

City of Houston
Housing and Community Development Department

APPLICATION FOR
COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)

Organizations seeking to become certified as a Community- Based Development Organization (CBDO) in the City of Houston’s Housing and Community Development Department (HCDD) must meet all the requirements of *either Exhibit A or Exhibit B*. This section is considered completed only if all necessary documentation is attached (“Organization Documents,” “Finance Documents,” policies and procedures, etc.) to demonstrate each *objective* in either Exhibit A or B is met. CBDO requirements are governed by §CFR 570.204.

CHECKLIST

A. Application Documents:

I certify that _____ (Organization Name)
qualifies as a HUD-defines CBDO according to:

- Exhibit A (must meet all eight conditions listed)
Or
 Exhibit B (must meet **one** the following requirements listed)

A CBDO that does not qualify under *Exhibit A or Exhibit B*, may seek HUD approval to demonstrate through the provision of information regarding the organization’s charter and by-laws that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under the requirements. Sufficient documentation includes, but is not limited to; all the requirements outlined under the “Organization Documents,” “Finance Documents,” and copies of policies and procedures.

B. Organization Documents:

- Articles of incorporation
 Organization Bylaws
 A Roster of Current Board Members including a Brief Description of their relationship to the Organization and District (e.g. Property Owner, Business Owner, Resident, etc.)
 Notarized Documentation or Letter by Board Chair Confirming:
 a. The Board of Directors/Governs is comprised of Members satisfying the requirements detailed in Section IA of this document; **and**
 b. The organization has represented its service area accurately in all application documents and program materials of HCDD or any agency of the City of Houston.
 IRS 501 (C) three (3) certificate letter, if applicable.

C. Financial Documents:

- Current budget
 Most Recent IRS Form 990
 Most recent audited financial statements
 Most recent independent single audit, *if applicable*

I further certify that _____ (Organization Name) will undertake the funded activities directly or through contract, or through the provision of financial assistance for activities in which it retains a direct and controlling involvement and responsibility.

This section is considered completed ONLY if all necessary documentation is attached to verify CBDO eligibility; in the absence of necessary documentation, this certification is void.

Executive Director- Print Name

Executive Director – Signature

Date

Notary Public

This document alone does not constitute a notice of award or any guarantee of award or participation in the City of Houston during this fiscal year. This document is for preparation and verification of eligibility purposes only.

Exhibit "A"

Application Checklist pursuant to the Code of Federal Regulations ("CFR") §570.204(c)(1)

_____ (Organization Name) is eligible to be designated as a CBDO under 24 CFR 570.204 (c)(1) because it meets **all** the following requirements:

- An association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient, or in the case of an urban county, the jurisdiction of the county; **and**
- Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; **and**
- Is either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operation; **and**
- Maintains at least 51 percent of its governing body's membership meets one, or any combination of:
 - Low- and moderate- income residents of its geographic area of operation; **or**
 - Owners or officers of private establishments and other institutions located in and serving its geographic area of operation; **or**
 - Representatives of low- and moderate- income neighborhood organizations located in its geographic area of operation.
- It is not an agency or instrumentality of the City of Houston and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity; **and**
- Requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; **and**
- It is not subject to requirements under which its assets revert to the City of Houston during the upcoming fiscal year in the event of dissolution; **and**
- It is free to contract for goods and services from vendors of its own choosing.

Exhibit “B”
Application Checklist pursuant to the Code of Federal Regulations (“CFR”) §570.204(c)(2)

_____ (Organization Name) is eligible to be designated as a CBDO because it meets **one** the following requirements:

- Is an entity organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C 681 (d)), including those which are profit making; **or**
- Is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Act of 1958, as amended; **or**
- Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2 designated as a CHDO by the HOME Investment Partnerships program participating jurisdiction, with a geographic area of operation of no more than one neighborhood and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e).