

## Procedures FHFC Advance Review of Non-Profit Entity Qualifications

***It is the sole responsibility of the Applicant to submit the required documentation for Advance Review in a timely manner in order to meet any deadline specified in the RFA.***

Applicants responding to upcoming RFAs issued by the Corporation as Non-Profit Applicants are required to submit various documentation as evidence of their Non-Profit status. To assist Applicants in meeting these requirements, the Corporation offers a Non-Profit Entity Advance Review Process (“NP Advance Review”) of certain Non-Profit Entity qualifications. Applicants are not required to participate in NP Advance Review in order to submit an Application in response to any RFA. This process is provided solely as a courtesy by the Corporation. However, Applicants applying as a Non-Profit Entity in certain Permanent Supportive Housing RFAs may earn points by participating in the NP Advance Review process.

### **A. Process:**

1. The Corporation’s review of the Non-Profit entity qualifications (the “Non-Profit Application Package”) will be subject to the same review standards as in the RFA.
2. An Applicant may submit its Non-Profit Application Package for review to the Corporation by electronic mail (email) to [FHFC\\_NonProfit\\_AdvanceReview@floridahousing.org](mailto:FHFC_NonProfit_AdvanceReview@floridahousing.org). Non-Profit Application Packages submitted for Advance Review by any other means will not be reviewed under the NP Advance Review Process.
3. The Applicant’s email transmittal must include a contact person and email address for purposes of any response by the Corporation.
4. Corporation staff will review the Applicant’s Non-Profit Application Package and notify the Applicant of any deficiency by email directed to the contact person at the email address provided by the Applicant. If the Applicant’s contact email address is incomplete or if the Corporation’s email is returned as undeliverable, the Corporation will make no further attempt to notify the Applicant.
5. The Corporation shall notify the Applicant’s contact person if the Non-Profit Application Package is approved. As evidence of the Corporation’s approval, the Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) shall be stamped (a) with the date Non-Profit Application Package was received by the Corporation and (b) the date the documentation was approved by the Corporation. The stamped Executive Director Certification of Non-Profit Entity Qualifications form (Rev. 10-2021) shall be transmitted via email to the Applicant’s contact person.

If a form is not complete, or if any required information is not provided, the Applicant will be notified and may submit the corrected form and/or additional required information, but the date of the resubmission will be reflected as the date “Received”. 6. At the time the Application to which the Non-Profit Application Package applies is submitted to the Corporation,

the Applicant must provide the stamped Executive Director Certification of Non-Profit Entity Qualifications form as part of the Application submission. The Corporation will only review the stamped Executive Director Certification of Non-Profit Entity Qualifications form to the extent necessary to confirm that it consists entirely of materials approved by the Corporation and is for the Non-Profit Entity stated in the Application; otherwise, the Corporation shall accept the stamped Executive Director Certification of Non-Profit Qualifications form as meeting the applicable requirements of the applicable RFA.

In a case where the Applicant does not have a stamped Executive Director Certification of Non-Profit Entity Qualifications form, an Applicant must submit all documentation required to be included in the Non-Profit Application Package that would have been reviewed during the NP Advance Review Process with the Application submission.

7. The courtesy NP Advance Review Process is an open, ongoing process and an Applicant may submit a Non-Profit Application Package for review at any time. It is the Applicant's sole responsibility to submit the required information in response to an RFA in a timely manner in order to meet any applicable Application deadline, and in accordance with any NP Advance Review deadline outlined in the RFA.
8. If more than one non-profit entity is part of the Applicant entity, both non-profit entities must provide a stamped Non-Profit Entity Qualifications form in order for the Application to receive points as outlined in the RFA.

Once a stamped Executive Director Certification of Non-Profit Entity Qualifications form is received by the Applicant, it may be included in future RFA submissions, provided the information approved by the Corporation is correct as of the Application Deadline.

**B. Documentation required as part of the Non-Profit Application Package:**

1. The completed and executed Executive Director Certification of Non-Profit Entity Qualifications form (Rev. 10-2021);
2. Non-Profit Bylaws and/or Articles of Incorporation, one of which must include the information outlined in the Executive Director Certification of Non-Profit Qualifications form. Information may be found in either the Bylaws or the Articles of Incorporation. The Applicant must include the entire document, including any subsequent amendments. IRS Form 990 may be submitted to comply with the requirement that one of the purposes of the non-profit entity is to foster low income housing; and
3. The IRS determination letter for the Non-Profit, confirming 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 has been in business at least three (3) years (based on the date of the IRS determination letter) prior to the Application deadline for the applicable RFA.

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