

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
BOARD MEMBER CERTIFICATION – EXHIBIT A**

A Community Housing Development Organization (CHDO) must be accountable to the low-income residents of its service area by maintaining at least **one-third** of its governing body members as low-income community representatives. A governing body member can be qualified as a low-income community representative in any one of the following three ways:

1. Being a member of low-income household;
2. Residing in a low income census tract or block group;
3. Appointment to the governing body through election by members of another organization consisting exclusively of residents of a low-income neighborhood.

Public representatives **cannot** be qualified as low-income representatives, even if they meet the qualifying criteria.

Public representatives include individuals elected, appointed, or employed by the State or an instrumentality of the State.

OFFICER'S WARRANTY:

By my signature below, I warrant that I am a duly qualified **OFFICER** of the organization, that the information provided on all current board members of the organization is true and correct, and I have reviewed written documentation in the organization's files that support the information provided.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

**CORPORATE
SEAL**

**CHDO BOARD MEMBER
CERTIFICATION**
(Duplicate form so that all board members are included.)

CHDO Board Certification

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Select Only One

Public Official or Employee

I currently hold a publicly elected office; am employed by a state or an instrumentality of the state; or serve on any commission, board or other regulatory body by appointment of an elected official or other political body.

Member of Low-Income Household

I am a member of a household of _____ persons that has a combined total expected income for 201____, which is less than 80% of the area median income for a household of this size.

Resident of Low Income Area

I reside in census tract/block group number _____ which in the 2000 census, has at least 51% of its households with incomes less than 80% of the area median income.

Elected Representative of Low-Income Group

I am elected by the membership of an organization whose membership is open to all residents of a defined neighborhood in which the 2000 census shows that more than 50% of the households have incomes less than 80% of the area median income, and my position on our governing body is primarily as a representative of that neighborhood group. The group name is: _____ and the census tract/block group numbers served by the neighborhood group are: _____

Not a Low Income Representative

**CHDO BOARD OF DIRECTORS
COMPOSITION**

	Board Member Name	Occupation	County of Residence	Member of Low-Income Household	Representative of Low-Income Area	Elective Representative of a Low-Income Group	Not a Low-Income Representative	Public Official
*	Example: John Doe	Teacher	Washington					X
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
	TOTAL							

- Public representatives **cannot** be qualified as low-income representatives, even if they meet the qualifying criteria. No more than 1/3 of the Board Members may be Public Officials.
- The **one-third** low-income resident and public official representations are based upon the total maximum number of board members identified in the by-laws. Vacancies in the board membership do not reduce these requirements.