Style Definition: TOC 3

Ohio Housing Finance Agency

2027 CHDO Guidelines and State Certification Application

Office of Multifamily | October~~September~~ 1~~5~~0, 2026

~~**Seeking to provide input?**~~

~~OHFA will accept comments on these draft guidelines beginning Thursday, September 10, 2026, through Thursday, September 24, 2026. Comments may be submitted via e-mail to **QAP@ohiohome.org**.~~

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Community Housing Development Organization Guidelines

Overview of the OHFA CHDO Set Aside Program

A Community Housing Development Organization (CHDO) is a special type of non-profit housing designation under the HOME Investment Partnership Program created by The Cranston-Gonzalez 1990 National Affordable Housing Act (NAHA). Among the purposes of NAHA are to promote partnerships between states, units of general local government, and non-profit organizations. NAHA also expands a non-profit organization's capacity to develop and manage decent and affordable housing.

The Ohio Housing Finance Agency develops guidelines for its state-certified CHDO program based on the **Code of Federal Regulations Title 24- Housing and Urban Development, Part 92 – HOME Investment Partnership Program** and **Title V of the 21st Century ROAD to Housing Act.** Attaining state-certified status indicates that the organization has the capacity to sponsor a particular type of HOME-assisted housing. It also indicates that the organization is in touch with the community it is chartered to serve.

The State of Ohio receives a yearly allocation of HOME funds from the U.S. Department of Housing and Urban Development (HUD). Fifteen percent of those funds must be "set-aside" to be awarded to CHDOs to develop housing. The Ohio Housing Finance Agency distributes these set-aside funds for Ohio through its Low-Income Housing Tax Credit (LIHTC) Program in the form of gap financing. The terms and conditions of the distribution of all HOME funds can be found in the current State of Ohio Consolidated Plan and applicable Qualified Allocation Plan. If the entire set-aside amount is not able to be absorbed by the LIHTC program, OHFA reserves the right, at its sole discretion, to allocate any remaining funds to other OHFA programs that conform to HOME regulations.

CHDO Certification Considerations

- HOME program rules require that housing development organizations (even previously state-certified CHDOs) must be certified as a CHDO each time they apply for a HOME-funded housing development. Consequently, an organization can only be a CHDO if it is involved in a particular HOME-funded development project.
- The organization can be certified as a CHDO for the type of development project for which it demonstrates organizational capacity. Under the 2025 HOME Final Rule, an organization applying under the Owner role can demonstrate capacity via property operations, financial stabilization, and long-term asset management without needing full internal construction development staff. OHFA will evaluate the capacity of the CHDO to function as a managing general partner or managing member, explicitly permitting co-ownership and joint-venture structures where managing control (at least 51%) is retained by the CHDO.
- Pre-Proposal Evaluation: The goal is for OHFA to issue a CHDO certification before the organization's submission of the LIHTC proposal application. The certification is conditional upon the review of the LIHTC proposal that finds no inconsistencies with the information provided in this application.
- OHFA will review this application to evaluate the following:

    - The organization meets the federal CHDO definition
    - The organization's demonstrated roles in prior affordable housing developments
    - Evidence that the developments proposed for 2027 are of similar size, scope and complexity as prior developments
    - The level of experience of the organization's paid staff, which—for entities seeking certification strictly as an Owner—focuses on asset management and property operations rather than housing development. Consistent with the 2025 HOME Final Rule, this capacity may be fully supplemented by the demonstrated professional qualifications of volunteer board members, officers, or contracted consultants
    - The financial capacity of the organization
    - In the case of a Limited Partnership (LP), that the CHDO or its wholly owned subsidiary will act as the managing general partner (co-general partnership structures permitted under the 2025 HOME Final Rule)
    - In the case of a Limited Liability Company (LLC), that the CHDO or its wholly owned subsidiary will act as the managing member (co-managing structures are permitted under the 2025 HOME Final Rule)
    - Compliance with environmental review streamlining changes applicable under Section 206 (BUILD Housing Act) of the 21st Century ROAD to Housing Act.
- Key submissions include a detailed housing staff experience narrative and the tables contained in this application. The narrative should be rich with examples of development experience, not just an enumeration of the developments in which individual staff members have been involved. The tables should be filled in completely and accurately.
- To help confirm CHDO certification at the earliest time in the LIHTC application process, a desirable submission at this pre-proposal stage is the Partnership Agreement(s), which, among other pertinent information, indicates that if the agreement permits the CHDO to be removed as general partner, the agreement must provide that the removal must be strictly for cause and that the CHDO must be replaced with another state-certified CHDO. In joint-venture or co-GP arrangements, partnership agreements must explicitly state that the non-CHDO partner cannot unilaterally outvote or strip the CHDO of its managing control rights without cause.
- Another document that OHFA will use to establish the organization's capacity is a letter signed by the equity syndicator, stating that it has evaluated the capacity of the organization in its role as a managing partner or managing member. For joint ventures permitted under the 2025 HOME Final Rule, the letter may reflect shared, tiered, or supplemented financial guarantees between the CHDO and its co-partners, provided the CHDO's material operational control is not diminished. Guarantees include the ability to cover all reserves and make up the difference for any tax credits that may become subject to recapture. This letter is also required as part of the LIHTC Application; however, submitting it at this early stage makes it likely that the conditional CHDO certification will not be reversed during the application review. Please note: CHDO qualification will not rely solely on a syndicator's assessment.

- HOME program rules require that applicants must explicitly demonstrate how long-term affordability requirements under **24 CFR 92.252** will be maintained throughout the affordability period, including oversight mechanisms and documentation of compliance monitoring procedures.
- Once the LIHTC Proposal application is received and the actual development and development team are more fully defined, OHFA will confirm the organization's CHDO status. Provided that the information contained in this application and supporting documentation is not contradicted in the LIHTC Proposal(s) or Final Application(s), state CHDO status will be granted to the organization for the specific 2027 LIHTC funding round.
- The HOME program has changed over the years, and developing housing as a CHDO has taken on increased obligations and commitments. The organization's familiarity with the current CHDO regulations is essential: **https://www.ecfr.gov/current/title-24/part-92/subpart-G**

To Apply for CHDO State Certification

Complete the application attached below to apply for state-certified CHDO status. The due date for this CHDO certification application is **January 7, 2027, by 5:00 p.m.**

Some of the responses require the same document to substantiate multiple conditions. You only need to submit each document once. For ease and accuracy of the review, highlight and identify all of the relevant parts.

- Do not send illegible documents. Scanned documents must be readable.
- Do not send information that is not requested.
- All submissions, including this Word document and all accompanying documentation files, must be made via the **Agency's Multifamily Development File Transfer Site** (FTS). If an applicant does not already have access to the FTS, the individual must e-mail **MultifamilyFTP@ohiohome.org** prior to the deadline to secure user access. All application materials must be submitted in .ZIP format. Avoid using any special characters (e.g., "*", "&", or "@", among others) in naming conventions for the Entity submission. OHFA will not accept applications submitted via email, another online file sharing site (e.g., Dropbox, Google Drive), or flash drive. Entity submissions must be individually uploaded to the FTS using the following process:
    - Step 1. Select the Round Type: Experience and Capacity
    - Select 2: Upload one, singular .zip file for each individual entity experience and capacity submission.
    - Step 3. Enter "CHDO Entity Name" for Project Name Category and select Application Type: Experience and Capacity.
    - Step 4. Click Validate File.

Approval Process for State CHDO Certification for the 2027 9% LIHTC Program

- The organization completes an application and submits it and all supporting documentation by **January 7, 2027**.
- The organization will be informed on or before **February 5, 2027**, if it has met the requirements for CHDO certification.
- Applicants that cannot be certified by this date because of missing or incomplete information will be given the opportunity to respond to deficiencies. They may submit any additional information to OHFA within one week of the notification to attempt to cure the deficiency. OHFA will notify the applicant of their CHDO status within three weeks of receipt of the additional information.

Application for CHDO Certification for the 2027 Housing Tax Credit Program

Today's date: Click or tap here to enter text.

Name of Organization:	Click or tap here to enter text.
Executive Director:	Click or tap here to enter text.
Executive Director email:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
City, State, Zip Code:	Click or tap here to enter text.
County:	Click or tap here to enter text.
Phone:	Click or tap here to enter text.
Contact Person:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Phone:	Click or tap here to enter text.
Contact Email:	Click or tap here to enter text.
Name and Title of Person Completing this Application:	Click or tap here to enter text.
Is the person above an employee of the organization?	Choose an item.

Check the services below that are provided directly by the organization:

☐ Accessibility Retrofitting
☐ Construction Management Services
☐ Credit Counseling
☐ Down Payment Assistance
☐ Employment Training
☐ Emergency/Transitional Housing Services
☐ Financial Literacy Training
☐ Food Pantry
☐ Foreclosure Counseling
☐ Grant Writing
☐ Historical Rehabilitation
☐ Homebuyer Education
☐ Housing Construction Company Owner/ Subsidiary
☐ HUD-Certified Housing Counseling Agency
☐ Legal Services
☐ Real Estate Development
☐ Rental Property Management
☐ Rental Property Owner
☐ Single Family Rehabilitation
☐ Tool Bank
☐ Transportation & Delivery Services
☐ Weatherization Services

Supportive Housing Special Needs Provider to:

☐ Abused Spouses and Their Children
☐ Elderly
☐ Homeless
☐ Individuals with Developmental Disabilities
☐ Individuals with Mental Disabilities
☐ Individuals with Physical Disabilities
☐ Migrant Farm Workers
☐ Persons with Alcohol or Other Drug Addictions
☐ Persons with HIV/AIDS

Qualifications for CHDO Certification

Check the boxes that apply and submit the required documents. Highlight and label the pertinent sections of all documents that you are citing to fulfill these certification requirements.

"Governing Documents" refers to the organization's bylaws, code of regulations or charter. These documents must all reflect the most current status of the organization, including its legal name and service areas, and any changes to these documents must have been approved by the board and incorporated into the text prior to submitting this application.

*For LIHTC developments seeking CHDO certification, the CHDO must conform to the HOME definition of "sponsor" (**CFR 24 §92.300(a) (4)**) and comply with definitions and requirements set forth and detailed in **CFR 24 §92.2**.*

Legal Status

L1. ☐ The organization is organized under state or local laws, as evidenced by the organization's Articles of Incorporation.

L2. ☐ The organization declares that no part of its net earnings benefits any member, founder, contributor or individual, as evidenced by a statement to that effect included in the Governing Documents.

L3. ☐ The organization has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by a 501(c)(3) or 501 (c)(4) Certificate from the IRS

L4. ☐ The organization has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced by that statement to that effect included in the Governing Documents.

L5. ☐ The organization has a clearly defined geographic service area articulated in the Governing Documents.

Capacity of the Organization

C1. ☐ Submit a statement, signed by the authorized signer for the organization, that the subsidiary is wholly owned by the (potential) CHDO.

C2. ☐ Submit a narrative that explains in detail how each staff person employed and involved in housing development (name and title) demonstrates the necessary qualifications and experience to carry out the ownership/development responsibilities of a sponsor organization and LIHTC developments proposed. Detailed letters of recommendation from previous employers or colleagues and resumes will be evaluated along with the narrative and Table 5a and Table 5b, below.

C3. ☐ Submit a notarized statement by the president or chief financial officer of the organization or certification from a third-party Certified Public Accountant or HUD-approved audit summary to confirm the organization conforms to the financial management and internal controls detailed in **2 CFR 200.302 – 303**.

C4. ☐ Submit the most recent audited financial statements for the organization that shows the financial capacity to serve in a managing capacity. If utilizing a joint-venture structure, submit the audited financial statements or balance sheets of the co-partner demonstrating how combined organizational capacity will safeguard the development. Also, submit the most recent board-adopted budget, along with approved meeting minutes documenting the budget approval and a letter from the equity syndicator that showing capacity to provide required financial guarantees to the development.

C5. ☐ Submit an executed board resolution or draft partnership agreement confirming compliance with the **2025 HOME Rule 'Business Necessity' Transfer Clause**. This document must verify that if the organization experiences a severe capacity crisis or financial distress, the rental housing assets may be transferred to a another ~~non~~ CHDO entity serving the same service area with prior Participating Jurisdiction (PJ) approval, avoiding retroactive federal repayment penalties.

Serving the Service Area

S1. ☐ Submit a statement that documents at least one year of experience in all service areas where HOME assisted housing is proposed. These service areas ~~and~~ must be articulated in the organization's governing documents. For newly created organizations formed by local churches or service and community organizations, submit a statement that documents the parent organization has at least one year of experience serving those areas. Completion of Table 2B – Serving the Service Area.

S2. ☐ Submit a board-adopted strategic development plan that specifically addresses plans for developing HOME-assisted housing including HOME Rule requirement monitoring of tenant affordability and community engagement in any or all of the service areas for goals that are specific, attainable, measurable, realistic and timely. This plan must also include documentation demonstrating alignment with ROAD Act requirements for local zoning frameworks and identifying whether service areas qualify as “infill sites”. Do not confuse this with a business plan. Submit a scanned copy of the strategic development plan, with the housing development sections highlighted and submit board meeting minutes documenting that the plan was adopted.

S3. ☐ Submit documentation mapping any proposed 2027 development sites against local zoning maps to verify if they qualify as "infill sites" as defined under the 21st Century ROAD to Housing Act, outlining any applicable utilization of streamlined local land-use provisions.

Organizational Structure

O1. ☐ The organization maintains ***at least*** one-third of its governing board's membership for residents of low-income neighborhoods, low-income beneficiaries of HUD programs, other low-income community residents or elected designees of low-income neighborhood organizations, as evidenced by such a statement clearly articulated in the Governing Documents.

O2. ☐ The organization is not a governmental entity, including Participating Jurisdiction, other jurisdiction, Indian Tribe, Public Housing Agency, Indian Housing Authority, Redevelopment Authority, Zoning or Planning Board or Commission.

If the organization was created by a governmental entity, check here: ☐
*Submit the Governing Documents which must reflect that the governmental entity may not appoint more than one-third of the membership of the organization's governing body and complies with **CFR 92.2 (5)**.*

O3. ☐ All board members have completed, signed and dated a self-certification form (found on the **OHFA website**) that attests to their status as a representative of the low-income community or as an elected or appointed official of the governmental entity that created the CHDO, if that applies. All board members must complete the 2027 document, whether or not they have completed a self-certification for a previous application.

O4. ☐ The organization maintains a formal process for low-income program beneficiaries to advise on the design, siting, development, and management of all affordable housing developments. In strict compliance with the 21st Century ROAD to Housing Act (Title I Transparency Standards), this process must be explicitly detailed in the Governing Documents or a board-adopted

resolution, provided the resolution is in effect at the time of application, and mandate: (1) public notification of project proposals at least 30 days prior to LIHTC submission, and (2) at least one documented public hearing accessible to low-income residents in the targeted service area.

O5. ☐ The organization is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization.

If the organization was sponsored or created by a for-profit entity, check here: ☐
*Submit the Governing Documents supporting the organization complies with **CFR 92.2 (3)**.*

Appendix

Modifications and Interpretation

OHFA's actions, determinations, decisions, or other rulings pursuant to these CHDO Guidelines are not a representation or warranty by OHFA as to a development's compliance with applicable legal requirements, the feasibility or viability of any development, or of any other matter whatsoever. The guidelines are subject to modification pending developments in federal and state law, and OHFA policy.

OHFA makes no representation that underwriting or competitive decisions from a prior year will be determinative in future application rounds. Identical year-over-year submissions may receive different treatment, with or without notice to an applicant, due to new insights gained during prior review periods, shifts in policy, the need for consistent in-year interpretation, increased applicant competition, or any other reason OHFA deems necessary.

OHFA may clarify and issue responses to commonly posed questions regarding the guideline through a Frequently Asked Questions (FAQ) document that will be posted on the Agency's website. The FAQ, as well as the applicable Qualified Allocation Plan, OHFA Multifamily Rental Underwriting Guidelines, Design and Architectural Standards, and Affordable Housing Funding Application (AHFA) are specifically incorporated herein and binding on all applicants. Notwithstanding the foregoing, errors and omissions in the AHFA are not binding on OHFA and do not modify the guideline.

The certification of CHDO is made at the sole discretion of OHFA. The Agency will resolve all conflicts, inconsistencies, or ambiguities, if any, in these guidelines or which may arise in administering, operating, or managing the reservation and allocation of LIHTC. This includes the interpretation of requirements and guidelines and the determination of a development meeting the intent of those requirements and guidelines. OHFA may modify or waive, on a case-by-case basis, any provision of this guideline that is not required by law. All such modifications or waivers are subject to written approval by the Executive Director.

Table 1 – Proposed Development(s)

Briefly describe the development for each LIHTC proposal the organization plans to submit under the applicable 2027 QAP.

DEVELOPMENT NAME	CITY, COUNTY	DESCRIBE THE DEVELOPMENT TEAM	APPLICANT'S ROLE If entering into a partnership or joint-venture with a co-GP/co-member, explicitly note the percentage of ownership and identify the co-entity.	POPULATION	# of Units	NEW CONSTRUCTION or REHAB	TYPE OF CONSTRUCTION
			Choose an item.	Choose an item.		Choose an item.	Choose an item.
			Choose an item.	Choose an item.		Choose an item.	Choose an item.
			Choose an item.	Choose an item.		Choose an item.	Choose an item.
			Choose an item.	Choose an item.		Choose an item.	Choose an item.
			Choose an item.	Choose an item.		Choose an item.	Choose an item.

Table 2A – The Service Area

List all of the service areas that are **specifically referenced** in the Governing Documents AND in which the organization is proposing HOME-assisted development under the applicable 2027 QAP.

SERVICE AREA NAME (AS IT IS DESCRIBED IN THE GOVERNING DOCUMENTS)	THIS SERVICE AREA IS A (choose one) Use Dropdown Menu	IN WHICH COUNTY IS THIS SERVICE AREA LOCATED?	IF THIS SERVICE AREA IS A NEIGHBORHOOD, WHAT ARE THE NORTH, SOUTH, EAST and WEST BOUNDARIES THAT DEFINE IT?
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Table 2B – Serving the Service Area

This table below will be used to establish that the service areas listed above are eligible for CHDO certification. To be eligible, the organization must be able to show at least one year of serving the housing/service/cultural needs of the people who live in the listed service areas.

The organization must demonstrate that it holds an integral, on-going, and relevant position in its Service Areas and that it engages with the residents and businesses in its Service Areas to enhance the quality of life for the people who live there. The organization must document its history of serving the community by describing the affordable housing development which it provided, and/or by describing its non-housing services that have had lasting benefits for the community, such as, but not limited to, counseling, food relief, or childcare facilities.

This information should demonstrate to the OHFA reviewer that the organization served this area for at least a year; owned, developed or sponsored affordable housing in the service area or plans to do so in the next three years (as referenced in the strategic development plan); and is an integral and on-going part of the community.

Make sure to include relevant details, including dates, but be concise.

SERVICE AREA	LIST ACTIVITIES THAT DEMONSTRATE THAT THE ORGANIZATION HAS PROVIDED AT LEAST ONE YEAR OF SERVICE IN THIS SERVICE AREA. INCLUDE DATES DURING WHICH THE SERVICE WAS PROVIDED. INCLUDE NUMBER OF PEOPLE SERVED.	LIST THE NAME OF THE HOUSING DEVELOPMENT YOU PROPOSE TO UNDERTAKE IN THAT SERVICE AREA UNDER THE applicable 2027 QAP

Table 3 – Involving the Community

For the past 12 months, what were the actual results of the organization's community outreach efforts? To structure the response, reference the particulars including but not limited to records of meetings, outreach efforts, demographics, etc. of the formal process (O4) for low-income program beneficiaries to advise the organization, as described in the organization's Governing Documents. If the applicant did not have a formal process in place for the last 12 months because it was not a state-certified CHDO, focus on the ways in which the applicant engaged the residents in the service area in the past 12 months and the results of that outreach. Respond in the text box below.

The purpose of the CHDO status is to serve not just the actual housing needs of the community in which you plan to build, but to afford the people living in the organization's service area a say in what gets built and how it is managed after people move in, hence the "C" in CHDO. In alignment with ROAD Act Title I and Title II, organizations that carry the CDHO designation must demonstrate meaningful engagement of community residents regarding the design, siting, development and management of any housing to be built with HOME funds through a formal process that adheres to ROAD Act standards for transparency, inclusion, and public participation. Organizations which have not been successful in soliciting community input may consider strengthening their formal process.

Table 4 - Housing Development History

Complete this table by detailing all affordable housing developments undertaken by the organization since **2017**. Do not leave any column items blank.

DEVELOPMENT NAME AND THE CITY AND COUNTY IN WHICH IT IS LOCATED.	**TIMEFRAME** Start Date/ Completion Date	**THE ORGANIZATION'S PARTICIPATION** Briefly describe the extent of the role of the organization in this development. Include its role in the actual construction, provision of services and/or management after construction. Also note if it is the current owner of the development. If a project was executed as part of a joint venture or co-general partnership, detail how managing control was split and explicitly confirm that the CHDO retained operational decision-making power.	**POPULATIONS SERVED (Name all that apply)** (seniors, families, those with severe and persistent mental health issues, those with developmental disabilities, those with mobility impairments, those aging out of foster care and any other distinct population)	**SIZE** # of buildings and # of units	**TYPE OF CONSTRUCTION** New Construction (NC) Rehab (R)	**TYPE OF BUILDING** Single Family Ownership or Single Family Rental or Multi Family Rental	**FUNDING (Name all sources used)** OHFA-administered HOME funds Other HOME funds LIHTCs State/Federal Historic Tax Credits Ohio Housing Trust Fund, NHTF Any other funding sources

Table 5A – Housing Development Staff Experience

List all employees involved in housing development. This includes specialists, as well as all administrative staff who are in any way involved in housing development. List, but do not limit to, the Executive Director, Director of Finance, Director of Housing Development, Director of Operations and Human Resources. Do not leave any column items blank. Note: For CHDOs qualifying under the 2025 HOME Rule 'Owner' tier, functions involving construction, design, or site selection may be marked 'N/A' if assigned to a co-developer or third-party consultant. The applicant must show direct assignment of personnel or qualified board members to 'Negotiation of Partnership Agreements', 'Financing Arrangements', and 'Ongoing Project Compliance'.

Employee's Name	Title	Primary Responsibility as it Relates to Housing Development	Hours worked per week in housing development	Total Hours worked per week	Date Hired
	Executive Director				
	Director of Finance				
	Director of Housing Development				
	Director of Operations				
	Director of Human Resources				

Table 5B – Housing Development Staff Expertise

Name the employees listed above who perform the specific housing development tasks listed in this table. If you contract for a particular function, please note that. Do not leave any spaces blank.

Note: If this is the applicant's first state CHDO certification, or five years have passed since the last application, submit electronic copies of **official** payroll registers of all staff members who are named in this table. The records need to include hours worked as well as rate of pay, and cover the six month period before this application. ***Make sure that Social Security and Employer Identification numbers are redacted from the official records.***

Planning/Site Selection [Employee Name / Contracted Partner / N/A for Pure Owners]	
Land/Building Acquisition	
Development Team Selection	
Negotiation of Partnership Agreements	
Design [Employee Name / Contracted Partner / N/A for Pure Owners]	
Work Write-up for Rehab	
Financing Arrangements	
Contractor Selection	
Construction Management [Employee Name / Contracted Partner / N/A for Pure Owners]	
Construction Close-out	
Marketing/Lease-up of Rental Units	
Ongoing Project Compliance	

Table 6 – Board Composition

For CHDO certification purposes, a board member is a representative of the low-income community if one of the following applies:

1. Member of a household that has a combined total expected income which is less than 80 percent of the county area median income for that person's household's size
2. Resident of a census tract in which more than 50 percent of its households have incomes less than 80 percent of the area median income
3. An elected member of an organization whose membership is open to all residents of a defined community in which more than 50 percent of the households have incomes less than 80 percent of the area median income and whose position on the board is primarily as a representative of that community group. This is a group that directly **serves** the community in which it is located, including a neighborhood watch group, food pantry, faith-based community outreach organization, community garden club or book club.

See next page.

Board Member Name	Representative of the Low-Income community (YES or NO)	Enter the number from above to describe how this member represents the low-income community (1, 2, 3, or N/A)	Was member appointed by a governmental entity if that entity created the CHDO? (see PART ONE Organizational Structure O2) (YES or NO)	Board Position	Date Elected or Appointed	Date Term Expires	Self-Certification on File? YES or NO

All board members must complete a new 2027 SELF CERTIFICATION FOR CHDO BOARD MEMBERS with this certification. Send the completed and signed forms for all board members along with this application for review.

Example of 2027 Self-Certification Form for CHDO Board Members

Find the actual form on the CHDO website at **http://www.ohiohome.org/ppd/chdo.aspx**

NAME	**DIRECTIONS:** Check ONE box below that defines the status for the organization's Board of Trustees. If you check box 1, 2 or 3, complete the information, then click this link **https://arcg.is/10ijiv1**~~**<<link provided at final>>**~~ to access the mapping tool to determine eligibility for that status.
HOME ADDRESS	
CITY STATE ZIP	
NAME OF ORGANIZATION	

☐ **This organization was created by a governmental entity, and I am a public official associated with, or an employee of the entity that created this organization.**
Do not check this box if the organization was not created by a governmental entity, even if you are a public official.

☐ **(1) I am a member of a low-income household**

I am a member of a household of ( ) people. Our combined total expected income for our household size for 2027 is less than 80% of the area median income (for the same number of people in the household), in the county in which I live. I have accessed the mapping tool to help determine this status.

☐ **(2) I am a resident of a low-income area**

I reside in census tract number ( ), in which more than 50% of the households in that census tract had incomes less than 80% of the county area median income. I have accessed the mapping tool to help determine this status.

☐ **(3) I am an elected representative of a community organization**

serving people of low income and open to all community residents.

Name of Community Organization:

Primary Activity of the Group:

I am elected by the membership of this organization which serves the ( ) community. I serve on the CHDO Board primarily as a representative of this organization which is located in, and directly serves that community and I can supply written verification of my election to this position if asked to confirm this status. *Examples of the type of organization include neighborhood watch group, food pantry, faith-based community outreach organization, community garden club or book club.* In the community served, more than 50% of the households have incomes less than 80% of the county area median income. I have accessed the mapping tool to verify that at least one census tract ( ) in the organization's service area meets the above demographic criteria.

☐ **I am not an elected or appointed public official, and I am not a representative of the low-income community as defined in 1, 2 and 3 above**.

☐ **I am another low-income community resident or an elected designee of a low-income neighborhood organization.**

Signature of Board Member _____ Date _____

DIGITAL SIGNATURE PERMITTED