

**[SHFC CORPORATE CIRCULAR HDH NO. 14-004,
March 31, 2014]**

**IMPLEMENTING RULES AND REGULATIONS FOR THE
ACCREDITATION OF SHFC CIVIL SOCIETY ORGANIZATION (CSO)
PARTNERS FOR THE HIGH DENSITY HOUSING (HDH) PROGRAM**

Adopted: 31 March 2014

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SECTION 1. Purpose - These Guidelines are formulated for the purpose of prescribing and clarifying the accreditation of Social Housing Finance Corporation (SHFC) CSO Partners in the High Density (HDH) Program.

SECTION 2. Definition of Terms - For purposes of these Guidelines, the following terms or words shall mean or be understood as follows:

- a. Accreditation - refers to the process of giving official authorization to an organization/group whose qualifications meet the standards of the HDH Program.
- b. Civil Society Organization (CSO) - refers to people's organizations (POs) or non-government organizations (NGOs) whose principal role under the HDH Program is to assist the community association (Cooperative/Homeowners Association (HOA) in its organization, completion of the project and in other post occupancy activities.
- c. Service Fee - refers to a fee paid by the Social Housing Finance Corporation (SHFC) to the CSO Partner for services rendered in the performance of the functions enumerated in Sec. 4 (a) to (c).

SECTION 3. Qualifications for the Accreditation of a CSO Partner -

a. The CSO Partner (people's organization or non-government organization) shall gain accreditation as HDH Partner by acquiring all of the following qualifications:

- a.1 Must be a stock or non-stock corporation duly registered with the appropriate government agencies.
- a.2 Must have no unfavorable records with SHFC, or any other key shelter agencies (KSA).
- a.3 Must have at least two (2) years experience as an organization in community development and organizing work as certified by the National Anti-Poverty Commission (NAPC) or Presidential Commission for the Urban Poor (PCUP).
- a.4 Must have physical and financial capabilities to undertake responsibly the functions stated in Section 4 of this Guidelines. List of documentary requirements related hereto are those enumerated in Section 8 (e), (f), (g) and (h) hereof.
- a.5 Must have a well-defined organizational structure that shows clear delineation of functions and management hierarchy. One or more of the principal officers must have been engaged in shelter

development/community housing programs and community organizing work.

a.6 Must have a good record in assisting community association (i.e. satisfactory collection efficiency rating, absence of projects in litigation or foreclosure).

a.7 Must not have committed any violations enumerated in Section 6 hereof, unless the imposed sanction of suspension has been lifted.

b. An accredited CMP-Mobilizer shall be accredited anew subject to the Accreditation Team's review of its performance.

c. The CSO Partner shall be accredited prior to the submission of the application for loan under HDH financing.

SECTION 4. Functions of a CSO Partner – The accredited CSO Partner will perform the following functions:

a. Community Organizing and Loan Documentation Phase

a.1 Assists in developing community association governance structure - Functions as an adviser/consultant to develop mechanisms to empower the community to make decisions and to oversee and decide on aspects of the project's feasibility.

a.2 Assists in developing People's Plans and in preparing technical, legal and financial requirements.

a.3 Assists the community association in the selection of the Contractor/Developer,

a.4 Helps in the development of technical capacities of the community association or creating partnerships with organizations that have technical capacities.

a.5 Conducts participatory technical workshop for site development planning and house design.

a.6 Prepares plans and programs/projects for the communities to uplift the socio-economic status of the members.

a.7 Prepares and submits loan documents.

b. Construction Phase

b.1 Facilitates linkage between technical resource person (who will capacitate the members to participate in the construction phase) and the community.

b.2 Capacitates the community association to effectively monitor the project's schedule/work plan, cost estimate and project specification.

b.3 Assists the community association in the preparation and acceptance of reports and Statements of Work Accomplishment (SWA) of the contractor/developer.

b.4 Ensures the participation of the community in the construction phase, i.e., community builders program.

b.5 Regularly updates the community association of the developments of the project to promote transparency.

c. Post Occupancy Phase

c.1 Capacitates the community association in the implementation of community policies on estate and financial management.