

**Certification of Material Participation of Nonprofit
HTC Program Compliance**

Project Name: _____

Qualifying Nonprofit Entity: _____

Program Year: January 1, 2018 – December 31, 2018

The annual HTC reports submitted to AHC on behalf of the Suballocator of this project certifies that Section 42 tax credits were allocated from the state set-aside for nonprofits. A “qualified nonprofit organization” for these purposes is defined as an IRC §501(c)(3) or §501(c)(4) organization that is determined by the state agency as not being affiliated with or controlled by a for-profit organization. One of the exempt purposes of the organization must include the fostering of low income housing.

The following information must be completed and signed by an authorized representative of the qualifying nonprofit organization. Supporting documentation must be submitted to AHC only once, but any changes from year to year must be reported on this form.

Check all that apply regarding the organization named above:

- | | | |
|--|---|---|
| <input type="checkbox"/> 501 (c)(3) | <input type="checkbox"/> 501 (c)(4) | <input type="checkbox"/> Current in its tax exempt status |
| <input type="checkbox"/> Developer | <input type="checkbox"/> Property Manager | |
| <input type="checkbox"/> Asset Manager | <input type="checkbox"/> Oversight of Property Management | |

Material participation is defined as involvement with the *development* and *operation* of the HTC project on a *regular, continuous, and substantial* basis. Please answer the following questions as they pertain to the qualifying nonprofit organization named above:

1. Affordable housing constitutes:
 the principal business/activity of the organization named above.
 Other: _____
2. Staff employed by the qualifying nonprofit are involved in actual operating decisions or provide other services that are integral to the operations of this property. (Simply consenting to someone else’s decisions or periodic consultation with respect to general management decisions is not sufficient.)
 Yes No
3. Staff participation has been maintained throughout the year (Providing services as an independent contractor is not sufficient.)
 Yes No
4. The following document (or excerpt) states the roles and duties of the qualifying nonprofit Organization named above:

<input type="checkbox"/> Partnership Agreement	<input type="checkbox"/> General Partner Agreement
<input type="checkbox"/> Management Agreement or contract	

This document: is attached has previously been submitted to monitoring agent on behalf of Suballocator.

I certify that the statements above are true and correct.

Signature

Print Name and Title

Date