

**INSTRUCTIONS FOR COMPLETION OF THE
CHDO BOARD COMPOSITION ELIGIBILITY FORM**

Legend Key for Low-Income Representative Board Members

A minimum of one-third of the voting board members must consist of representatives of the community being served by the CHDO, and may include any combination of the following

LICR	Low Income Community Resident (An income/residency certification form must be signed by each Board member of this classification.)
RLIN	Residents of Low Income Neighborhoods (The applicable neighborhood must be identified. Census or survey data must be submitted to document that at least 51% of the neighborhood's residents are of low income.) Provide a map that clearly indicates the applicable census tracts and block groups including the LMI percentage for each. The map and applicable information should correspond with the persons listed on the CHDO Board Composition Eligibility Form.
ER	Elected Representative of Low Income neighborhood organizations (The organization's name and mission statement must be provided with evidence that the representative received his/her appointment through a formal election process.)

At least one third of the board members must qualify under one of the above categories.

Legend Key for Public Official Board Members

PO	Public Officials (No more than one-third of the board members may be public officials or be appointed by public officials. Members of the board appointed by public officials cannot select other members of the board. Public officials and/or appointees who themselves are either low income community residents, or residents of a low income neighborhood, count against the one-third maximum limit of public sector representatives, not toward the one-third minimum requirement for low income community residents.)
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Legend for Other Board Members

Other	Board members who do not represent any of the above categories. These members' home address, job titles and employers must be listed.
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CHDO's Sponsored by For-Profit Corporations

Montgomery County will not make available any CHDO set-aside funds for a CHDO who has a for-profit sponsorship. Therefore, no member can be designated as a for-profit representative.

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
LOW INCOME BOARD MEMBER CERTIFICATION**

The following information is necessary to determine compliance with the HOME Investment Partnership Program's CHDO Board Membership requirements. Each Low Income Board Member should indicate the number of persons living in his/her family and whether total family income exceeds or falls below the listed figure for the appropriate size family. Before completing the certification, refer to the attachments for definitions of family, annual income and the appropriate income levels. Low income Board members must certify and document that they meet this threshold requirement in cases where they do not reside in low-income neighborhoods and are designated as Low Income.

			Maximum Allowable Income	Actual Annual Income
One person Total Income	Above	Below	\$45,450.00	\$
Two person Total Income	Above	Below	\$51,950.00	\$
Three person Total Income	Above	Below	\$58,450.00	\$
Four person Total Income	Above	Below	\$64,950.00	\$
Five person Total Income	Above	Below	\$70,100.00	\$
Six person Total Income	Above	Below	\$75,300.00	\$
Seven person Total Income	Above	Below	\$80,500.00	\$
Eight person Total Income	Above	Below	\$85,700.00	\$

The CHDO Board President and Low Income Board member must sign below.

“Any false statements made knowingly and willfully may subject the signer to penalties under Section 1001 and 1010 of Title 18 of the United States Code”.

Name:	
Address:	
City, State, Zip:	
Telephone #:	

Board President Signature

Date

Low Income Board Member Signature

Date

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
LOW INCOME BOARD MEMBER CERTIFICATION
Definitions**

Annual Income (24 CFR Section 5.609)

(a) Annual Income means all amounts, monetary or not, which: (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and (3) Which are not specifically excluded in paragraph (c) of this section. (4) Annual Income also means amounts derived (during the 12-month period) from assets to which any member of the family has access. ... (*Refer to 24 CFR 5.609 for complete text.*)

Annual Income is compared to the published Section 8 Income limits to determine eligibility as a Low Income Board Member.

Annual Income is the gross amount of Income anticipated by all adults in the family during the 12 months following the effective date of the determination.

Family (24 CFR Section 5.403)

Family includes but is not limited to: (1) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size); (2) An elderly family; (3) A near-elderly family; (4) A disabled family; (5) A displaced family; (6) The remaining member of a tenant family; and (7) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Elderly Family (24 CFR 5.403)

Elderly family means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.