



**Community Housing Development Organization
Affordable Housing Development Organization**

Application for Certification



**APPLICATION FOR
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
and
AFFORDABLE HOUSING DEVELOPMENT ORGANIZATION (AHDO)
CERTIFICATION**

HOME PROGRAM OVERVIEW

The City of Albuquerque (City) is a recipient of federal Department of Housing and Urban Development (HUD), HOME Investment Partnerships Program (HOME) funding, authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. HOME funding is provided to states and participating jurisdictions to fund a wide range of activities that develop, buy, and/or rehabilitate affordable housing for rent or homeownership, or provide direct rental assistance to low-income households.

A Community Housing Development Organization (CHDO) is a private nonprofit, community-based service organization that when undertaking development activities as a developer or sponsor has employees (paid staff) with the demonstrated capacity to develop or sponsor affordable housing for the community it serves. The definition of a CHDO, as well as other regulations regarding CHDOs, can be found in the Code of Federal Regulations Title 24, Part 92. To be certified as a CHDO, the non-profit organization must:

1. Meet HUD's legal and regulatory requirements for designation as a CHDO; and
2. Submit a completed CHDO application for consideration, and be approved by the City of Albuquerque.

The City of Albuquerque invests in their CHDOs by providing funding opportunities through its HOME Investment Partnerships Program (HOME) allocation. An Albuquerque certified CHDO has the opportunity to apply for HOME funding assistance not available to other applicants.

NON-HOME FUNDING OVERVIEW

In addition to HOME funds, the City of Albuquerque also awards housing funds derived from its Workforce Housing Trust Fund, Community Development Block Grant, and Housing and Neighborhood Economic Development funds. These funds are made available on a competitive basis to CHDOs and Affordable Housing Development Organizations (AHDOs) which meet the City's eligibility requirements. To be certified as an AHDO, the non-profit organization must:

1. Meet the City's legal and regulatory requirements for designation as a AHDO; and
2. Submit a completed AHDO application for consideration, and be approved by the City of Albuquerque.

Approval as a CHDO or AHDO does not provide HOME or other housing funding; additional criteria regarding proposing and constructing an affordable housing development or project in compliance with HOME or other housing funding requirements must be met in order to receive project funding. All existing Albuquerque approved CHDOs and AHDOs must be recertified whenever additional HOME CHDO or other housing funding is to be provided.

This application is for area non-profit organizations that wish to apply for certification as a City of Albuquerque Community Housing Development Organization (CHDO) or Affordable Housing Development Organization (AHDO).

CHDO AND AHDO ELIGIBILITY CRITERIA

The CHDO and AHDO eligibility criteria require meeting all of the legal status, organizational structure, capacity, experience, and financial standards as described below:

Legal Status:

A CHDO or AHDO seeking certification or recertification must:

1. Be organized under state/local laws;
2. Have among its purposes, the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in either its:
 - a. charter,
 - b. articles of incorporation,
 - c. by-laws, or
 - d. a resolution of the CHDO's or AHDO's Board of Directors.
3. Assure that no part of the CHDO's or AHDO's net earnings may benefit any members, founders, contributors or individuals.
4. Have a clearly defined geographic service area, and have a history of serving the community within which housing to be assisted with HOME or other funds is to be located. In general, an organization must be able to show one year of serving the community before HOME or other funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.
5. Have proof of nonprofit status: A CHDO or AHDO must have received a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1)), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of "community housing development organization."
6. Not be a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization that is created by a governmental entity may qualify as a CHDO; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity.

Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization. Other restrictions on the participation of public officials on the boards of nonprofit organizations seeking public funds apply and CHDOs and AHDOs must observe conflict-of-interest policies. Low income residents/representatives who work for the awarding participating jurisdiction in any capacity must be considered public sector representatives.

7. Be neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A CHDO or AHDO may be sponsored or created by a for-profit entity, but:

- a. The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
- b. The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
- c. The CHDO or AHDO must be free to contract for goods and services from vendors of its own choosing; and
- d. The officers and employees of the for-profit entity may not be officers or employees of the CHDO or AHDO.

Organizational Structure:

CHDO

At the time of application, a CHDO seeking certification or recertification as a CHDO must maintain accountability to low-income residents by:

1. Having a governing board wherein at least 1/3 of the governing board must be:

- a. residents of low-income neighborhoods (neighborhoods where 51% or more of the residents are low-income); or
- b. other low-income residents of the community (low income defined as having an annual income of less than 80% of the area median income). If the individual does not live in a low income neighborhood, the CHDO or the resident will need to certify that they qualify as low income; or
- c. elected representatives of low-income neighborhood organizations whose primary purpose is to serve the interests of the neighborhood residents (i.e., block groups, town watch groups, civic associations, neighborhood church groups, etc.).

2. Provide a written process for low-income program beneficiaries to advise the CHDO:

Input from the low-income community is not accomplished only by having low-income representation on the board. The CHDO must also provide a formal, written process for low-income program beneficiaries to advise the CHDO on design, siting, development, and management of affordable housing. The process must be described clearly and it must be included in the organization's bylaws or through a board resolution. CHDOs must establish systems for community involvement in parts of their service areas where housing development is planned but which are not represented on their boards.

Applicants are required to provide a copy of their formal process for low-income, program beneficiaries to advise the organization in decisions regarding design, siting, development, and management of affordable housing projects. This description should include the role that the CHDO's low-income program beneficiaries and tenants have taken in the designing, location of sites, and development and management of its affordable housing project(s) and the process the CHDO has taken in securing input from the persons in its target area.

The applicant will be asked to detail the steps the CHDO will take or has taken to include residents in their service areas which do not have representatives on their board. Dates and locations of public meetings/forums held in their target area within the last twelve (12) months to receive input and evidence

of community support (i.e., letter of support from businesses, neighborhood associations, neighborhood groups) will be requested.

3. Balance of the Board Members:

The HOME program does not set any other limits on the balance of the composition of a CHDO's governing board and the remaining seats may be filled by a wide variety of individuals.

AHDO

AHDOs are not subject to the board composition restrictions imposed on CHDOs, nor are they required to implement a formal process for receiving input from the low-income community.

Capacity and Experience:

A CHDO or AHDO seeking certification or recertification must demonstrate their capacity to carry out HOME or other assisted activities with experienced staff that have successfully completed similar projects, as distinguished by the various project types, such as development, management of rental housing and development, and/or sale of housing for first-time homebuyers.

Where the CHDO or AHDO will serve as a developer or sponsor, consultants, volunteers, or donated services may not be substituted for CHDO employees in meeting this requirement. For its first year of funding as a CHDO or AHDO, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization; however the CHDO or AHDO must also demonstrate that they have existing staffing or sufficient resources to hire staff that will then perform all required functions upon completion of the one year training period.

Where a CHDO or AHDO will own housing, it must demonstrate capacity to act as owner of a project and at a minimum meet the requirements of 24 CFR 92.300(a)(2); additional requirements may apply based on the source(s) of funding. A CHDO or AHDO does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization.

The intent of the CHDO or AHDO capacity building requirement is for the CHDO to develop its own professional staff. As a result, the consulting staff cannot be municipal, county or state employees or consultants (paid or volunteer) not planning to train the CHDO's or AHDO's key staff to perform their own housing development. Should CHDOs or AHDOs wish to share staff with other nonprofits, a written formal agreement outlining the work to be undertaken and the service period must be in place. Such agreements do not alleviate the need for the CHDO or AHDO to have its own staff.

Financial Standards:

A CHDO or AHDO seeking certification/recertification as a CHDO or AHDO must have financial accountability standards that conform to the requirements of 2 CFR 200.

ADDITIONAL CHDO and AHDO REQUIREMENTS

CHDOs are responsible for compliance with all applicable provisions of the HOME regulations at 24 CFR Part 92, inclusive of all federal requirements provided therein. CHDO's and AHDO's are responsible for compliance with all applicable provisions required by the source(s) of awarded funding.

All applicants requesting certification are required to complete the self-evaluation which is part of the submission criteria for certification.

If your organization meets the qualifying criteria and wants to apply for designation as a CHDO or AHDO, the Albuquerque Application for HOME CHDO and AHDO Certification must be submitted. All required application documents must be resubmitted at the time of requesting additional CHDO or AHDO funding, even if the entity has previously been certified as a City of Albuquerque CHDO or AHDO, has previously submitted copies of these documents, and/or the information in the documents has not changed.

To obtain a CHDO and AHDO application, or for additional information regarding the role of CHDOs or AHDOs, eligibility requirements, and explanations of regulations, please contact Rick Giron II at (505) 768-2968 or at rickgiron@cabq.gov, or by reviewing the following:

<https://www.hudexchange.info/resources/documents/Building-HOME-Chapter-3-CHDO-Requirements-and-Activities.pdf>

<https://www.hudexchange.info/home/topics/chdo>

APPLICATION INSTRUCTIONS

IMPORTANT INFORMATION:

Community Housing Development Organizations (CHDOs) and Affordable Housing Development Organizations (AHDOs) must meet all qualifying criteria regarding legal status, organizational structure, financial requirements, and capacity and experience to be certified or recertified. Although an agency may meet all of the qualifying criteria, certification as a CHDO or AHDO is not guaranteed and is at the sole discretion of the City of Albuquerque.

Organizations that are currently receiving or formerly received CDBG, HOME funds, or other housing funds who are also applying for additional HOME funds or other housing funds, must be in compliance with all terms of those current and former agreement(s) and must not have any outstanding audit findings, monitoring findings or concerns as determined by the City of Albuquerque. Where outstanding audit findings, monitoring findings or concerns exist and are in the process of being actively resolved; the discretion to allow for the submission of a request for funding shall rest with the City of Albuquerque in their sole judgement. The applicant may be ineligible to apply for current funds if, in the City of Albuquerque's discretion, the applicant has demonstrated a documented untimely or poor use of previously awarded HOME or other housing funds.

Applicants that meet the criteria for certification as a CHDO or AHDO are not guaranteed an award of CHDO or other housing funds.

Nonprofit agencies must have an active Board of Directors documented by submitting an attendance list of board meetings for the previous 12 months and must submit a board membership list with their application.

Non-profit applicants must submit an applicant certification form (included in the application) signed by the Chairperson or President of the Board of Directors with a copy of the minutes of the meeting authorizing the submittal of the application attachment.

The applicant shall not exclude any organization or individual from participation under any project/program funded in whole or in part by HOME or other housing funds on the grounds of age, disability, race, creed, color, national origin, familial status, religion or sex.

Applicants are required to possess and submit a DUNS number as a part of their application (<http://fedgov.dnb.com/webform/displayHomePage.do>).

In addition to possessing a DUNS number, it must also be registered with the U.S. General Services Administration (GSA) System for Award Management (SAM) at: www.sam.gov. Prior to the provision of any HOME funding, the City will verify SAM registration and obtain a debarment clearance. No applicant, clients or contractors that have been suspended or debarred under the HOME or any other federal program may receive HOME or other federal funds.

ORGANIZATION OF THE APPLICATION SUBMISSION:

If you require more space than allowed by any form, you may add additional pages to the applicable section as needed. Applications must be submitted as follows to be considered complete:

1. Applications must be typed or legibly printed in ink.
2. Applications must be double-sided on 8.5" X 11" white paper which can be photocopied clearly.

3. Sections must be contained within a three-ring binder and be divided/designated with tabbed dividers. Please use numbered tabs for the designated sections only. **Do not insert additional tabs, and do not provide information not requested in the application.**
 - a. Tab 1 – Letter of submittal on organization letterhead
 - b. Tab 2 – Applicant Certification Information
 - c. Tab 3 – CHDO and AHDO self-evaluation of applications and operating funds allocation criteria
 - d. Tab 4 – CHDO and AHDO Corporate Documents
 - e. Tab 5 – Applicant Information
 - f. Tab 6 – Applicant/Organization Description
 - g. Tab 7 – Financial Information
 - h. Tab 8 – Additional documents/certifications
 - i. Tab 9 – Additional CHDO and AHDO Information

Please review the submission requirements identified on each of the Tab coversheets contained herein. All requested documentation and responses must be provided to meet the submission requirements.

4. All required documents must be submitted along with the completed application under the appropriate tab section.
5. Applications must include all applicable certifications with signatures.
6. If a section requires more than just checking a box, do not leave the section blank. If the section does not apply, please enter “N/A”. Sections left blank will constitute an incomplete application.
7. Submit one (1) original full application with original signatures and required documents, and three (3) full application copies (four [4] total), each in a separate clearly labeled three-ring binder with properly tabbed dividers, and one (1) digital version of the complete application to:

City of Albuquerque
Attention: Rick Giron II, Community Services Project Manager
Department of Family and Community Services
Community Development Division
P.O. Box 1293, Suite 504
Albuquerque, NM 87103

Incomplete applications and/or applications which are not submitted in the proper format will not be considered. Any instructions required to complete a section will be found in that section.

The City of Albuquerque reserves the right, acting in its sole discretion, to waive any immaterial submission irregularities.

If you have any questions regarding completing the application, please contact Rick Giron II at (505) 768-2968 or at rickgiron@cabq.gov.

TAB 1

**LETTER OF SUBMITTAL ON APPLICANT LETTERHEAD AND
SIGNED BY THE PRESIDENT/CHAIRPERSON OF THE BOARD**

TAB 2

APPLICANT CERTIFICATION INFORMATION

APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION COMPLETED AND SIGNED BY THE APPROPRIATE INDIVIDUALS

- 1. Please attach to this certification a copy of the Minutes of the Board or a Board Resolution from the applicant's governing body authorizing the submission of this application, and identifying the authorized signer for the organization.**
- 2. For newly created organizations formed by local churches, service or community organizations, please attach a statement that documents that its parent organization has at least one year of experience in serving the community.**

The applicant hereby certifies that to the best of his/her knowledge, all information submitted as part of this application is true and accurate. The applicant acknowledges that all documentation supporting the information in the application is on file in the applicant's offices and available for review by City of Albuquerque staff during normal business hours. The applicant understands that failure to provide any of the documentation necessary to support the information in this application may result in processing delays, or in denial of the application request.

If HOME or other housing project funding is subsequently approved, information in this application may be incorporated as part of an agreement and may be used to monitor performance of the project/program. The applicant additionally agrees that if an agreement is executed, the applicant will comply with all contract and HOME or other housing funding regulatory requirements.

CHDO or AHDO Name:	
CHDO or AHDO Address:	
Federal Tax ID Number (must be provided):	DUNS Number (must be provided):

Signature of Authorized Official:	Date:
Type/Print Name of Authorized Official:	Title:
Phone Number:	email address:

Signature of Board Chairman/Executive Director of Applicant Organization:	Date:
Type/Print Name of Chairperson/Executive Director	Title:
Phone Number:	email address:

TAB 3

CHDO SELF- EVALUATION OF CHDO CERTIFICATION CRITERIA

Applicants for CHDO certification must meet all minimum threshold criteria required by the U.S. Department of Housing and Urban Development (HUD) for certification of CHDOs. Applicants for AHDO certification must meet all minimum threshold criteria required by the City of Albuquerque. City of Albuquerque staff will review applications to determine if an applicant meets the minimum criteria for certification.

Below are the minimum criteria to be certified as a CHDO of AHDO. Please carefully review these requirements before completing and submitting the application and check those that apply. If an applicant does not meet the minimum requirements, the applicant cannot be certified and the City of Albuquerque will not perform any further review of the application.

HUD CHDO or AHDO CERTIFICATION CRITERIA

Check those requirements that are applicable to the applying organization, and provide the requested location of language within the indicated documents which confirms conformance with the requirements. The actual supporting documentation for these requirements will be placed under Tab 4.

I. LEGAL STATUS		
<input type="checkbox"/>	The nonprofit organization is organized under State or local laws, as evidenced by:	<input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: _____
<input type="checkbox"/>	No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:	<input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: _____
<input type="checkbox"/>	Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986, is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of a CHDO or AHDO, as evidenced by:	<input type="checkbox"/> 501(c)(3) or (4) Certificate from the IRS. <input type="checkbox"/> Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by a group exemption letter from the IRS that includes the CHDO. <input type="checkbox"/> a group 501(c)(3) Certificate from the IRS (for local organizations which are a subordinate of a central organization non-profit under Sect. 905
<input type="checkbox"/>	Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:	<input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> By-laws <input type="checkbox"/> Resolutions Indicate applicable Page or Section Number: _____
II. CAPACITY		
<input type="checkbox"/>	Conforms to the financial accountability standards of 2 CFR Part 200, as evidenced by:	<input type="checkbox"/> a notarized statement by the president or chief financial officer of the organization <input type="checkbox"/> a certification from a Certified Public Accountant <input type="checkbox"/> a HUD approved audit summary

<input type="checkbox"/>	<p>Has a demonstrated capacity for carrying out activities assisted with HOME or other housing funds, as evidenced by:</p>	<p>For a CHDO or AHDO undertaking development activities as a developer or sponsor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> resumes and/or statements that describe the experience of key paid employees who have successfully completed projects similar to those to be assisted with HOME or other housing funds (demonstrating capacity cannot be met based on any person who is a volunteer or whose services are donated by another organization), <li style="text-align: center;">OR <input type="checkbox"/> contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME or other housing funds, to train appropriate key staff of the organization. Note that this option is only available to a CHDO for their first year of funding. <p>For a CHDO or AHDO that will own rental housing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CHDO or AHDO must provide evidence of sufficient financial strength to operate and maintain the housing for the duration of the affordability period, inclusive of addressing sustained vacancies and maintenance of replacement reserve funds. <input type="checkbox"/> CHDO or AHDO must supply the resumes and/or statements that describe the experience of key paid employees in managing all aspects of HUD or other assisted rental properties, inclusive of applicant intake, eligibility determination, fair housing, affirmative fair housing marketing, dispute resolution, affordability monitoring and reporting, property condition assessment and monitoring, and other operation related functions.
<input type="checkbox"/>	<p>Has a history of serving the community within which housing to be assisted with HOME or other housing funds is to be located, as evidenced by:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> a statement that documents at least one year of experience in serving the community, <li style="text-align: center;">OR <input type="checkbox"/> for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.
<p>NOTE: The CHDO or AHDO or its parent organization must be able to show one year of serving the community prior to the date the participating jurisdiction provides HOME or other housing funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other official of the organization.</p>		

III. ORGANIZATIONAL STRUCTURE		
<input type="checkbox"/>	<p>CHDO ONLY (not required for AHDOs)</p> <p>Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's:</p>	<p><input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation</p> <p>Indicate applicable Page or Section Number: _____</p>
<input type="checkbox"/>	<p>CHDO ONLY (not required for AHDOs)</p> <p>Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects, as evidenced by:</p>	<p><input type="checkbox"/> the organization's By-laws, <input type="checkbox"/> Resolutions <input type="checkbox"/> a written statement of operating procedures approved by the governing body</p> <p>Indicate applicable Page or Section Number: _____</p>
<p><input type="checkbox"/> N/A – Not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and not controlled by a governmental entity.</p> <p><input type="checkbox"/> A CHDO or AHDO cannot be a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and cannot be controlled by a governmental entity. A CHDO or AHDO may be created by a governmental entity, but all of the following restrictions apply:</p>	<p>(1) the governmental entity may not appoint more than one-third of the membership of the organization's governing body as evidenced by the organization's:</p> <p><input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation</p> <p>Indicate applicable Page or Section Number: _____</p> <p>(2) the board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the organization's:</p> <p><input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation</p> <p>Indicate applicable Page or Section Number: _____</p> <p>(3) no more than one-third of the governing board members are public officials or employees of the governmental entity, as evidenced by the organization's:</p> <p><input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation</p> <p>Indicate applicable Page or Section Number: _____</p> <p>(4) no officers or employees of a governmental entity may be officers or employees of the CHDO or AHDO, as evidenced by the organization's:</p> <p><input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation</p> <p>Indicate applicable Page or Section Number: _____</p>	

<input type="checkbox"/>	<input type="checkbox"/> N/A – Not created by a for-profit entity If the CHDO or AHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's or AHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members; and the officers and employees of the for-profit entity may not be officers or employees of the CHDO or AHDO, as evidenced by the CHDO's or AHDO's:	<input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: _____
IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES		
<input type="checkbox"/>	The CHDO or AHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:	<input type="checkbox"/> the organization's By-laws <input type="checkbox"/> a Memorandum of Understanding (MOU) Indicate applicable Page or Section Number: _____ or provide a copy of MOU
<input type="checkbox"/>	A Community Housing Development Organization or Affordable Housing Development Organization may be sponsored or created by a for-profit entity, however:	(1) the for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm, as evidenced in: <input type="checkbox"/> the for-profit organization's By-laws <p style="text-align: center;">AND;</p> (2) the CHDO or AHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's or AHDO's: <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation Indicate applicable Page or Section Number: _____

TAB 4

Please attach copies of all of the following:

- 1. A copy of your Articles of Incorporation, Charter, and By-laws, and any related MOUs that may pertain to CHDO or AHDO eligibility.**
- 2. Any pertinent resolutions which may impact the review and consideration of your CHDO or AHDO application.**
- 3. A copy of your 501(c)(3) or (4) Certificate from the IRS, or if qualified under a central organization non-profit under IRS Section 905 – a group 501(c)(3) Certificate from the IRS.**
- 4. A copy of your state Certificate of Good Standing.**

TAB 5

APPLICANT INFORMATION

CHDO and AHDO APPLICANT INFORMATION	
Applicant Organization Name:	
Address:	
Phone Number:	email address:

Please provide the following information for the person responsible for completing this application and who will be available and responsible for answering questions relating to the information provided:

Name:	
Title:	email address:
Submitting Agency/Organization, if other than Applicant organization:	
Mailing Address, if other than Applicant organization:	
Phone Number, if other than Applicant organization:	e-Mail Address, if other than Applicant organization:

Please define your geographic service area:
If certified as a CHDO or AHDO by another entity, please indicate the entity(ies) and the geographical service area(s) served:

TAB 6

APPLICANT/ORGANIZATION DESCRIPTION

Please provide the information requested below. If a document is required, include the document under this tab.

1. Provide an Organizational Chart for the CHDO or AHDO

Be sure to include all positions that provide housing development or housing operation related activities for the CHDO or AHDO. If the organization has an agreement to use another agency's staff, indicate in the organization chart how this staff relates to the CHDO or AHDO staff.

2. Provide a list of all CHDO or AHDO staff members that will serve a role in a potential HOME or other housing resource funded project (paid or volunteer) and provide resumes for key staff members

Resumes should indicate the experience and activities of the key staff members that relate directly to successfully completing housing development projects similar to those anticipated to be assisted with HOME funds. If the staff member(s) has/have worked on previous HOME or other housing resource funded projects for the CHDO or AHDO, please indicate the project, and the respective role(s) played and activities of that staff member in the project.

3. Provide the name, title and contact information for the staff person responsible for development of other HOME or other housing resource assisted projects and compliance with HOME and other regulation compliance

Provide documentation of this person's experience or training directly related to the implementation of the HOME or other housing resource program.

4. Describe the make-up of your CHDO or AHDO Board, indicating the specific types of experience and expertise in housing development that each member brings to the board that will assist the CHDO or AHDO in meeting its housing goals.

Provide a Board Membership List and a signed Member Designation Form for each member of the Board (both forms found at the end of this tab). **CHDO ONLY:** If the member is representing a low income group, provide documentation (minutes of a meeting, resolution by the board) that the member is an "elected" representative of that board or group.

5. Provide a copy of all agendas and minutes for CHDO or AHDO Board Meetings over the last 12 months. If board member attendance is not addressed within the minutes, please provide an attendance list for each meeting.

6. CHDO ONLY: Provide a copy of your formal process for low-income, program beneficiaries to advise the organization in decisions regarding design, siting, development, and management of affordable housing projects.

This description should include the role your low-income program beneficiaries and tenants have taken in the designing, location of sites, and development and management of your CHDOs affordable housing project(s) and the efforts the CHDO has undertaken for securing input from the persons in your target area.

In the process of developing a housing project/program, detail the steps the CHDO takes to include residents in their service areas which do not have representatives on their board. Provide the dates and location of public meetings/forums held in your target area within the last twelve (12) months to receive

input and evidence of community support (i.e., letter of support from businesses, neighborhood associations, groups).

If you are anticipating submitting a project during the next 12 month period, describe how surrounding property owners were or will be notified and what their role was/will be in the design, siting, development, and management of affordable housing projects.

7. Please provide a listing of all affordable housing that is either developed, owned, operated, or controlled by the CHDO or AHDO.

8. Please provide a description of all affordable housing currently in pre-development or development. Please specify the type of housing being developed or constructed (single family, rental, etc.), the total number of units and affordable housing units to be provided, the total development cost, the level of governmental assistance received, the current pre-development or development status of the projects, and anticipated completion date for each project.

9. Has the CHDO or AHDO utilized financial and/or other partnerships to build development capacity over the last twelve months?

Please list these partnerships, LLCs, LLPs, and/or other legal entities and their members and provide a copy of the partnership agreement, memo of understanding, and/or documentation as to the role the CHDO or AHDO plays in the partnership(s). These documents may be provided electronically on CDs or floppy disks, securely attached under the Tab section.

10. How has/will the CHDO or AHDO work to expand its housing development capacity through attendance at workshops and trainings?

What trainings/workshops did staff and or the CHDO or AHDO board members attend within the last year? Which staff/board members attended these trainings/workshops? Provide documentation (such as certificates, agendas, dates/training organization, etc.) of attendance.

What HUD sponsored HOME or other trainings/workshops has your staff attended within the past three years? Which staff/board members attended these trainings/workshops? Provide documentation (such as certificates, agendas, etc.) of attendance.

What future workshops or training opportunities would the CHDO or AHDO like to have available to them? Have you allocated money in your budget for training (be sure to also include this under your budget)?

11. Is the CHDO or AHDO sponsored by a non-profit/charity, by a religious organization, by a local/state government and public agency, or by a for-profit corporation? If so, describe the relationship of the CHDO or AHDO to that sponsor.

CHDO - BOARD MEMBERSHIP LIST

CHDO Name: _____

Board Member Name	Home Address (Principal Residence)	Employer (If unemployed, specify "Unemployed")	Select the appropriate category (one only) for each Board Member (Remember to attach supporting documentation)					Term Expiration Date
			Low Income Household (at or below 80% of AMI)	Resident of Low Income Neighborhood	Elected Rep of Low Income Neighborhood Organization	Public Official, Employee, Appointee	Private Sector	
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

By my signature below, I hereby certify that the above listing of current active board members is true and accurate:

Board President Signature: _____ Date: _____

AHDO - BOARD MEMBERSHIP LIST

AHDO Name: _____

	Board Member Name	Home Address (Principal Residence)	Employer (If unemployed, specify "Unemployed")	Term Expiration Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

By my signature below, I hereby certify that the above listing of current active board members is true and accurate:

Board President Signature: _____ Date: _____

CHDO ONLY - MEMBER DESIGNATION FORM
(This form must be completed by each Member of the Board).

1. **I am a low-income resident of the community.** Low-income resident must have a household income at or below the 80% of the area median household income for the area in which he or she lives, according to HUD. (Community can mean neighborhood, the city, county, or metropolitan area)*
2. **I am a resident of a low-income neighborhood.** A low-income neighborhood is an area where 51% or more of the households in that Census tract have incomes at or below 80% of the area median household income, as defined by HUD. (This does not mean that you must be a low-income person only that your residence is in a low-income neighborhood.) The address of my principal residence is:

3. **I am an elected representative of a low-income neighborhood organization.** (A low-income neighborhood organization is an organization composed primarily of residents of a low-income neighborhood. Examples of such organizations are: block groups, town watch organizations, civic associations, neighborhood church groups, etc.)

The Name of this organization is: _____
Attached to this designation form is evidence of election (appointment) by the low income members of the organization.
4. **I am a representative of the public sector. I am a/an:**
- Elected public official
 - Appointed public official
 - A public/government employee of a public agency or department
 - Appointed by a public official to serve on this CHDO
5. **I am a representative appointed by the for-profit entity which created or sponsored this CHDO.**
6. **Other.**

* **If you are designated as Low-Income member, please indicate how your eligibility was determined by the CHDO.**

I agree to notify the CHDO board if my representation status as a CHDO board member should change during my tenure on the board. I certify that the information provided above is correct as of the date indicated below:

Board Member Signature

Date

Print Name

Please indicate what housing or development related expertise you bring to the CHDO as a member of the board:

TAB 7

FINANCIAL INFORMATION

Please provide the following:

- 1. One of the following forms of documentation that supports CHDO conformance with the financial accountability standards of 2 CFR 200:**
 - a. a notarized statement by the board chairman/president or chief financial officer of the organization; or,**
 - b. a certification from a certified public accountant; or,**
 - c. a HUD approved audit summary which states that the agency conforms or will conform as a CHDO to the financial accountability standards of 2 CFR 200.**
- 2. A copy of the most recent audit of the agency, inclusive of audited income statements and balance sheets, and cash flow statements for the last year.**
- 3. A copy of your most recent full fiscal year budget.**

TAB 8

The following documents require signatures and are to be included under this tab:

- 1. Conflict of Interest Certification**
- 2. Affirmative Fair Housing Marketing Plan Procedures Acknowledgement**
- 3. Application Certifications And Assurances**
- 4. Section 3 Commitment**

CHDO - CONFLICT OF INTEREST CERTIFICATION

I/We certify that I/We understand and adhere to the conflict of interest provisions for HOME recipients as required by 2 CFR Part 200, and that no exceptions may be made to these provisions (CPD Notice 98-09 – July 14, 1998).

I/We further certify that in accordance with 24 CFR 92.356, that no employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which is receiving HOME funds who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.

I/We additionally certify that no owner, developer, or sponsor of a project assisted with HOME funds (or officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor or immediate family member or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor) whether private, for-profit or nonprofit (including a community housing development organization (CHDO) when acting as an owner, developer, or sponsor) may occupy a HOME-assisted affordable housing unit in a project during the required period of affordability specified in § 92.252(e) or §92.254(a)(4). This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

These conflict of interest prohibitions include but are not limited to any unit benefits or financial assistance associated with HOME projects or programs administered by the applicant, including:

1. Occupancy of a rental housing unit in a HOME-assisted rental project;
2. Receipt of HOME tenant-based rental assistance;
3. Purchase or occupancy of a homebuyer unit in a HOME-assisted project;
4. Receipt of HOME homebuyer acquisition assistance; or
5. Receipt of HOME owner-occupied rehabilitation assistance.

In addition, I/We certify that no member of Congress of the United States, official or employee of HUD, or official or employee of the City of Albuquerque shall be permitted to receive or share any financial or unit benefits arising from the HOME-assisted project or program.

I/We certify that prior to the implementation of the HOME-assisted activity exceptions to these provisions may be requested by the applicant in writing to the City of Albuquerque. If an exception is requested, the applicant certifies that it will demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The applicant understands that the City of Albuquerque may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, and 2 CFR Part 200, as they apply.

Chairman of the Board - Signature

Date

Print Name

CITY OF ALBUQUERQUE
AFFIRMATIVE FAIR HOUSING MARKETING PLAN PROCEDURES ACKNOWLEDGEMENT

STATEMENT OF POLICY

The City of Albuquerque, in accordance with the regulations of the HOME Investment Partnerships Program (HOME) (24 CFR 92.351), has established an “Affirmative Fair Housing Marketing Plan” to ensure that the City and all entities to whom they have allocated HOME or Low Income Housing Trust Funds employ a marketing plan that promotes fair housing and ensures outreach to all potentially eligible households, especially those least likely to apply for assistance.

The City’s policy is to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status (persons with children under 18 years of age, including pregnant women), or disability. The procedures followed are intended to further the objectives of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and Executive Order 11063, which prohibits discrimination in the sale, leasing, rent and other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

PROCEDURES

Although the HOME Final Rule regarding the development and adoption of affirmative marketing procedures and requirements apply to rental and homebuyer projects containing five or more HOME-assisted units, regardless of the specific activity the funds finance (e.g., acquisition, rehabilitation, and/or new construction), the City of Albuquerque will apply their affirmative marketing procedures to all programs funded by the City of Albuquerque, such as tenant-based rental assistance, owner-occupied rehabilitation, and down payment assistance only programs.

The City of Albuquerque is committed to the goals of affirmative marketing that will be implemented through the following procedures:

- A. Providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of any client, customer, or resident of any community;
- B. Keeping informed about fair housing laws and practices;
- C. Informing clients and customers about their rights and responsibilities under the fair housing laws by providing verbal and written information;
- D. Evaluating the effectiveness and compliance of all marketing as it relates to fair housing;
- E. Including the Equal Opportunity logo or slogan, and where applicable the accessibility logotype, in all ads, brochures, and written communications to owners and potential tenants;



- F. Displaying HUD’s fair housing posters (at a minimum, English and Spanish versions) in rental offices or other appropriate locations;
- G. Maintaining a database of community contacts and media concerns that can facilitate affirmative marketing and outreach efforts.
- H. Soliciting applications for vacant units from persons in the housing market who are least likely to apply for assistance without the benefit of special out-reach efforts; working with the local public housing authority and other service and housing agencies to distribute information to a wide and diversified population;

- I. Maintaining documentation of all marketing efforts for targeted demographic groups (such as copies of newspaper ads, memos of phone calls, and copies of letters).
- J. Maintaining a record of applicants for vacant units with a general profile of the applicant, how the applicant learned of the vacancy, the outcome of the application, and if rejected, why; maintaining this record for two years or through one compliance audit, whichever is the shorter period of time.
- K. Where changing demographics present challenges when marketing to an eligible population that is of limited English proficiency (LEP), the City of Albuquerque and its funded entities, striving to:
 - 1. Translate its marketing and application materials to serve these populations
 - 2. Hire bi-lingual employees or have quick access to interpreters/translators
 - 3. Work with the language minority-owned print media, radio and television stations
 - 4. Partner with faith-based and community organizations that serve newly arrived immigrants, and
 - 5. Conduct marketing activities at adult-education training centers or during “English as a Second Language” classes.
- L. Requiring all applicants for Albuquerque HOME funds to sign, submit, and adhere to the policies included in the certifications relating to fair housing required in applications packets.

ASSESSMENT

In conjunction with annual on-site compliance reviews, the City of Albuquerque will:

- A. Review and evaluate records of affirmative marketing efforts (advertisements, flyers, and electronic media spots, etc.);
- B. Evaluate outcomes and effectiveness of marketing efforts and provide recommendations for changes as needed.
- C. Evaluate whether good faith efforts have attracted a diversified cross-section of the eligible population.

CORRECTIVE ACTIONS

Failure to meet affirmative marketing requirements will result in the following corrective actions:

- A. For failure to comply, the City of Albuquerque will set a probationary period for compliance, not to exceed six months, during which time the City of Albuquerque will provide more specific guidelines for compliance.
- B. Further failure to comply with the affirmative marketing requirements may result in the withdrawal of HOME support.
- C. Further failure to take appropriate actions to correct discrepancies in affirmative marketing programs may result in steps to recover all invested HOME funds.

We acknowledge and agree with the conditions and requirements of the City of Albuquerque Affirmative Marketing Procedures:

Chairman of the Board Signature

Date

Print Name

APPLICATION CERTIFICATIONS AND ASSURANCES

I/We declare under penalty of perjury that all of the application statements, attachments hereto, are true and correct.

Further, I/We agree that I/we shall meet, and continue to meet, all federal and local CHDO and AHDO requirements outlined within the application and subsequent funding agreement during the funding timeframe, or the term of any related HOME or other housing funding agreement, whichever is longer, or the City of Albuquerque shall not be required to reimburse or disburse HOME or other housing funds.

Further, I/We agree that I/we shall hold the City of Albuquerque, its officers, employees, agents, and representatives harmless from any claims or lawsuits or from any damages that I/we may incur because of any action taken or not taken on this application, and I/we further agree that I/we shall defend and indemnify the City of Albuquerque, its officers, employees, agents, and representatives from and for any claims or lawsuits brought by, or damages paid to, any other persons, parties, or entities because of any action taken or not taken on this application. Such indemnification shall include payment of attorney's fees and costs incurred by the City of Albuquerque, its officers, employees, agents, and representatives for defending, negotiating, and settling such claims or lawsuits.

I/We have read and understand the above and it is complete and acceptable to me/us. I/We further agree to abide by the foregoing conditions and realize that the failure of any or all of these conditions may relieve the City of Albuquerque from any obligations to pay any funds pursuant to the application for assistance.

Chairman of the Board - Signature

Date

Print Name



CHDOs and AHDOs must certify that they will abide by Section 3 and include this clause in all development contracts when receiving federal funds:

**SECTION 3 CLAUSE
CERTIFICATIONS AND ASSURANCES FOR HOME FUNDING RECIPIENTS**

- A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of 24 CFR Part 92 - HOME Investment Partnership Program and §92.508(7) referencing Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the Section 3 covered project.
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractor and subcontractors, its successors, and assigns to those actions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

I/we hereby certify that I/we will abide with the Section 3 Clause requirements, and include such in all development contracts:

Organization Name:	Project Name:
Signature of Executive Director/Authorized Official:	
Type/Print Name and Title of Authorized Official:	Title:
Phone Number:	Date:

TAB 9

Additional CHDO Information

Please answer the following questions completely and provide any requested information.

1. Provide a brief description of your organization's role(s) in developing affordable housing opportunities in the City of Albuquerque or surrounding communities (developments, programs, etc.) during the last three years. Include the population(s) you serve and the percentage of the population(s) at or below 80% of Area Median Income as determined by HUD for the jurisdictions being served. Indicate if you serve any special needs populations, and describe any additional services that you provide.

2. Provide a brief description of the specific role(s) and activities your organization anticipates having in developing affordable housing opportunities in the City of Albuquerque during the upcoming year.

3. In the last three years, has your organization performed any analyses of the local housing market and the housing needs of low-income households in its service area? If yes, what were the outcomes of the analysis?

4. Describe how your organization will bring a particularly new or unusual approach to meeting the housing needs of low- and moderate-income households. Indicate how these are different or complement existing developments and/or programs.

5. Applicants that are currently receiving CDBG, HOME, or other housing funds, who are also applying for HOME or other housing funds, must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings, Fair Housing issues or concerns, as determined by the City of Albuquerque. Where outstanding audit findings, monitoring findings or concerns exist and are in the process of being actively resolved; the discretion to allow for the submission of a request for funding shall rest with the City of Albuquerque in their sole judgement. If there are current audit/monitoring findings, Fair Housing issues, and/or other concerns, please describe what they are in detail and how they are being addressed and resolved?