

**MISSOURI HOUSING DEVELOPMENT COMMISSION
CHDO QUESTIONNAIRE**

The purpose of this questionnaire is to provide information required to determine if an applicant is eligible for funding as a Community Housing Development Organization ("CHDO") through the HOME Investment Partnerships Program.

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

NOTE: Both the non-profit organization applying for CHDO certification and the project owner (if different) must sign this questionnaire.

1. General Information

a. Name of project: _____

b. Name of project owner: _____

c. Name of participating non-profit: _____

Legal status: 501(c)(3)
 501(c)(4)
 other (specify) _____

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

Legal status: 501(c)(3)
 501(c)(4)
 other (specify) _____

e. Describe the relationship between the non-profit organization and the project owner:

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

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

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

3. Will the non-profit be contributing funds to the project? Yes No

If yes, explain: _____

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

If yes, how much? Explain: _____

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

CHDO QUESTIONNAIRE

page 2 of 2

Describe the type and extent of their activities: _____

- 6. 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: _____

- 7. The non-profit 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:

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

- 8. 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).

- 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 hereby each certify that, to the best of its knowledge, all of the foregoing information is correct, complete and accurate.

Date

Project Owner

By: _____

Its: _____

Title

Date

Non-profit Organization

By: _____

Its: _____

Title