

ATTACHMENT 3—CORPORATE GOVERNANCE CERTIFICATION

To be completed by nonprofit entities only.

To enter into a contract with DYCD, each organization must certify that its organizational capability is sufficient to support the services it has contracted to provide. To certify, complete the form below, including the attached list of the members of the Board of Directors, with the name, title, address, telephone number, and email address of each member. The certification must be notarized by a notary public.

I, _____, am the Chairperson of the Board of _____ (proposer), a nonprofit organization that has proposed to provide capacity building services in response to this RFP. I hereby certify that the proposer:

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.
2. Maintains its corporate books and records, including minutes of each meeting, at the proposer address stated on the Proposal Summary Form (Attachment 1 to this RFP).
3. Has held in the past 12 months ____ meetings of the Board of Directors at which a quorum was present.
4. Reviews, at least annually, at a meeting of the Board of directors and has reviewed in the past 12 months each of the following topics:
 - a. Executive compensation
 - b. Internal controls, including financial controls
 - c. Audits
 - d. Program operations and outcomes

Signature of Board Chairperson:

Sworn to before me this ____ day of _____, 20 ____

NOTARY PUBLIC

BOARD OF DIRECTORS

Board Member Name	Board Position	Business Address/Phone	Email Address

(Attach additional pages if needed.)