

To be completed by FHFC Staff for Advance Review only:

Date all required documentation in A through C

below was received by the Corporation: \_\_\_\_\_

Date Approved by the Corporation: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**FLORIDA HOUSING FINANCE CORPORATION**  
**EXECUTIVE DIRECTOR CERTIFICATION OF NON-PROFIT QUALIFICATIONS**

Name of Non-Profit Entity: [Click here to enter text.](#)

Name of Contact Person: [Click here to enter text.](#)

Contact Person Email Address: [Click here to enter text.](#)

Attach the documentation outlined in A and B below:

- A. Non-Profit Bylaws and/or Articles of Incorporation, one of which must include the information outlined below. When submitting the Non-Profit Bylaws and/or Articles of Incorporation, the Applicant must include the entire document, including any subsequent amendments.**

**Indicate, in the space provided, the applicable document and section wherein the information is found.**

<b>Requirement</b>	<b>Document and Section where information is found</b>
The role and responsibilities of the board of directors;	<a href="#">Click here to enter text.</a>
The number of members that are part of the board;	<a href="#">Click here to enter text.</a>
The bylaws or articles of incorporation must state one of the purposes of the Non-Profit is to foster low-income housing.  This requirement may be met with the most recent IRS form 990, if the Form 990 states that one of the purposes of the Non-Profit is to foster low-income housing. If this requirement is stated in the IRS form 990, attach form 990 and state the form where this information can be found.	<a href="#">Click here to enter text.</a>

- B. The IRS determination letter for the Non-Profit Entity**

The letter must confirm the Non-Profit is considered a Non-Profit under subsection 501(c)(3) or 501(c)(4) of the IRC, and that the non-profit entity has been in existence at least three years prior to the Application Deadline for the applicable RFA.

Date of Letter: [Click here to enter text.](#)

- C. By signing and submitting this form, the Executive Director of the non-profit entity certifies to the following:**

1. At least 51% of the Board of Directors include members of the community with backgrounds in various disciplines useful to the oversight of the Non-Profit;

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2. No member of the Board of Directors is, or will be, related by family to each other or to compensated members of the NP Entity's management or staff, and no more than 20% of the Board of Directors will be related by business relationships;
3. The Board of Directors will include members or representatives of the population(s) being served by the Non-Profit;
4. The Board of Directors holds, or will hold, at least 4 Board meetings annually;
5. The Board of Directors has an adopted conflict of interest policy that applies to both the Board and staff;
6. No member of the Board of Directors receives compensation for serving on the board;
7. If the NP Entity was formed by a parent entity (such as a bank or a for profit development company), no staff or principal of said parent entity that is a developer of affordable housing serves on the Board of Directors;
8. Private interests of any board member or staff will not be furthered by the work of the Non-Profit (e.g., real property sales or management contracts), no part of the Non-Profit's net earnings will inure, directly or indirectly, to the benefit of any private member, staff or board member; and
9. If the organization is required to file an IRS Form 990, a complete copy of the Form 990 is provided to all members of its governing body before filing the form;
10. The organization has a written conflict of interest policy;
11. Officers, directors, or trustees, and key employees are required to disclose annually interests that could give rise to conflicts;
12. The organization regularly and consistently monitors and enforces compliance with the policy;
13. The organization has a written whistleblower policy; and
14. The process for determining compensation of the following persons includes a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision:
  - The organization's CEO, Executive Director, or top management official; and
  - Other officers or key employees of the organization
15. The NP Entity is not affiliated with, or controlled by, a for profit organization.

Signature of Executive Director: [Click here to sign.](#)

Date: [Click here to enter date.](#)

This form, if stamped "Approved" by the Corporation, may be submitted with the Applicant's RFA Application submission in lieu of the documentation outlined above, provided it meets the requirements outlined in the applicable RFA.

If the Applicant did not participate in the Advance Review process or this form was not stamped "Approved" by the Corporation, this form and all attachments thereto must be submitted with the Application submission and must meet the requirements of the RFA.