

# MiCASiTA Expansion Questionnaire

Applicant's Legal Name:

Applicant's Address:

Type of Agency (Non-profit or for-profit: attached determination document)

Date of Incorporation (Please attach copy of agency's Articles of Incorporation or Charter and Organizational Bylaws)

Tax ID number (Please attach copy of agency's Franchise Tax Account Status):

Annual Operating Budget (Please attach copy of most current annual operating budget)

Number of Paid FTEs/PT Staff:

## **Narrative Section**

1) If a nonprofit agency, briefly explain your agency's mission:

MISSION –

VISION –

PHILOSOPHY -

a. Briefly describe your agency's Board of Directors makeup and background (Please attach agency's Board of Directors, including mailing address, email address and phone number):

b. Briefly explain how your agency's Board of Directors exercises programmatic and fiscal oversight of the agency:

2) FOR-PROFIT APPLICANTS ONLY: What's your experience working with low-income communities.

3) Briefly narrate your agency's history as it pertains to affordable housing:

4) Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities.

5) List any projects that your agency has worked on in the past three (3) years, including name, location, type and number of units, total budgets, funding source, proposed completion dates, your role, and status.

6) Briefly discuss your agency's financial strength (Please attach year-to-date financials including monthly cash flow, balance sheet and most recent IRS Income Tax Return Form 990):

7) Briefly explain your agency's auditing requirements (Please attach agency's most recent two years of financial and single audits with management responses):

8) Briefly describe your agency's 1) financial reporting system/accounting procedures, 2) record-keeping system, 3) internal controls in place aimed at minimizing opportunities for fraud, waste, and mismanagement:

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- 9) Briefly describe your agency's affirmative marketing programming used to attract prospective buyers and/or tenants of all minority and majority groups (Please attach your agency's Affirmative Fair Housing Marketing Plan).
- 10) List all staff responsible for the oversight and management of the proposed project (Please attach staff's resumes) Please upload short biographies (2-3 paragraphs) of up to 5 team members on your project team.
- 11) What is/are your organization's key strengths and areas of expertise?
- 12) Briefly explain if you plan to collaborate with other service providers in the community to carry out the proposed project.
- 13) Do you already have a Memorandum of Understanding (MOU) in place with any partners who will co-execute your innovation?
- 14) Describe the population your MiCASiTA program will serve.
- 15) What do you anticipate will be the major barriers to implementing MiCASiTA?
- 16) Other than funding/financing, what is the most significant factor that could lead to MiCASiTA not being successful over the long-term?
- 17) Single Family Homeownership Pipeline:
  - a. How many new applications do you take in per month an average?
  - b. How do you reach these clients? (Social media, events, word of mouth, paid advertisement)
  - c. How many applicants start homebuyer education per year?
  - d. How do you fund homebuyer counseling each year?
  - e. What is the average time a client remains in homebuyer counseling/training before becoming homebuyer ready.
  - f. How many clients are made homebuyer ready each year?
  - g. How many clients sign an earnest money contract each year?
  - h. How many clients close on a mortgage each year?
  - i. How many new homes start construction each year?
  - j. What are the main reason clients are unable to purchase a home in your region?
    - Supply
    - Credit issues
    - Savings
    - Income
- 18) In general, how many new homes start construction in your market each year (your organizations and other companies combined)?
- 19) If money and supply issues were not an issue how many homes could you build/close each year?
- 20) What is your organizations biggest obstacle to increasing homeowners in your market?

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21) Why do you think MiCASiTA could be an answer to improving your production issues?

**Requested Documents:**

- IRS Determination Letter
- Articles of Incorporation & By-Laws
- States Franchise Tax Account Status Letter
- Annual Operating Budget
- Organizational Chart
- If working as a partnership- Partnership Organizational Chart
- Board of Directors Listing
- Two Years of Financial Audits and Single Audits
- Last Two Years of 990s
- Affirmative Fair Housing Marketing Plan
- Resumes of top five team members working on MiCASiTA
- MOU with any partner organizations working on MiCASiTA
- Document signed by Board of Directors giving the organization(s) authority to proceed with MiCASiTA. This can be a board resolution or signed statement by Board Chair.