

2023 CHDO Certification Application Checklist

Tab	Required Information	Certification Check-Off
1.	Application	
	(a) IRS Status Letter 501(c)(3) or (4) ruling or group exemption letter under Section 905 that includes the organization	
	(b) Status of Good Standing from SC Secretary of State	
	(c) Attachment A - Debarment Certification - <i>submit an Attachment A for the applicant entity and if applicable, submit an Attachment A for the subsidiary organization being sponsored by the CHDO</i>	
2.	(a) Articles of Incorporation – <i>also submit AOI of the for-profit entity if the CHDO is created or sponsored by a for-profit.</i>	
	Organization’s By-Laws which:	
	i. Are executed and dated	
	ii. Contain a Clear Housing Purpose (<i>a clear housing purpose may be evidenced in a charter or articles of incorporation if not contained in the By-Laws</i>)	
	iii. States the organization’s Fiscal Year	
	iv. Describes the Service Area	
	v. Specifies the Board Structure	
	vi. Contains an appropriate “No Benefits” provision	
vii. Describes in detail the organization’s Low-Income Input Process		
3.	(a) Attachment B - Board of Directors Information	
	(b) Attachment C - Board of Directors Representation Certification	
4.	(a) Attachment D - Organizational Staff Roster	
	(b) Staff Résumés/Biographies	
	(c) Staff Payroll Documentation, W-2s/1099s	
	(d) Description of similar projects staff has worked on, describing at least a one-year history of service in the community.	
	(e) Attachment E - Consultant Disclosure, if applicable	
	(f) Copy of consultant contract, if applicable	
	(g) Organizational Chart	
5.	(a) Financial Statements	
	Tax Returns or IRS Form 990 (<i>must also provide evidence of delivery to the IRS</i>)	
	(b) Attachment F – Standards for Financial Management Systems	
	(c) Current fiscal year operating budget	