

**CHDO Certification and Requirements**

WHEREAS, Arizona Housing Development Corporation (AHDC) has been certified by the City of Yuma (City), on behalf of the Yuma County HOME Consortium (YCHC) to meet the definition of a Community Housing Development Organization (CHDO) according to 24 CFR 92 Subpart G for the Magnolia Gardens Project on January 4, 2025, and

It is understood that AHDC will maintain CHDO status for the term of the Development Loan Agreement in accordance with 24 CFR 92. AHDC agrees to provide information to the City to document its continued compliance, including but not limited to an annual board roster and certification of continued compliance. Throughout the term of the agreement AHDC must submit any changes to the structure of the organization to the City for review and CHDO re-certification.

WHEREAS, the City received a proposal for use of CHDO set-aside funds for a CHDO-eligible project under HOME regulations, and

WHEREAS, AHDC as a certified CHDO is eligible to receive HOME funding from the CHDO set-aside of the YCHC HOME allocation for an eligible CHDO project,

WHEREAS, the CHDO certification application and documentation AHDC submitted and the City's approval are part of this Agreement,

THEREFORE, in addition to the responsibilities outlined previously in the Development Loan Agreement, AHDC agrees to comply with special CHDO requirements enumerated below.

**A. Project Description**

AHDC will undertake a Rental Development project with HOME funds from the City. AHDC will develop 16 rental units to be occupied by eligible, low income tenants. The schedule and budget for this project is outlined in Attachments 3 and 5 of the Agreement.

**B. CHDO role**

In accordance with 24 CFR 92.300(a)(3), **AHDC** will serve as developer of new housing that will be constructed and rented to income-eligible families per 24 CFR 92.252.

**AHDC** is the owner (in fee simple absolute) of said Housing, and will arrange financing for the project, and be in sole charge of construction.

**AHDC** must own the housing during the development and for a period at least equal to the period of affordability.

**AHDC** took the following steps to involve neighborhood residents and/or beneficiaries in the project design, siting and implementation:

1. Public Meeting on 06/13/2023
2. Public Meeting on 12/11/2023

**AHDC** will implement the Tenant Participation Plan in Appendix A of this attachment.

### **C. Project Requirements**

**AHDC** agrees to follow the applicable HOME Program requirements of 24 CFR 92 Subpart F and Guidelines established by YCHC for administration of HOME-assisted programs including but not limited to requirements for income determination, underwriting and subsidy layering, rehabilitation/property standards, refinancing guidelines, rental development program policies.

### **D. CHDO Proceeds**

AHDC must comply with CPD Notice 97-11 and 97-09 HUD on use of CHDO project proceeds.

### **E. Other Provisions**

- a. It is understood that **AHDC** has certified that it is and will maintain CHDO status for the term of the Agreement in accordance with 24 CFR 92. **AHDC** agrees to provide information as may be requested by the City to document its continued compliance, including but not limited to an annual board roster and certification of continued compliance.

Appendix A

TENANT PARTICIPATION PLAN  
MAGNOLIA GARDENS

## 1. Introduction

The purpose of this Tenant Participation Plan (TPP) is to outline how tenants will be engaged in the planning, development, rehabilitation, and ongoing management of affordable housing projects funded by the U.S. Department of Housing and Urban Development (HUD). The plan ensures tenants' rights are respected and that they have an opportunity to participate meaningfully in decisions that affect their living conditions.

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## 2. Project Overview

- **Project Name:** Magnolia Gardens
  - **Location:** 430, 440 S Magnolia Avenue, Yuma, AZ 85364
  - **Type of Project:** New Construction
  - **Funding Source:** HOME ARP, HOME-CHDO
  - **CHDO Name:** Arizona Housing Development Corporation
  - **Development Timeline:** February 2025 – December 2026 (Estimate)
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## 3. Tenant Outreach and Engagement

The CHDO will engage tenants and the surrounding community in the following ways:

- **Pre-Development Phase:**
  - Host informational meetings and community forums to share the scope of the project and provide updates as needed and reasonably possible.
  - Distribute surveys to gather tenant input on their housing needs and preferences as needed and reasonably possible.
- **Ongoing Communication:**
  - Establish an advisory committee or similar group to meet annually and provide feedback on the project's progress.
  - Provide tenants with written notices regarding significant changes in their living conditions (e.g., construction, relocation).
- **Post-Development Phase:**
  - Conduct exit interviews or surveys for tenants to evaluate their satisfaction with the completed project.
  - Ensure ongoing communication regarding maintenance, repairs, or any other project-related activities.

### 4. Tenant Rights and Protections

This plan ensures that all tenants involved in the project will have their rights protected, in compliance with federal and state housing laws. Key protections include:

- **Non-Discrimination:** Tenants will be treated equally regardless of race, color, religion, sex, national origin, disability, or familial status.
  - **Right to Participate:** Tenants will be invited and encouraged to participate in meetings and decisions that affect their housing.
  - **Privacy and Confidentiality:** All tenant information will be kept confidential, in compliance with privacy laws.
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### 5. Decision-Making Process

The tenant participation process will include:

- **Tenant Meetings:** Meetings will be scheduled at convenient times for tenants to attend. Meetings may include updates on the project, budget discussions, and feedback on design plans.
  - **Voting on Specific Issues:** For certain decisions, tenants may be asked to vote on aspects of the development (e.g., design features or common area use).
  - **Grievance Procedures:** A formal grievance procedure will be put in place to address any concerns or conflicts that arise related to the development.
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### 6. Funding and Resources

The following resource will be made available to support tenant participation:

- **Interpretation Services:** If needed, translation services will be provided to ensure non-English speaking tenants can fully participate.
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### 7. Conclusion

This Tenant Participation Plan will be an integral part of the CHDO's efforts to develop, maintain, and improve affordable housing. Active participation of tenants ensures the success of the project and the long-term sustainability of the community.

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