

**APPLICATION FORM
DESIGNATION AS A QUALIFIED NON PROFIT ORGANIZATION**

Guidelines for Designation as a Qualified Nonprofit Organization

Purpose

The Designation as a qualified nonprofit organization application process is established to enable the Loudoun County Board of Supervisors to designate a non profit organization as “qualified” to purchase an ADU unit(s) in accordance with Chapter 1450 of the Loudoun County Codified Ordinance.

Eligible Applicants

Nonprofit organizations are eligible to apply for the Loudoun County Board of Supervisors designation.

Application Review Criteria

The application will be reviewed by ADU program staff to determine if the following information/documentation is complete:

- Demonstration that the purpose of the nonprofit organization is to further the provision of affordable housing in Loudoun County
- Documentation that for the last 3 years, the nonprofit organization has been in operation and has an Internal Revenue Code 501 c 3 status
- Demonstration that the nonprofit organization has adequate cash flow/reserves to purchase property
- Demonstration of the nonprofit organization’s expertise in property management

Application Submission Process

In March of each year, an annual announcement will be publicized informing interested parties of the opportunity to apply to become designated as a “qualified” nonprofit organization by the Board of Supervisors for the purpose of ADU purchase will be made by the Department of Family Services.

1. Applications will be accepted and reviewed by ADU Program Staff. Once the application is submitted, the nonprofit will be notified of its receipt within 10 business days by staff and it will be reviewed to determine its completeness.
2. The application will be forwarded to the ADUAB finance committee for review and then to the ADUAB, which will make a recommendation to the Public Safety/Human Services Committee.
3. Upon the recommendation of the Public Safety/Human Services Committee, a list of nonprofits requesting designation will be presented to the Board of Supervisors.
4. The Board of Supervisors will make the final determination regarding the designation of “qualified” for the nonprofit organization.

An applicant may be required to provide additional documents, if applicable.

Designation Renewal Process

Designated nonprofit organizations will have to renew their qualification every 3 years. Nonprofit organizations desiring to remain qualified will have to re-submit the following information:

- List of the Board of Directors names and office held
- Notation of any changes to the to the mission and purpose of the organization
- Statement indicating that the non-profit organization maintains an Internal Revenue Code 501 c 3 status
- Previous 3 years tax returns
- Annual budget
- Projected/forecasted budget
- Financial statements, including funding and financing sources
- Notation of additional property management activities if applicable

The renewal process will follow the same steps as the Application Submission Process. The Board of Supervisors will make the final determination regarding a nonprofit organization's ability to renew their designation status.

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A. Applicant Information

Name: _____
Mailing Address: _____
Contact: _____
Title: _____
Taxpayer ID: _____

Phone: _____
Fax: _____
E-mail: _____

Experience

Indicate the following information for properties managed by the nonprofit organization:

Property Name	Type	Contact	# of Units	Affordable/ Market Rate	Location	Rental/ For Sale
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

B. Information Submission

Organizational Structure and Capacity – Please provide the following in narrative format:

- A general description of the organization, identifying its mission and purpose
- A list of names of the Board of Directors (including office held)
- The organizations physical address
- Short and long term goals
- The population (including income ranges) it is intended to serve.

Purpose of Nonprofit Purchase - Include an explanation of how purchase of the ADU will support the nonprofit organization in fulfilling Loudoun County’s mission of furthering affordable housing.

Evidence of Nonprofit Status – Submit copy of Internal Revenue Code 501 c 3 status.

Evidence of Adequate Cash Flow/Reserves – Submit copies of last 3 years tax returns; annual budget, minimum 3 year, preferred 2 year projected/forecasted budget and 3 years financial statement audit preferred but compiled or reviewed financial statement is acceptable. Include evidence of all funding and financing sources with a statement regarding the level of commitment at the time of submission of the application.

Property Management Experience - Provide a summary of property management activities maintained by the organization.

Authorization Form

Organization Name: _____

I, _____ certify that I am authorized to obligate
(Authorized Organization Official)

_____ to apply for designation as a “Qualified”
Nonprofit
(Name of Organization)

Organization through the Loudoun County Board of Supervisors. I certify that all
information contained herein is accurate to the best of my knowledge.

Authorized Organization Official

Date

Print Name

Title

Appendices to the Application

Additional Applicant Information Required:

- Section 501 (c) 3 Determination Letter**
- Articles of Incorporation**
- Agency By-laws**
- List of Board Members**
- Key Staff Resumes**
- Organizational Chart**
- State Corporation Certificate**
- Current Organization Budget**
- Annual Report**
- Company/Organization history, mission and/or strategic plan**
- Current Board of Director's Roster**
- Board Resolution authorizing application**
- Certificate of Good Standing**
- 3 Years of Financial Statement (Independently prepared)**
- Demonstration of property management experience**
- Annual budget**
- Projected/forecasted budget (2 years preferred)**
- Demonstration that Nonprofit Organization has been in operation for at least 3 years**

Board of Supervisors Checklist

- General description of the organizing, identifying it's mission and purpose
- List of names of the of the Board of Directors (including office held)
- Explanation of how purchase of the ADU(s) will support the nonprofit organization in fulfilling Loudoun County's mission of furthering affordable housing
- Copy of Internal Revenue Code 501 c 3 status
- Tax returns
- Annual budget
- Projected/forecasted budget
- Financial statements
- Explanation of property management experience