

CITY OF GASTONIA
Community Housing Development Organization (CHDO)
Request for Proposals

Application and Project Profile

OVERVIEW-COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

REQUEST FOR PROPOSALS FROM QUALIFIED AGENCIES

Through funds received from the HOME Investment Partnerships (HOME) Program as part of the Gaston County HOME Consortium, the City of Gastonia allows for a comprehensive approach to address affordable housing issues. Beginning Monday, October 13, 2025, the City of Gastonia will accept proposals from qualifying agencies for certification and set-aside funding for designation as a Community Housing Development Organization (CHDO). Qualifying agencies may also request operating funding as available. Regional and local non-profit organizations may view full application and proposal details at <https://gastonianc.gov/doing-business/bids-rfps> or request information by emailing Zsuzsi.kadar@gastonianc.gov and danette.dye@gastonianc.gov or calling (704) 866-6745.

SUBMISSION DEADLINE: The proposal deadline is Thursday, November 20, 2025, at 4:00 pm.

WHAT IS A CHDO?

A Community Housing Development Organization (CHDO) is a private nonprofit, community-based service organization that has staff with the capacity to develop 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 (Housing and Urban Development), Part 92.2.

TO QUALIFY AS A CHDO

To be certified or re-certified as a CHDO, the non-profit organization must: (1) meet HUD's legal and regulatory requirements as a CHDO; (2) meet the additional criteria regarding proposing and constructing an affordable housing development project(s); and (3) submit a completed CITY OF GASTONIA CHDO application for consideration and be approved by the Gaston County HOME Consortium. To qualify for certification and/or be recertified as a CITY OF GASTONIA CHDO, an organization must meet certain criteria and be certified/re-certified by the Gastonia-Gaston Home Consortium. All existing CITY OF GASTONIA CHDOs must be recertified on a biennial basis (every other year) throughout the development of the project and during the affordability period for the rental housing project that the CHDO owns. The criteria (24 CFR 92.2) include legal status, organizational structure, capacity, experience, and financial standards as described below:

OBJECTIVE

The purpose of the project profile is to provide a detailed compilation of data necessary for review of project feasibility. The CHDO certification is needed to determine whether an organization qualifies under the guidelines established by HUD as a Community Housing Development Organization (CHDO) pursuant to Subpart A Section

92.2 of the HOME Final Rule (24 CFR Part 92) and revised to reflect the 2013 HOME Final Rule and the 2013 HOME Appropriations Law.

CHDO CERTIFICATION REQUIREMENTS

Any organizations that apply to the City of Gastonia for HOME funding under the CHDO Set-Aside must be certified prior to any commitment of funding. Organizations must apply for CHDO certification in conjunction with the application for funding. Information obtained from this certification request package will be used only to determine the organization's eligibility as a CHDO and is not an approval. Approval is completed in two stages: (1). CHDO eligibility and (2). Project approval.

PROJECT SELECTION

All CHDO project proposals will be evaluated using a standardized scoring rubric that measures organizational capacity, project feasibility, readiness to proceed, financial and compliance preparedness, and alignment with local housing priorities. The City of Gastonia reserves the right to fund one or more projects based on overall score, available HOME funds, and geographic distribution.

Key Evaluation Criteria include:

- Project Type and Alignment with Priorities (1-20 points): Consistency with City and Consortium priorities such as preservation of existing affordable housing, infill development, and neighborhood revitalization.
- **NOTE: Preference will be given to rehabilitation projects, whether homeownership or rental—that preserve the existing housing stock, prevent blight, and stabilize neighborhoods.**
- Development and Organizational Capacity (1–20 points): Demonstrated experience developing or managing affordable housing projects of similar size and scope, availability of qualified paid staff, and financial management systems meeting federal standards.
- Project Feasibility and Readiness (1–20 points): Evidence of site control, appropriate zoning, environmental readiness, secured financing commitments, and the ability to begin construction within six (6) months of contract execution.
- Financial and Compliance Readiness (1–15 points): Strength of financial structure, leveraging of other funding sources, and capacity to meet HOME Program and Uniform Guidance compliance requirements.
- Community Impact and Engagement (1–15 points): Depth of community involvement in project planning, outreach to low-income residents, and contribution to local revitalization, stability, and long-term affordability.
- Project Sustainability and Design Quality (1-10 points): Quality of project design, energy efficiency, and commitment to sustainability and long-term maintenance.

Proposals must achieve a minimum total score of 70 out of 100 points to be considered for funding. The City's Housing and Community Engagement staff will evaluate, score, and recommend projects for award. Final approval and funding allocations are subject to City Council authorization and availability of HOME funds.

2013 REGULATORY CHANGES FOR CHDOs

In 2013 HUD made numerous changes to the HOME Program. Most significant, to qualify as a CHDO, an organization must now have paid staff and demonstrate both capacity and experience that applies to the specific project for which it is applying. Prior to completing an application to be certified as a CHDO, organizations are strongly encouraged to review the applicable subject matter on HUD Exchange (<https://hudexchange.info>) for further information and guidance.

PROPOSAL REVIEW

All proposals are subject to a review of CHDO threshold requirements, staff capacity and HOME Program project underwriting criteria.

Please note that incomplete applications can impact the overall review process and may render the potential applicant ineligible for funding. Care should be taken to review and complete all required components and submit information accordingly.

**Applications may be submitted
via
mail, email or in-person to:**

City of Gastonia
HOUSING AND COMMUNITY ENGAGEMENT DEPARTMENT
ATTN: Housing and Community Engagement
Director
PO Box 1748
150 S. York Street
Gastonia, NC 28053-1748
Or
Email: danette.dye@gastonianc.gov
and zsuzsi.kadar@gastonianc.gov
(704) 866-6758

If you have any questions, contact Danette Dye, Housing and Community Engagement Director, at danette.dye@gastonianc.gov or Zsuzsi Kadar, Affordable Housing and Unsheltered Population Coordinator at (704) 866-6745 or via email at zsuzsi.kadar@gastonianc.gov.

PRE-PROPOSAL CONFERENCE:

Thursday, October 23, 2025, at 10:00 am

Meeting Link

<https://cityofgastonia.webex.com/cityofgastonia/j.php?MTID=ma012fc25d6b1ab5d940d33e0571df221>

Meeting Number

Meeting number (access code): **2539 706 6912**

Meeting password: **ZMiM487j8gt** (96464875 when dialing from a video system)

Calling from a mobile device

+1-650-479-3208, 25397066912## United States Toll

PROPOSAL SUBMISSION DEADLINE:

Thursday, November 20, 2025, at 4:00 pm

CITY OF GASTONIA
Community Housing Development Organization (CHDO)

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APPLICATION FOR COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) CERTIFICATION

I. INTRODUCTION

The National Affordable Housing Act of 1990 (the Act) created the HOME Investment Partnerships Program (HOME). The Act's objectives include promoting partnerships between states, local governments and nonprofit organizations and increasing the capacity of nonprofit organizations to develop and manage affordable housing.

To help achieve these objectives the Act requires that participating jurisdictions (PJs) set-aside at least 15% of their HOME funds for housing that is developed, owned, or sponsored by Community Housing Development Organizations (CHDOs). CHDOs are a specific type of nonprofit organization defined in the HOME Final Rule (24 CFR Part 92).

This application for CHDO certification covers the following topics:

1. Provides the HOME Program definition of a CHDO;
2. Outlines the criteria for qualifying as a CHDO;
3. Describes the eligible uses of CHDO set-aside funds;
4. Describes the City of Gastonia's process for certifying CHDOs;
5. Provides supplemental material for organizations interested in becoming a CHDO and information on technical assistance available to nonprofits; and
6. Provides reference materials as appendices.

II. DEFINITION OF A CHDO & QUALIFYING CRITERIA

The HOME Program definition of a CHDO is found in 24 CFR 92.2. The definition outlines the criteria that an organization must meet to qualify as a CHDO. The criteria focus on the legal status of the organization, its capacity and experience, the organizational structure, and the relationship of the CHDO to for-profit entities. The CHDO Application/Checklist outlines these criteria in detail. The following is a summary of some of the key criteria to qualify as a CHDO.

A. Legal Status

1. The CHDO must be organized under state law.
2. One of the purposes of the organization must be the provision of decent housing that is affordable to low-income and moderate-income persons.
3. The CHDO must have nonprofit status under §501(c)(3) or (4) of the Internal Revenue Code of 1986.
4. The organization must have a clearly defined geographic service area that is not the whole state.

B. Capacity and Experience

This application has been updated to reflect the 2013 HOME Appropriation Act Capacity and Experience Requirements.

Experience:

1. The CHDO must have at least one year of experience serving the community.

2. The organization must show that its key staff members have the capacity to implement housing activities.
3. The CHDO must have financial management systems that meet the federal standards outlined in 24 CFR 84.21. The most recent version of OMB Circulars A-110 (24 CFR 84) and A-133 may be obtained at <http://www.whitehouse.gov/omb/circulars> or by contacting the City of Gastonia.
4. The CHDO must have completed at least one CHDO-eligible development in the past two (2) years. Eligible developments are: Acquisition and/or rehabilitation of rental housing; Construction of new rental housing; Acquisition and/or rehabilitation of properties for home ownership; and new construction for home ownership.

C. Organization Structure

1. At least one-third of the organization's board of directors must be representatives of the low-income community; no more than one-third can be representatives of the public sector.
2. The CHDO must also involve low-income program beneficiaries in affordable housing project design. (This is in addition to serving on the board of directors.)

D. Relationship to For-Profit Entities

The CHDO cannot be controlled by for-profit organizations or individuals.

III. **THE CHDO SET-ASIDE: ELIGIBLE USES AND ROLES**

At least 15% of the state's HOME allocation must be invested in housing developed, owned, or sponsored by a CHDO (see Section IV). Other nonprofit organizations not meeting CHDO criteria can receive HOME funding for projects they develop, own, or sponsor, but these projects do not count toward the CHDO set-aside. CHDOs and other nonprofits can also receive HOME funds as a sub recipient, but these funds also do not count toward the 15% CHDO set-aside.

NOTE: At the discretion of the selected developer and based on the proposal submitted, CHDO activity may include either rehabilitation or new construction of ownership or rental projects that align with the City of Gastonia Affordable Housing Plan, approved by the City Council in November 2023. However, preference will be given to rehabilitation projects, as reflected in the scoring criteria.

A. Eligible CHDO Set-Aside Activities

Only certain types of activities count toward the 15% set-aside. The eligible activities (when carried out by a CHDO acting as a developer, owner or sponsor) are:

1. Acquisition and/or rehabilitation of rental housing;
2. Construction of new rental housing;
3. Acquisition and/or rehabilitation of properties for home ownership;
4. New construction for home ownership.

B. Ineligible CHDO Set-Aside Activities

The following activities are not eligible for the CHDO set-aside:

1. Tenant-based rental assistance;
2. Rehabilitation of owner-occupied properties;
3. Direct home buyer assistance for existing housing (not developed, owned, or

sponsored by the CHDO).

C. CHDO as a Subrecipient

A CHDO, as well as other organizations, may also participate in the HOME-funded programs as a subrecipient. Basically, this occurs when a CHDO undertakes an activity that is not an eligible activity for the CHDO set-aside (e.g., housing rehabilitation for owner-occupants). In these projects the CHDO enters into a contract with the Agency to administer all or part of a program for the Agency.

D. ALTERNATIVE CHDO ROLES

The 15% CHDO set-aside can only be used for projects in which a CHDO is the developer, owner, or sponsor. For a more detailed description of the alternative CHDO roles, see [HUD Notice CPD 97-11](#) and [HUD 2013 Final Rule](#) (also located in the appendix).

IV. PROCESS FOR CHDO CERTIFICATION

The following is the process for obtaining CHDO certification for a specific project that will be funded from the City of Gastonia's program award:

1. Submit the CHDO Applicant and Project Profile and supporting material to the City of Gastonia.
2. If the application material submitted is complete and meets the criteria for qualifying as a CHDO the City of Gastonia will notify the organization in writing of certification and application approval.
3. If the application is incomplete or fails to meet requirements, a letter will be sent to the describing any deficiencies.

V. RESOURCE MATERIALS AVAILABLE TO CHDOs

Agency staff members are available to assist CHDOs in structuring project proposals to best meet Agency program requirements as well as to assist CHDOs in implementing these projects once they are funded. ([SEE APPENDIX – TECHNICAL ASSISTANCE RESOURCES](#)).

HIGHLIGHTS OF FEDERAL AND LOCAL REQUIREMENTS

AFTER REHAB VALUE

The after-rehabilitation value or sales price of homeownership units assisted with HOME funds cannot exceed 95 percent of the area median purchase price for single unit housing. This is referred to as the HOME Maximum Purchase Price. The current HOME Maximum Purchase Price for single unit existing housing and new construction can be found at:

<https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

and are subject to revisions by HUD.

HOMEOWNERSHIP HOUSING CONVERSION TO RENTAL

Housing acquired or rehabilitated for homeownership that is not sold within nine (9) months of completion of construction must be converted to rental units OR funds repaid. The City of Gastonia is therefore imposing the requirement that HOME-assisted rental housing must achieve initial occupancy within five (5) months of project completion. This action is necessary for the CHDO and City staff to collaborate and address any issues to ensure compliance with the federal requirement.

RENT LIMITS

Rental housing must comply with the HOME Rent Limits established by HUD. The HOME rent limits can be found at <https://www.hudexchange.info/programs/home/home-rent-limits/>.

INCOME REQUIREMENTS

Each HOME assisted homebuyer unit must benefit a household with an income at or below 80% of area median income and the unit must be their primary residence throughout the affordability period. More information about HOME income limits can be found at:

<https://www.hudexchange.info/programs/home/home-income-limits/>.

HOMEBUYER COUNSELING

All homebuyers purchasing HOME assisted property must receive housing counseling. HOME regulations require that assisted units remain affordable for a period from 5 years to 20 years depending on the type of activity and amount of HOME funds invested in the property. The affordability period will be determined as a part of the underwriting process for the project and will be included in the terms and conditions of the contract. The City of Gastonia may require affordability periods exceeding the minimum required by HOME regulations. A recorded document enforcing the affordability period (i.e. second mortgage, restrictive covenant) will be required.

COMPLIANCE

The HOME Maximum Per-Unit Subsidy, HOME Maximum Purchase Price, HOME Rent Limits, and HOME Income Limits described above are provided as informational purposes only and are subject to change prior to awarding of funds from this Request for Proposal. The CHDO is responsible to ensure adherence to all updated provisions/limits and should review the HUD links/resources noted in the appendix on a regular basis to guarantee compliance.

HIGHLIGHTS OF FEDERAL AND LOCAL REQUIREMENTS

AFFORDABILITY PERIOD

The following is the affordability period as prescribed by HUD:

HOME AFFORDABILITY PERIOD		
ACTIVITY	FUNDING AMOUNT	MINIMUM AFFORDABILITY PERIOD
REHAB AND/OR ACQUISITION OF EXISTING HOUSING	< \$15,000	5 year
	\$15,000-\$40,000	10 years
	>\$40,000	15 years
REFINANCE OF REHABILITATION PROJECT	Any amount	15 years
NEW CONSTRUCTION OR ACQUISITION OF NEW HOUSING	Any amount	20 years

The chart above references the minimum HOME affordability period. The City of Gastonia reserves the right to impose increased affordability periods as part of its underwriting review.

EXPERIENCE AND CAPACITY

Special consideration will be given to agencies who demonstrate experience working with HOME funded projects of similar size, scope, and level of capacity to proposed project and who are able to leverage additional funding from supplementary sources.

ADDITIONAL REQUESTS

Any requests for CHDO Operating Expenses, Capacity Building Costs, or Technical Assistance and Site Control Loans should be noted in the application.

AVAILABLE PROPERTY(IES)

The City of Gastonia will not be providing land as part of this Request for Proposals. All proposers must demonstrate site control by owning or having a legally enforceable option to purchase the land proposed for development. Proposals that do not include documentation of site control (e.g., deed, purchase agreement, option contract, or long-term lease) will be deemed ineligible.

TIMELINE

A timeline of signification events should be included as part of the project application.

CONSTRUCTION

Construction for The proposed project must be scheduled and start within six months of contract execution.

I. CHDO Applicant And Project Profile

APPLICANT PROFILE

Legal Name of Organization:

Tax ID:

DUNS #

Officer Name/Title:

Email Address:

Contact Phone:

Fax#

Mailing Address:

City, State, Zip:

Mission Statement:

Executive Officer's Name (Print)

Executive Officer's Signature

PROJECT PROFILE

Project Name:

Project
Description

(attach all supporting
documentation):

Proposed
Funding Sources

(List all and attach all
supporting
documentation):

Source:

Amount: \$

Source:

Amount: \$

Source:

Amount: \$

Source:

Amount: \$

Source:

Amount: \$

Total Estimated
Project Cost:

\$

CHDO Role:

☐

Owner

☐

Developer

☐

Sponsor

Definition of CHDO roles can be found at 2013 HOME Rule

Project Profile	Include as an attachment a brief summary of the proposed project and the CHDO's role in the project. At a minimum, the narrative and proforma should address the project type and scope, number of units, anticipated financing, anticipated development and construction costs, and proposed development team. Attached: ☐ Yes ☐ No NOTE: A <u>multi-family or single-family proforma and HOME underwriting</u> must be completed and submitted in conjunction with this application. If needed, a sample proforma is available upon request. If the applicable proforma (<i>based upon the project type</i>) is not submitted along with the application, the application will be deemed incomplete. <u>Incomplete applications will not be considered for funding.</u> Home Underwriting: https://www.hudexchange.info/programs/home/ Low-Mod Census Tracts in Gaston County: Projects located within Low- and Moderate-Income (LMI) Census Tracts will be prioritized, particularly those that support neighborhood stabilization and reinvestment goals. Gaston County, NC <table border="0"> <tr> <td>301.03</td><td>303.02</td><td>306.01</td><td>306.02</td><td>308.02</td><td>309.01</td><td>309.02</td><td>310.04</td><td>312.02</td><td>313.03</td><td>315.00</td><td>317.06</td> </tr> <tr> <td>318.00</td><td>319.01</td><td>319.02</td><td>320.00</td><td>323.02</td><td>328.01</td><td>328.02</td><td>331.00</td><td>332.03</td><td>332.04</td><td>334.00</td><td>335.01</td> </tr> </table>	301.03	303.02	306.01	306.02	308.02	309.01	309.02	310.04	312.02	313.03	315.00	317.06	318.00	319.01	319.02	320.00	323.02	328.01	328.02	331.00	332.03	332.04	334.00	335.01
301.03	303.02	306.01	306.02	308.02	309.01	309.02	310.04	312.02	313.03	315.00	317.06														
318.00	319.01	319.02	320.00	323.02	328.01	328.02	331.00	332.03	332.04	334.00	335.01														
LIHTC	LIHTC Project: ☐ Yes ☐ No LIHTC Application Year: _____																								
Project Type (check all that apply)	☐ <u>Single-Family</u> Housing ☐ <u>Multi-Family</u> Housing ☐ Rental ☐ Homeownership ☐ Acquisition/Rehab ☐ Rehabilitation Only ☐ Acquisition/New Const. ☐ Other: _____ Total proposed number of units: _____																								

Site Control	Do you have site control or mechanisms in place for site control? ☐ Yes ☐ No Explain: _____
FOR CITY OF GASTONIA STAFF USE ONLY	
Date Received: _____	Received by: _____
CHDO Project #: _____	Analyst: _____

II. Experience And Qualifications				
Legal Name of Organization: _____				
PROJECT EXPERIENCE				
Is this the developer's first housing project?	☐ Yes ☐ No			
If no, list completed projects below:				
COMPLETED PROJECTS				
PROJECT NAME/ DESCRIPTION	YEAR COMPLETED	NUMBER OF UNITS	TYPE	RENTAL OR HOMEOWNERSHIP



			☐ New ☐ Rehab	☐ Rental ☐ Homebuyer
			☐ New ☐ Rehab	☐ Rental ☐ Homebuyer
			☐ New ☐ Rehab	☐ Rental ☐ Homebuyer
			☐ New ☐ Rehab	☐ Rental ☐ Homebuyer
			☐ New ☐ Rehab	☐ Rental ☐ Homebuyer
			☐ New ☐ Rehab	☐ Rental ☐ Homebuyer

STAFF EXPERIENCE

Name/Title	Years of Experience	Summary Description of Experience (include resume for additional details)	Employment Status (Full-time, Part-Time, Volunteer, etc.,	Working on this project (Y/N)

III. LEGAL STATUS

- A. The nonprofit organization is organized under the State of North Carolina as evidenced by:
☐ Charter ☐ Articles of Incorporation
- B. No part of its net earnings benefits any member, founder, contributor, or individual, as evidenced by:
☐ Charter ☐ Articles of Incorporation
- C. It has a tax exemption ruling from the Internal Revenue Service (IRS), as evidenced by:
☐ 501(c)(3) **OR**
☐ A group exemption letter under Section 905 from the IRS that includes the CHDO
- D. It has among its purposes the provision of decent housing that is affordable to low- and moderate-income persons, as evidenced by a statement in the organization's
☐ Charter ☐ Articles of Incorporation
☐ By-laws ☐ Resolutions

IV. CAPACITY

- A. The organization has standards of accountability that conform to 24 CFR 84.21, "Standards of Financial Management Systems," as evidenced by:
☐ A HUD-approved audit summary, OR
☐ A certification from a Certified Public Accountant
- B. The organization has a history of serving the community with affordable housing through the assistance of HOME funds will be used, as evidenced by:
☐ A statement that documents at least one year of experience in serving the community OR
☐ For new organizations, documentation that the parent organization has at least one year of experience in serving the community.
- C. The organization has paid staff with demonstrated capacity and experience with projects of a similar size, scope and level of complexity, relevant to its proposed role as Owner, Developer or Sponsor.
☐ Narrative description of organizational and staff capacity and experience, AND
☐ Resumes and job descriptions for key staff, AND
☐ Organizational Chart
☐ Payroll report, W-2 or W-4 **OR**
☐ A contract for employment and a W-9 and 1099 (at the end of the year) for contract staff

V. ORGANIZATIONAL STRUCTURE

- A. The organization maintains at least one-third (1/3) of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elections by representatives of low-income neighborhood organizations, as evidenced by the organization's: ☐ Charter ☐ Articles of Incorporation ☐ By-laws
- B. It provides current information on the governing board's membership as evidenced by:
☐ A completed governing board list
☐ Governing body self-certification form for all members
- C. It 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 all HOME-assisted affordable housing projects, as evidenced by:
☐ By-laws ☐ Resolutions
☐ A written statement of operating procedures approved by the governing body
- D. If the CHDO is chartered by a State or government, the following restrictions apply:
(1) The State or local government may not appoint more than one-third of the membership of the organization's governing body;
(2) The board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and
(3) No more than one-third of the governing board's members are public officials. This is evidenced in at least one of the following documents:
☐ Charter Articles of Incorporation
☐ By-laws Not Applicable because this organization is not chartered by a unit of government
- E. If the CHDO is sponsored or created by a for-profit entity, the following restrictions apply:
(1) the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body;
(2) the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members. This is evidenced in at least one of the following documents:
☐ Charter
☐ Articles of Incorporation
☐ By-laws
☐ *Not applicable* - this organization is not sponsored by a for profit entity
- F. If the CHDO is sponsored by a religious organization, the CHDO is a separate secular entity from the religious organization, with membership available to all persons, regardless of religion or membership criteria, as evidenced by:
☐ Charter
☐ Articles of Incorporation
☐ By-laws
☐ *Not applicable* - this organization is not sponsored by a religious entity



VI. RELATIONSHIP WITH FOR-PROFIT ENTITIES

- A. The CHDO is not controlled, nor does it receive directions from individuals or entities seeking profit from the organization, as evidenced by either:
☐ By-laws ☐ A Memorandum of Understanding (MOU)
- B. If sponsored by a for-profit entity, the for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:
☐ By-laws ☐ The for-profit organization's By-laws

VII. GEOGRAPHIC AREA

- A. Please list the geographic area and neighborhoods to be served.
☐ Description and Map attached

VIII. CERTIFICATION

The applicant understands that the City of Gastonia will not be responsible for any costs incurred by the applicant in developing and submitting this application and that all applications submitted become the property of the *City of Gastonia*.

I, _____, declare under penalty of perjury, under the laws of the Federal Government and the State of North Carolina, 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 answers may be grounds for denial or subsequent revocation of CHDO certification.

Prepared by: _____ Date: _____ Signature: _____
 (Print)

**STATE OF NORTH CAROLINA
 COUNTY OF GASTON**

I, _____, a Notary Public of the aforesaid County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that she is the City Clerk of the City of Gastonia and that by authority duly given and as the act of the municipal corporation, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by her as its City Clerk.

WITNESS my hand and Notarial Seal, this the _____ day of _____, 20_____.

 Notary Public

My Commission Expires: _____

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) Governing Board List

Please list all board members and complete all columns. Include a signed Governing Body Self-Certification form for each.
Attach additional sheets if necessary.

Name	Address	Employer	Board Term Expiration Date	Low-Income Representative (Y/N) ¹	Public Official (Y/N) ²

¹ At least 1/3 of the governing board of a CHDO is required to be low-income representatives of the community and fit one of the following criteria: 1) The person is a low-income resident of the community; 2) The person lives in a low-income neighborhood where 51% or more of the residents are low-income; 3) The person was elected by a low-income neighborhood organization to serve on the CHDO board.

² A maximum of 1/3 of the governing board of a CHDO can be “public officials.” For purposes of the CHDO certification, a “public official” is any elected or appointed representative of the City of Gastonia. Employees of the City of Gastonia, as well as other employees of governmental agencies including State or Federal agencies that are located in or serve the City are also considered a “public official.” A public official is any employee, elected or appointed representative of the City. Their role as a public sector representative supersedes their residency or income status. Therefore, the official would be counted towards the 1/3 public-sector limitation and not towards the 1/3 low-income representation requirement.

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) Governing Body Self-Certification

Select Only One:

☐

Public Official or Governmental Employee

I currently hold a publicly elected or appointed office, or I am an employee of a governmental agency.

For the purposes of this certification, a "public official" is any elected or appointed representative of City of Gastonia. Employees of the City of Gastonia, as well as other employees of governmental agencies including State or Federal agencies that are located in or serve City of Gastonia are also considered a "public official."

☐

Member of a Low-Income Household

I am low-income resident of _____, a community in the applicant's service area.

In order to qualify, the board member must be a low-income resident of a community that the CHDO is planning to serve or currently serves. Low-income is defined as 80% or less of area median family income.

☐

Resident of a Low-Income Area

I am a resident of _____, a low-income neighborhood in the applicant's service area. *In order to qualify, the board member must live in a low-income neighborhood where 51% or more of the residents are low-income. The board member does not have to be low-income.*

☐

Elected Representative of a Low-Income Group

I am an elected representative of _____, a neighborhood organization whose membership is open to all residents of a defined neighborhood in which at least 51% of the households are low-income. My position on our governing body is primarily as a representative of that neighborhood organization. *In order to qualify, the board member must be elected to serve on the CHDO board by a neighborhood organization composed primarily of residents of a low-income neighborhood. The neighborhood organization's primary purpose must be to serve the interests of the neighborhood residents. Attach a copy of the signed resolution from the neighborhood organization naming the individual as their representative to the CHDO*

☐

Not a Low-Income Representative

Signature: _____ Date: _____

Printed Name: _____ Title: _____

For Reference:

HUD INCOME LIMITS: Charlotte - Gastonia- Rock Hill NC-SC HMFA To obtain the current year's income limits visit: FY 2025 Income Limits Documentation System -- Summary for Gaston County, North Carolina OR https://www.huduser.gov/portal/datasets/il.html								
80% & below Income Limit(s)	1 Person	2 person	3 person	4 person	5 person	6 person	7 person	8 person

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
Conflict of Interest Policy**

No employee, agent, consultant, elected official, or appointed official of _____ (the “CHDO”) may obtain a financial interest or unit benefits from a HOME-assisted activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. This prohibition includes the following:

- Any interest in any contract, subcontract or agreement with respect to a HOME-assisted project or program administered by the CHDO or the proceeds thereunder; or
- Any unit benefits or financial assistance associated with HOME projects or programs administered by the CHDO including:
 - Occupancy of a rental housing unit in a HOME-assisted rental project;
 - Receipt of HOME tenant-based rental assistance;
 - Purchase or occupancy of a homebuyer unit in a HOME-assisted project;
 - Receipt of HOME homebuyer acquisition assistance; or
 - Receipt of HOME owner-occupied rehabilitation assistance.

This prohibition does not apply to an employee or agent of the CHDO who occupies a HOME assisted unit as the on-site project manager or maintenance worker.

In addition, no member, employee, agent, consultant, elected official, or appointed official of the CHDO shall be permitted to receive or share any financial or unit benefits arising from the HOME-assisted project or program.

Prior to the implementation of the HOME-assisted activity, exceptions to these provisions may be requested by the CHDO in writing to the City of Gastonia. The CHDO must demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all parties, and that the covered persons referred to in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The City of Gastonia may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, 85.36 and 84.42, as they apply.

Signature: _____ Date: _____

Printed Name: _____ Title: _____



**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
SECONDARY EMPLOYMENT QUESTIONNAIRE**

Organization Name		
Name		
Employer		
Title		
Are you currently employed in a job other than the one listed above?	Yes ☐	No ☐
If you answered yes, please complete the following.		
Name and Address of Secondary Employer		
Position	Length of Service	
Work Hours	Work Days	
Do you have an interest in any business?	Yes ☐	No ☐
If you answered yes, please complete the following.		
Type of Interest		
Name and Address of Business		
Nature of Business		

I certify that all the information contained on this form is complete and accurate. I am also aware that I am required to immediately complete a new questionnaire upon changes in any of the above information. I am further aware that all secondary employment must not pose a conflict of interest with the goals and objectives of this agency or the City of Gastonia.

Signed: _____

Approved Date: _____

HUD INCOME LIMITS: Charlotte - Gastonia- Rock Hill NC-SC HMFA To obtain the current year's income limits visit: https://www.huduser.gov/portal/elist								
80% & below Income Limit(s)	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person

Appendices

APPENDIX A – 2013 CHDO ROLE, DEFINITIONS AND CHANGES

2013 HOME Final Rule- Definitions of Developer, Owner, Sponsor

Owner of rental housing. A CHDO that is an "owner" of rental housing is defined at §92.300(a)(2). The CHDO is required to own (in fee simple absolute or long-term ground lease) multifamily or single-family housing that is rented to low-income families, in accordance with §92.252. The CHDO must own the HOME project during development and throughout the period of affordability and is required to oversee all aspects of the development process. At a minimum, the CHDO can own the property and hire a project manager or contract with a development contractor to oversee all aspects of the development. Under the 2013 Rule at §92.300(a)(2), a CHDO is also permitted to acquire housing that is in standard condition (and meets the property standards at §92.251) provided it owns the housing throughout the affordability period. This new definition facilitates participation of community-based nonprofit organizations that have the capacity to own and operate affordable rental housing in their communities, but do not have the capacity to develop such housing. Consequently, this new definition creates additional opportunities for nonprofit organizations to access the CHDO set-aside funds to address their neighborhoods' affordable housing needs. The new definition of "owner" should also assist rural States, which consistently experience great difficulty in developing and retaining capable CHDOs.

Developer of rental housing. A CHDO that is a "developer" of rental housing is defined at §92.300(a)(3). The CHDO is the owner (in fee simple absolute or long-term ground lease) and developer of the project and must be in sole charge of all aspects of the development process, including obtaining zoning, securing non-HOME funds, selecting contractors, overseeing the progress of work, and determining reasonableness of costs. The CHDO must own the HOME-assisted housing during the development process and throughout the period of affordability. This is a change from the pre-2013 Rule in that the CHDO must own the property; it no longer has the option to be under contract with an owner to develop the property.

Sponsor of rental housing. The 2013 Rule provides two definitions of a "sponsor" of HOME-assisted rental housing:

1. §92.300(a)(4) clarifies the requirement for CHDOs to maintain effective project control when acting as "sponsor" of rental housing. A CHDO "sponsors" rental housing when the property is "owned" or "developed" by:
 - a. A subsidiary of the CHDO (in which case the subsidiary, which may be a for-profit or nonprofit organization, must be wholly owned by the CHDO);
 - b. A limited partnership (in which the CHDO or its wholly owned subsidiary must be the sole general partner); or
 - c. A limited liability company (in which the CHDO or its wholly owned subsidiary must be the sole managing member).

If the limited partnership or limited liability company agreement permits the CHDO to be removed as sole general partner or sole managing member, respectively, the agreement must require that the removal be "for cause" and that the CHDO must be replaced by another CHDO. In addition, HOME funds must be provided to the entity that owns the project.

2. §92.300 (a)(5) codifies the pre-2013 Rule definition of "sponsor." It states that a CHDO "sponsors" HOME-assisted rental housing in situations in which the CHDO owns and develops the housing and agrees to convey the housing to a private nonprofit organization (that does not need to be a CHDO but cannot be created by a governmental entity) at a predetermined time after completion of the project development. Such arrangements typically occur when a CHDO has development expertise, and the nonprofit organization has the capacity to own and operate the housing. The CHDO is required to own the property before the development phase of the project and is required to select the nonprofit organization before entering into an agreement with the PJ that commits HOME funds to the project. The nonprofit organization assumes the CHDO's HOME obligation (including any repayment of loans) for the project. If the property is not transferred to the nonprofit organization, the CHDO sponsor remains liable for HOME assistance and the HOME project.

Developer of housing for homeownership. For HOME-assisted homebuyer projects, the housing is "developed" by the CHDO if it is the owner (in fee simple absolute) and developer of new housing that will be constructed or existing substandard housing that is owned or will be acquired by the CHDO and rehabilitated for sale to low-income families, in accordance with §92.254. To be the "developer," the CHDO must arrange financing for the project and be in sole charge of construction. As part of its set-aside funds, the CHDO can provide direct down payment assistance to a buyer of the housing it has developed with HOME funds in an amount not to exceed 10 percent of the amount of HOME development funds. In this role, the CHDO is not a subrecipient. This definition is very similar to the pre-2013 definition.

Sponsor of housing for homeownership. Under the pre-2013 Rule a CHDO was able to serve as a "sponsor" of homebuyer housing. There is no equivalent "sponsor" role for homebuyer housing in the 2013 Rule.

<https://www.onecpd.info/home/home-final-rule/section-by-section-summary/subpart-g/#qualification>

APPENDIX A – 2013 CHDO ROLE, DEFINITIONS AND CHANGES

Community Housing Development Organization (CHDOs) – CHANGES

There are **several changes to the definition of CHDO** that impact the criteria that qualify a nonprofit organization as a CHDO.

Nonprofit Status (Paragraph 4)

The pre-2013 Rule requires that a nonprofit organization, in order to qualify as a CHDO, must be organized under the Internal Revenue Code of 1986 (IRC) at 501(c)(3) or 501(c)(4). The 2013 Rule expands this definition to include: (1) a subordinate of a central organization under IRC 905 (this was previously permitted in practice, but is now codified); or (2) a wholly-owned entity that is regarded 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), when the owner organization has a tax exemption ruling from the IRS under section 501(c)(3) or 501(c)(4) of the IRC. The nonprofit must meet the other qualifying criteria outlined in the CHDO definition.

CHDO and For-Profit Entities (Paragraph 3)

The requirements of paragraph 3 ensure that the CHDO is not controlled by, or significantly influenced by, a for-profit entity. In addition to the pre-2013 requirements that remain unchanged, paragraph 3(iv) adds a new criterion that if a for-profit entity creates or sponsors a potential CHDO, while the officers and employees of the for-profit entity can serve as Board members of a CHDO (subject to the one-third appointment limitation), they cannot serve as officers or employees of the CHDO.

CHDO and Governmental Entities (Paragraph 5)

Paragraph 5 is revised to state that a governmental entity may create a CHDO, and while officers and employees of the governmental entity can serve as Board members to the CHDO (subject to the one-third appointment limitation), they cannot serve as officers or employees of the CHDO. The additional limitations of the pre-2013 Rule on the involvement of a public entity remain unchanged.

CHDO Capacity and Staffing (Paragraph 9)

Paragraph 9 changes how a nonprofit demonstrates its capacity to undertake affordable housing activities. To qualify as a CHDO, the 2013 Rule requires that a nonprofit has paid employees with housing experience appropriate to the role the nonprofit expects to play in projects (i.e., developer, sponsor, or owner) in order to receive a CHDO designation. Note, the definition of “owner” has been significantly revised in the 2013 Rule at §92.300. The Rule now permits a CHDO to own and operate housing that it does not develop. Therefore, a nonprofit that will undertake development activities must demonstrate development capacity. A nonprofit that will undertake property ownership and management must demonstrate ownership/management experience. The requirement for development capacity can no longer be demonstrated through the use of consultants with development experience, except during the first year of operation as a CHDO, provided that the consultant trains the CHDO staff. In addition, the capacity requirement cannot be met through the use of volunteers or staff that is donated by another organization. Consultants or volunteers can continue to fill occasional skill gaps or undertake activities that are required only on a periodic basis (e.g., project underwriting) but cannot be the basis of a determination that a nonprofit has the capacity to be designated as a CHDO.

APPENDIX B-UNIFORM GUIDANCE

Notice of Uniform Guidance Requirements City of Gastonia Federal Pass-Through Agencies

Due to *regulations that are effective either 01/01/2018 OR 07/01/2018*, the following information may have an impact upon your agency when contracting with the City of Gastonia for federally funded activities, more specifically funds received from the U.S. Department of Housing and Urban Development (HUD). So that you are aware, please review the information below and take action as necessary.

SUMMARY

In December 2014, OMB together with federal awarding agencies issued an interim final rule to implement the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Uniform Guidance replaces the multiple OMB Circulars currently in place. <https://www.federalregister.gov>

REQUIREMENT

Several extensions for implementation of the requirements were set in place, however, the *final compliance date is 07/01/2018*. *ALL entities that receive Federal funds ARE REQUIRED to have board adopted written purchasing policies* and these written policies must state that purchases funded with Federal grant funds must conform to the applicable Federal law and the standards for purchasing identified in the OMB Uniform Guidance, codified at 2 C.F.R, Subpart D (Section 200.317-326).

DEFINE OPERATIONAL YEAR

It will be necessary for your agency to provide written documentation as to your operation year, whether fiscal or calendar year. If your agency's year-end is June 30 then a written purchasing policy must be in place by *July 1, 2018*; If the *year-end is December 31*, agency *procedures should have been in place as effective January 1, 2018*. If the policy is already in place, please provide a copy of the policy and the date effective.

SUBMIT POLICY DOCUMENTATION

Copies of these policies must be provided to our office for maintenance in our records, and a copy must be submitted annually each year thereafter or prior to each written agreement, as applicable. Your agency's compliance with the OMB Uniform Guidance will be verified prior to the execution of any future written agreements/contracts with the City of Gastonia.

RESOURCE(S)

https://www.hud.gov/program_offices/public_indian_housing/reac/products/mf_news

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

ADDITIONAL RESOURCE(S)

<https://www.councilofnonprofits.org/omb-uniform-guidance-nonprofits-know-your-rights>

<https://www.councilofnonprofits.org/nonprofit-audit-guide/federal-law-audit-requirements>

Additional guidance will be provided prior to future approved transactions. Should you have any questions concerning this policy, feel free to contact staff as follows:

STAFF	TELEPHONE	EMAIL
Danette Dye, Housing and Community Engagement Director	(704) 866 - 6758	Danette.dye@gastonianc.gov
Zsuzsi Kadar, Affordable Housing and Unsheltered Population Coordinator	(704) 866-6745	zsuzsi.kadar@gastonianc.gov

APPENDIX C - Checklist

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) –
Certification and Attachments**

Please submit the CHDO application and all supporting documents - using the following tab headings:

TAB 1 – Applicant and Project Profile

- ☐ Completed Profile with Signature Page
- ☐ Project Experience
- ☐ Staff Experience

TAB 2 – Legal Status, Organizational Structure and Capacity

- ☐ Charter
- ☐ Articles of Incorporation
- ☐ A 501(c)(3) or 501(c)(4) Certificate from the IRS
- ☐ By-laws
- ☐ Resolutions
- ☐ Organizational Chart
- ☐ Narrative describing organization's development experience and capacity
- ☐ Resumes and job descriptions for key housing staff
- ☐ Payroll report, W-2 or W-4 for key housing staff
- ☐ Contracts for Employment, W-9 and 1099 for contract staff (if applicable)
- ☐ A certification from a Certified Public Accountant, OR
- ☐ A HUD approved audit summary
- ☐ Definition of operational year
- ☐ Policies complying with OMB requirements
- ☐ Other: _____
- ☐ Other: _____

TAB 3 – Governing Board

- ☐ Governing Board List
- ☐ Signed CHDO Board Member Certifications for all board members
- ☐ Secondary Employment Questionnaire
- ☐ Signed Conflict of Interest Statements for all governing board members and staff (including contract staff and consultants if applicable)
- ☐ Signed Secondary Employment Questionnaire for governing board members and staff (including contract staff and consultants if applicable)
- ☐ Other: _____

Tab 4 – Project Details

- ☐ Project Description
- ☐ Multi-family proforma **OR** single-family proforma *(Samples available)*

TAB 5 (Items for applicant review prior to submission for review)

- ☐ HOME High- and Low- Rents
- ☐ HOME Subsidy Limits

APPENDIX D-RESOURCES AVAILABLE TO CHDOS

COMMUNITY HOUSING DEVELOPMENT HOUSING ORGANIZATION (CHDO)

Additional Resources and Tools

Additional resource materials are available as follows:

- ☐ Policy Guidance and Frequently Asked Questions
<https://www.hudexchange.info/programs/home/topics/chdo/#policy-guidance-and-faqs>
- ☐ Guidebooks and Tools
<https://www.hudexchange.info/programs/home/topics/chdo/#guidebooks-and-tools>
- ☐ Video and Training Materials
<https://www.hudexchange.info/programs/home/topics/chdo/#videos-and-training-material>
- ☐ Code of Federal Regulations concerning Community Housing Development Organizations (24 CFR 92 Subpart G) <http://www.gpo.gov/fdsys/pkg/CFR-2003-title24-vol1/pdf/CFR-2003-title24-vol1-part92-subpartG.pdf>
- ☐ HOME Ownership Value: Maximum purchase price/after rehab value
<https://www.huduser.gov/portal/datasets/home-ownership-value-limits.html#>
- ☐ HUD Rent Limits
<https://www.hudexchange.info/programs/home/home-rent-limits/>
- ☐ HUD Income Limits
<https://www.hudexchange.info/programs/home/home-income-limits/>
- ☐ HUD Maximum Per Unit Subsidy
<https://www.hudexchange.info/news/hud-publishes-limits-for-home-maximum-per-unit-subsidies/>

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**FY 2025-26 Community Housing Development Organization (CHDO)
Request for Proposals (RFP) - Schedule - FY2025**

Advertisement and RFP Posting	Monday, October 13, 2025
Pre-Proposal Conference	Thursday, October 23, 2025, at 10:00 am
Deadline for Written Questions	Thursday, November 6, 2025, by 4:00 pm
Answers to Written Questions Posting	Monday, November 10, 2025
Proposal Submission Deadline	Thursday, November 20, 2025, by 4:00 pm
Evaluation Committee Review	Tuesday, November 24, 2025
CCRHCE Committee Authorization	TBD
Council/Consortium Approval #1	Tuesday, January 6, 2025
Environmental Review	Wednesday, January 7, 2025 – Tuesday, April 7, 2026
Council/Consortium Approval #2	April/May 2026
Contract Execution	April/May, 2026
Permits	May/June 2026

Housing and Community Engagement Department

• PO Box 1748 • Gastonia, NC 28053-1748 • (704) 866-6752 • (704) 866-6067 fax

CHDO DEVELOPER SCORECARD TEMPLATE

Scores available from 1-5, 1-10, and 1-15, with the highest score being the best. Basis for scoring must be listed with specific examples.

1. Project Type & Alignment with Priorities (20 pts)	Developer 1	BASIS FOR SCORE
Type of Project		
Rehabilitation of existing housing (ownership or rental) (10 pts)		
New construction (7 pts)		
Neighborhood Targeting: located in HUD eligible low-mod income census tracts, Neighborhood Revitalization Strategy Area (NRSA), or disinvested area (up to 3 pts)		
Total Score	0	
2. Development and Organizational Capacity (20 pts)		
Experience with HOME-funded projects or similar federal programs, and demonstrated success with at least one comparable project? (up to 10 pts)		
Staff Qualifications: Paid staff with appropriate housing development, rehab, or construction management background. (up to 10 pts)		
Total Score	0	
3. Project Feasibility & Readiness (20 pts)		
Site Control Documentation: Deed, purchase agreement, or option contract provided (up to 5 pts)		
Construction Timeline: Start within 6 months of contract execution (up to 3 pts)		
Financial Feasibility & Leverage: Verified pro forma and underwriting; inclusion of multiple funding sources (up to 12 pts)		
Total Score	0	
4. Financial & Compliance Readiness (15 pts)		
Financial Management Systems: Meets 24 CFR 84.21 standards, independent audit, OMB compliance (up to 5 pts)		
Cost Reasonableness: Rehab cost per unit aligns with HUD subsidy limits (up to 5 pts)		
Affordability & Rent Compliance: Meets HOME affordability and rent limits (up to 5 pts)		
Total Score	0	
5. Community Impact & Engagement (15 pts)		
Low-Income Community Benefit: Serves ≤80% AMI; integration with local revitalization goals (up to 5 pts)		
Resident Engagement Plan: Includes outreach to residents and neighborhood groups (up to 5 pts)		
Partnerships: Demonstrates collaboration with nonprofits, workforce programs, or local contractors (up to 5 pts)		
Total Score	0	
6. Project Sustainability & Design Quality (10 pts)		
Long-Term Maintenance Plan: Addresses upkeep, property management, and reserve planning (up to 5 pts)		
Energy Efficiency / Resilience: Incorporates sustainable or green rehab practices (up to 5 pts)		
Total Score	0	
TOTAL SCORE (out of 100 pts)	0	
Additional Reviewer Notes:		