:** Original document drafted for HUD by TDA Consulting, Inc.

**CHDO Toolkit Series:** This resource is part of the *CHDO Toolkit*. 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:* | |
| **Low Income Representatives** | | |
| ***Board members meeting Low Income Representation requirement must complete this certification***  I represent the interests of low-income families in this organization’s targeted service area. I have checked below the manner in which I meet the qualification as a low-income representative:   * I qualify as a low-income resident under the HOME Program definition. The gross annual income of my household of \_\_\_\_\_\_ people is at or below 80% of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of county) county area median income in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ (80% AMI limit); OR * I live in a low-income area (where 51% or more of the households in my US Census tract have incomes at or below 80% of the median household income, as defined by HUD), which is part of the CHDO’s targeted service area. My census tract is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (census tract number). **The Census tract data must accompany this certification.** OR * I am an elected representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of low-income neighborhood organization), located within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of neighborhood and city) which is part of the CHDO’s targeted service area. **A signed resolution or signed minutes and election roster from the neighborhood organization naming the individual as its representative on the CHDO’s board of directors must be provided.**   AND   * Further, I have completed an accompanying CHDO Board Member Certification as to my status as a Public Official/Governmental Employee and re-affirm here that I am not a public official, employee, or appointee of a governmental entity. (*Note: Board members who are public officials/governmental employees may not be counted as a Low Income Representatives for purposes of CHDO qualification.)* | | |
| ***Certification***: I hereby certify that the above is true and correct as of the date of my signature below. If my status as a Low Income Representative 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:* | | |