

**FLORIDA HOUSING FINANCE CORPORATION**  
**ADVANCE REVIEW OF NON-PROFIT QUALIFICATIONS**

Name of non-profit entity: \_\_\_\_\_  
 Name of Contact Person: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Attach the documentation outlined in A through C below:

**A. The most recent IRS Form 990, along with any Form 990 supplemental information provided to the IRS required by FHFC. In the Form 990 the answers to the questions listed below and found under Pt VI, Governance, Management, and Disclosure, Section B. Policies, must be answered as YES, and where specified below, must be provided in the advance review package.**

Question 11a.	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	
Question 11b.	Describe in Schedule O the process, if any, used by the organization to review this Form 990. MUST BE FILLED OUT IN SCHEDULE O OF FORM 990 AND PROVIDED TO FHFC WITH FORM 990	
Question 12a.	Did the organization have a written conflict of interest policy?	
Question 12b.	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	
Question 12c.	Did the organization regularly and consistently monitor and enforce compliance with the policy? Describe in Schedule O how this was done. MUST BE FILLED OUT IN SCHEDULE O OF FORM 990 AND BE PROVIDED WITH FORM 990	
Question 13.	Did the organization have a written whistleblower policy?	
Question 15.	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? DESCRIPTIONS OF EACH MUST BE INCLUDED IN SCHEDULE O OF FORM 990 AND THE DESCRIPTION INCLUDED IN SCHEDULE O MUST BE PROVIDED WITH FORM 990	
	Question 15a.	The organization's CEO, Executive Director, or top management official
	Question 15b.	Other officers or key employees of the organization

**B. Non-Profit Bylaws or Articles of Incorporation, which must include:**

	The role and responsibilities of the board of directors;
	The number of members that are part of the board;
	A statement that more than 50% of the Board will include members of the community with backgrounds in various disciplines useful to the oversight of the Non-Profit;
	A statement that no board members will be related by family to each other or to compensated members of the Non-Profit's management or staff, and no more than 20% of the board will be related by business relationships;
	A statement that the board will include members or representatives of the population(s) being served by the Non-Profit;
	Board meeting requirements;
	A statement that the board has an adopted conflict of interest policy that applies to both the board and staff;
	A policy stating that board members do not receive compensation for serving on the board;
	If the Non-Profit was formed by a parent entity (such as a bank or for profit development company), a statement specifying that no staff or principal of said parent entity that is a Developer of affordable housing in may serve on the board;
	A statement that 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), and that 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;
	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.

**C. The IRS determination letter for the Non-Profit**

	The letter must confirm the Non-Profit is considered a Non-Profit under subsection 501(c)(3) or 501(c)(4) of the IRC.
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**D. Other information that will be required in the RFA Application submission**

1.	The Principals of the Applicant and Developer(s) Disclosure Form (Rev. 05-2019). The Corporation offers an Advance Review of the Principals Disclosure Form. Instructions are provided on each RFA Webpage. The Board of Directors of the Non-Profit must be disclosed on the Principals Disclosure Form.
2.	The Role of the Non-Profit in the proposed Development. If the Applicant and Developer(s) attend and receive Corporation-approval of a Pre-Application Meeting, the Material Participation Questionnaire completed as part of that process will be considered as meeting this requirement. If the Pre-Application meeting did not take place, or if the Corporation did not provide approval of such meeting, the Applicant will be required to provide a description of the role of the Non-Profit in the RFA Application submission.
3.	Confirmation that the Non-Profit meets the definition of a Non-Profit as outlined in the RFA and/or Rule Chapter 67-21 or 67-28, F.A.C., as applicable.

To be completed by FHFC Staff:

Date Received: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

**This form, if approved by the Corporation, may be submitted with the Applicant's RFA Application submission in lieu of the documentation outlined in A through C above, provided it meets the requirements outlined in the applicable RFA.**