



# LOW INCOME HOUSING TAX CREDIT PROGRAM NONPROFIT QUESTIONNAIRE

The purpose of this questionnaire is 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 developments involving qualified nonprofit organizations.
- B. To provide information to determine if an application is eligible for preference relating to ownership by a Missouri tax-exempt organization 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 nonprofit organization and the applicant (if different) must sign this questionnaire.

## 1. General Information

a. Name of Development: \_\_\_\_\_

b. Name of Ownership Entity: \_\_\_\_\_

c. Name of participating nonprofit: \_\_\_\_\_

Legal status:  501(c)(3)  
 501(c)(4)  
 Other (specify) \_\_\_\_\_

d. If nonprofit will participate through a related subsidiary entity, name of such entity  
\_\_\_\_\_

Legal status:  501(c)(3)  
 501(c)(4)  
 Other (specify) \_\_\_\_\_

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

a. For purposes of IRC §42(h)(5), does the applicant intend to utilize a "qualified corporation" as satisfying the ownership and material participation test?  Yes  No

3. Is the nonprofit (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:

b. Describe in detail the nonprofit (or related subsidiary) ownership interest:

4. Describe the nonprofit material participation in the development of the project:

5. Describe the service area of the nonprofit in relation to the proposed development:

6. Describe the nonprofit material participation in the operation of the project throughout the compliance period:

7. Will the nonprofit be contributing funds to the project?      Yes       No

If yes, explain: \_\_\_\_\_

8. Will the nonprofit receive any part of the development or management fees paid in connection with the project?       Yes       No

If yes, explain: \_\_\_\_\_

9. How many full-time staff members does the nonprofit (or if applicable, any related nonprofit) have?

Please specify: \_\_\_\_\_

Describe the type and extent of their activities: \_\_\_\_\_

10. Is the nonprofit 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 nonprofit?  Yes  No

If yes, explain: \_\_\_\_\_

b. Does the nonprofit 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 nonprofit 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: \_\_\_\_\_

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

a. Date of legal formation of nonprofit: \_\_\_\_\_

b. Purpose of formation of nonprofit: \_\_\_\_\_

12. Provide the following required materials for the participating entity:

- a. Articles of incorporation
- b. By-laws
- c. IRS Determination letter
- d. Nonprofit certificate of incorporation and certificate of good standing (State)
- e. List of current Board of Directors or Commissioners (include dates of appointment and affiliation)
- f. Most recent audited financials (include list of major donors)

13. Provide any additional information which MHDC may find useful for the purposes outlined at the beginning of this questionnaire.

***The undersigned applicant and nonprofit hereby certify that, to the best of its knowledge, all of the foregoing information is correct, complete, and accurate.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nonprofit signature

\_\_\_\_\_  
Printed Name and Title