

NAME OF CHDO: _____ (RE)CERTIFICATION YEAR _____

VI. Organization Structure

- A. Please list your current board members' names, addresses, employer, and position, title, occupation, etc.. If additional space is needed, make additional copies of the second page.
- B. Indicate which of the individuals listed below meet the 1/3 low-income representation criteria as required by HUD in 24 CFR Part 92.2. There are three ways to meet this requirement:
 - (1) Residents low-income neighborhoods in the community
 - (2) Low-income residents of the community
 - (3) Elected representatives of low-income neighborhood organizations

Note: If the minimum low-income representation for your organization is larger than any whole number, please round up to the next whole number. [Example: 10 board members x .33 = 3.3; low-income representation must be at least 4].

- C. In addition to the minimum low income representation noted in (B.) above, **no more than one-third of the Board may consist of representatives of the public sector**, i.e., elected or appointed public officials, public employees (including schools), or private individuals appointed to serve by public officials. [Example: 10 board members x .33 = 3.3; public sector representation must not exceed 3]

No.	Board Member Name & Address Employer Position, Title, Occupation, etc.	Resident of Low-Income Neighborhood or Other Low-Income Community Representative ¹	Elected Representative of Low-Income Neighborhood Organization ²	Representatives of the Public Sector ³
1.	Name: Address: Employer: Position:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Name: Address: Employer: Position:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Name: Address: Employer: Position:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Name: Address: Employer: Position:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	Board Member Name & Address Employer Position, Title, Occupation, etc.	Resident of Low-Income Neighborhood or Other Low-Income Community Representative ¹	Elected Representative of Low-Income Neighborhood Organization ²	Representatives of the Public Sector ³
_____	Name: Address: Employer: Position:	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	Name: Address: Employer: Position:	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	Name: Address: Employer: Position:	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	Name: Address: Employer: Position:	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	Name: Address: Employer: Position:	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	Name: Address: Employer: Position:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Make additional copies of this page as needed.

Total Number of Representatives
Percent of Total

100%

(Must be **less than**
1/3 of membership)

NOTE: List current Board members. If a position is currently vacant, list it as vacant.

¹ Residents low-income neighborhoods in the community

- ✓ Low-income neighborhoods are defined as neighborhoods where 51% or more of the residents are low-income
- ✓ Residents of low-income neighborhoods on CHDO boards do not have to be low-income themselves

Low-income residents of the community

- ✓ In urban areas, “community” is not necessarily limited to a single neighborhood, but may include several neighborhoods, the city, county, or metropolitan area
- ✓ In rural areas, “community” may also cover a multi-county area (but not the whole state); the board need not include low-income residents from each county in the multi-county area
- ✓ Low-income residents of low-income neighborhoods in the community do not need to submit proof of their income
- ✓ If low-income residents of the community who do not live in low-income neighborhoods are necessary to meet this threshold, the CHDO must obtain a certification from the resident that the resident does qualify as low-income

² Elected representatives of low-income neighborhood organizations:

- ✓ A **low-income neighborhood organization** is an organization composed primarily of residents of a low-income neighborhood
- ✓ The primary purpose of the organization must be to serve the interests of the neighborhood residents
- ✓ Block groups, town watch organization, neighborhood church groups, and NeighborWorks® organizations can be examples of low-income neighborhood organizations
- ✓ The governing body of the low-income neighborhood organization may elect the representatives to serve on the CHDO board

³ **Public Sector Limits:** A **maximum** of one-third (1/3) or the governing board may consist of representatives of the public sector.

- This limitation is intended to ensure that separation exists between government and CHDOs and that CHDOs are indeed community-based and community-controlled organizations
- A member of the governing board of a CHDO would be considered a representative of the public sector if he or she is a public official, including:
 - Elected officials of the state of Montana or local government – council members, aldermen, commissioners, state legislators, members of the school board, etc.
 - Appointed officials of the state of Montana or local government – members of a planning or zoning commission, or of any other regulatory and/or advisory boards or commissions that are appointed by a state or local government official
 - Public employees of the state of Montana or local government – all employees of public agencies (including the schools) or departments of the state or local government (e.g., a clerk in the water and sewer department, a public facility janitor, or a secretary in the tax assessment office)
 - Appointed by a public official – any individual who is not necessarily a public official, but who has been appointed by a public official (as described above) to serve on the CHDO board
- Members of the Board appointed by public officials cannot select other members of the Board
- What if the public official is low-income? 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. They **do not** count toward the one-third minimum requirement of community representatives