

COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO) CERTIFICATION REQUIREMENTS

In order to qualify as a Community Based Development Organization (CBDO), an agency must be organized and operate under conditions specified by Community Development Block Grant (CDBG) regulations. Determination of eligibility for CBDO Designation is based on the agency's adopted by-laws and its current roster of members to its governing body. Organizations receiving CBDO certification must be re-certified annually and must report to the Portland Housing Bureau any changes to its by-laws or board composition, that might affect its certification.

Following are the requirements, for certification as a CBDO:

- The agency must be organized under State or local law to engage in community development activities (e.g. housing, economic development).
- The agency by-laws must identify its primary service area and this area must be located within an identified geographic area within the City of Portland.
- The primary purpose of the agency, as stated in its by-laws, must be the improvement of the physical, economic or social environment of its geographic area of operation and must give particular attention to the needs of low and moderate income persons.
- The agency must either be a non-profit organization or a for-profit organization where monetary profits to shareholders or members are incidental to its operation.
- The agency must maintain at least 51% of its governing body's membership for low and moderate income residents of its identified service area, owners or senior officers of businesses or institutions located in and serving its service area, or representatives of low and moderate income neighborhood organizations located within its service area.
- The agency may not be an instrumentality of the City of Portland and may not permit more than one-third of its governing body to be appointed by or consist of elected or other public officials or employees or officials of any ineligible agency.
- Members to the agency's governing body must be nominated and approved by the agency's general membership or by its permanent governing body.
- The agency may not be subject to requirements under which its assets will revert to the City of Portland upon dissolution of the organization.
- The agency must be free to contract for goods and services from vendors of its own choosing.



Portland Housing Bureau
CHDO & CBDO Certification Application

Organization Legal Name: _____

Executive Director: _____

CBDO/CHDO Contact Person: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone No: _____ Fax No: _____

E-mail: _____

I. **Certification Status** (check all that apply).

_____ My organization wants to be certified as a **Community Housing Development Organization (CHDO)**.

_____ My organization wants to be certified as a **Community Based Development Organization (CBDO)**.

_____ My organization has a current state certified CHDO status with OHCSO.
(Attach documentation)

II. **Legal Status.**

_____ Current organization bylaws are attached.

_____ Current organization IRS 501(c) letter is attached.

III. **Service Area.**

In order to qualify as a **CBDO** under §570.204(c)(1), an organization is expected to engage in activities "primarily within an identified geographic area of operation within the jurisdiction of the recipient." HUD has interpreted this to mean that a CBDO's geographical area may be equal to, or possibly greater than, the grantee's, as long as most of the organization's projects are located within the jurisdiction of the grantee. In its final CDBG program rule on economic development guidelines, HUD determined not to accept a recommendation that "multi-county" organizations be permitted to qualify as CBDOs.

A. Are the boundaries of the organization's service area clearly described in the bylaws?

_____ Yes _____ No

If no, attach a map showing the organization's service area.

B. Are any of the agency's programs or activities carried out outside the boundaries of the City of Portland?

_____ Yes _____ No

C. Are any of the agency's programs or activities carried out outside the boundaries of Multnomah County?

_____ Yes _____ No

If yes, list the number and percent of projects/ programs outside the City Portland?

	Unit	Percent
1a. Number of projects/programs located within the City of Portland		
1b. Number of projects/programs located outside the City of Portland		
Total		
2a. Dollar amount expended for services within the City of Portland		
2b. Dollar amount expended for services outside the		
Total		
3a. Number of City of Portland residents receiving services		
3b. Number of Non-City of Portland residents receiving services		
Total		
4a. Staff time (hours) expended in projects/programs within the City of Portland		
4b. Staff time (hours) expended in projects/programs outside the City of Portland		
Total		

If yes, list the number and percent of projects/programs outside Multnomah County?

	Unit	Percent
1a. Number of projects/programs located within the Multnomah County		
1b. Number of projects/programs located outside the Multnomah County		
Total		
2a. Dollar amount expended for services within the Multnomah County		
2b. Dollar amount expended for services outside Multnomah County		
Total		
3a. Number of Multnomah County residents receiving services		
3b. Number of Non- Multnomah County residents receiving services		
Total		
4a. Staff time (hours) expended in projects/programs within the Multnomah County		
4b. Staff time (hours) expended in projects/programs outside the Multnomah County		
Total		

IV. **Capacity.** If the organization is requesting certification as a **CHDO**, it must demonstrate financial and staff capacity to manage HOME funds. This may be demonstrated in this application by attaching the following materials to this application.

A. Proof that the agency conforms to the financial accountability standards of 24 CFR 84.21 "Standards For Financial Management Systems" as evidenced by:

_____ a notarized statement by the president or chief financial officer of the organization;

_____ a certification from a Certified Public Accountant, or

_____ a HUD approved audit summary

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

_____ resumes and/or statements that describe the experienced key staff members who have successfully completed projects similar to those to be assisted with HOME funds, or

_____ contract(s) with consultant firms or individuals who have housing experience Similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.

V. **Tenant Participation Plan.** If the organization is requesting certification as a CHDO, it's Tenant Participation Plan must be attached to this application.

VI. **Organizational Structure.** List the members of the organization's board of directors for the period July 1, 2012 through June 30, 2013 on the attached sheets. Provide all requested information for each board member.

STATEMENT OF PERJURY

I declare under penalty of perjury, under the laws of the State of Oregon, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO/CHDO certification.

Signature: _____ Date _____

Title: _____

Please return the completed application and attachments to Stella Martinez, Compliance Coordinator, 421 SW 6th Avenue, Suite 500, Portland, OR 97204 or email to stella.martinez@portlandoregon.gov