

**MISSOURI HOUSING DEVELOPMENT COMMISSION
LOW INCOME HOUSING TAX CREDIT PROGRAM:**

NON-PROFIT PARTICIPATION QUESTIONNAIRE

The purposes of this questionnaire are as follows:

- A. To provide information required to determine if an applicant is eligible for tax credits from the 10% of the annual state tax credit ceiling under Section 42 (h)(5) of the Internal Revenue Code for projects involving qualified non-profit organizations.
- B. To provide information to determine if an application is eligible for preference relating to "ownership by a Missouri tax-exempt organization, or public housing authority, with an express purpose of fostering low-income housing."

Please answer every question or indicate if not applicable. Use additional sheets if necessary.

NOTE: Both the non-profit organization or local public housing authority (PHA) and the applicant (if different) must sign this questionnaire.

1. General Information

a. Name of Project: _____

b. Name of ownership entity: _____

c. Name of participating non-profit or PHA: _____

Legal status: 501(c)(3)
 501(c)(4)
 tax-exempt under 501(a)
 public housing authority
 other (specify) _____

d. If non-profit or PHA will participate through a related subsidiary entity, name of such entity:

Legal status: 501(c)(3)
 501(c)(4)
 tax-exempt under 501(a)
 public housing authority
 other (specify) _____

2. Does the applicant intend to request an allocation of tax credits from the non-profit set-aside portion of the state credit ceiling under Section 42 (h)(5)? Yes No

3. Is the non-profit or PHA (or a related subsidiary entity) assured of owning an interest in the project throughout the compliance period? Yes No

a. List all the general partners of the ownership entity and the percentages of their interest:

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b. Describe in detail the non-profit or PHA (or related subsidiary) ownership interest:

4. Describe the non-profit or PHA material participation in the development of the project:

5. Describe the non profit or PHA material participation in the operation of the project throughout the extended use period: _____

6. Will the non-profit or PHA be contributing funds to the project? Yes No

If yes, explain: _____

7. Will the non-profit or PHA receive any part of the development or management fees paid in connection with the project? Yes No

If yes, how much? Explain: _____

8. How many full-time staff members does the non-profit or PHA (or if applicable, any related non-profit have)? (please specify): _____

Describe the type and extent of their activities: _____

9. Is the non-profit affiliated with or controlled by any for-profit organization? Yes No

If yes please identify the for-profit organization: _____

a. Has any for-profit entity (including the owner of the project or any entity directly or indirectly related to such owner) appointed any directors to the governing board of the non-profit? Yes No

If yes, explain: _____

b. Does the non-profit have any financial arrangements with any individual(s) or for-profit entity, including anyone or any entity related, directly or indirectly, to the owner of the project? Yes No

If yes, explain: _____

c. Disclose any business or personal (including family) relationships that any of the staff members, directors or other principals involved in the formation or operation of the non-profit have, either directly or indirectly, with any persons or entities involved or to be involved in the project on a for-profit basis including, but not limited to, the owner of the project, any of its for-profit general partners, employees, limited partners or any other parties directly or indirectly related to such owner: _____

10. The non-profit or PHA may not have been formed by any individual(s) or for-profit entity for the principal purpose of being included in the non-profit set-aside or earning points under the Project Selection Criteria.

a. Date of legal formation of non-profit or PHA: _____

b. Purpose(s) of formation of non-profit: _____

11. a. Provide the following required materials for the participating entity (as applicable): articles of incorporation, by-laws, IRS determination letter, non-profit certificate of incorporation and certificate of good standing (state), list of current Board of Directors or Commissioners (include dates of appointment and affiliation), and most recent audited financials (include a list of major donors).

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- b. Provide any additional information which MHDC may find useful for the purposes outlined at the beginning of this questionnaire (e.g. letter of intent, proposed documents, etc.).

The undersigned applicant and non-profit or PHA hereby each certify that, to the best of its knowledge, all of the foregoing information is correct, complete and accurate.

Date

Applicant

By: _____

Its: _____

Title

Date

Non-profit or PHA Participant

By: _____

Its: _____

Title