



## New Markets Tax Credit Project Intake Form

This project intake form is used to determine suitability for NEPA Alliance's New Markets Tax Credit financing. For further information, please contact Kurt Bauman ([kbauman@nepa-alliance.org](mailto:kbauman@nepa-alliance.org)) or Steve Ursich ([sursich@nepa-alliance.org](mailto:sursich@nepa-alliance.org)) at the Northeastern Pennsylvania Alliance or call 866-758-1929.

### I. INTRODUCTION

NEPA's mission is to provide leadership, planning, expertise and services to regional and local governments, businesses, institutions and individuals through innovative and beneficial collaborations and partnerships to enhance the economic development and quality of life of the area.

NEPA will consider providing NMTC financing to qualified applicants who best document how their project will have the most economic impact and "community outcomes" in eligible NMTC census tracts.

### II. BORROWER INFORMATION

Borrower (Business/Organization) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Name: \_\_\_\_\_

### III. PROJECT INFORMATION

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Description:** include # of square feet (SF) to be constructed or renovated, project budget, land area and anticipated uses

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Census Tract: # \_\_\_\_\_

Poverty: \_\_\_\_% | Median Family Income: \_\_\_\_% | Unemployment: \_\_\_\_%

Severely Distressed: Y \_\_\_\_ / N \_\_\_\_ | Non-Metro: Y \_\_\_\_ / N \_\_\_\_

**Project Readiness:**

\_\_\_\_ All permits secured, shovel ready

\_\_\_\_ Less than 4 months to shovel ready

\_\_\_\_ More than 4 months to shovel ready

Comments: \_\_\_\_\_

**Capital Stack:**

\_\_\_\_ All other sources of capital committed

\_\_\_\_ In need of \$ \_\_\_\_\_ of additional debt or equity

\_\_\_\_ In need of \$ \_\_\_\_\_ of additional NMTC allocation

Comments: \_\_\_\_\_

**Funding Forecast:**

Funding Source	Amount applied for	Date Application Submitted	Date of Award Announcement	Status
<i>RACP/LSA/USDA/EDA</i>				<i>Pending/Committed</i>
<i>PA Historic Preser. Tax Cred.</i>				
<i>Other</i>				

**Construction (check all that apply):**

\_\_\_\_ New Construction - # of SF: \_\_\_\_\_

\_\_\_\_ Renovation - # of SF: \_\_\_\_\_

\_\_\_\_ Other - \_\_\_\_\_ - # of SF: \_\_\_\_\_

**Use(s):**

\_\_\_\_ Office    \_\_\_\_ Educational    \_\_\_\_ Medical  
\_\_\_\_ Retail    \_\_\_\_ Manufacture/Industrial    \_\_\_\_ Non-profit    \_\_\_\_ Other

\_\_\_\_\_  
List anticipated users / tenants and current status (e.g. signed LOI or lease, interested, etc.):

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**Project Schedule:** *Construction start date?*    *Earliest Financing Date*                      *Latest Financing Date*

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**IV. FINANCING INFORMATION**

Amount of NMTC requested: \$ \_\_\_\_\_

Sources and Uses of Funds (use template or paste or attach):

NMTC Sources & Uses of Funds Template		
Sources	%	\$
Debt		
Sponsor equity		
Other source 1		
Other source 2		
NMTC Equity		
Total sources		
Uses		
Project budget		
Working capital		
Other use 1		
Other use 2		
Legal & accounting - NMTC		
NMTC fees - CDE & Placement		
Total Uses		

Primary Need for NMTC Financing (check all that apply):

- Fill a capital gap in the development budget
- Reduce debt service in the operating pro forma to meet bank underwriting requirements
- Reduce loan to value to meet bank underwriting requirements
- Higher than typical construction costs (e.g. special use building, environmental remediation, hazard mitigation)

Other: \_\_\_\_\_

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Questions:

1) Describe the need for NMTC financing, desired terms, and what happens to the project if NMTC financing is not received:

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2) Describe other non-conventional funding sources, and any concessions or subsidies being provided by governmental or private sources to help make the project feasible:

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3) If applicable, will the project offer Flexible Lease Terms to tenants that reflects the subsidy being provided by NMTCs?

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**V. COMMUNITY OUTCOMES/IMPACT**

**Job Creation:**

Category	Full-Time	Part-Time
# of permanent FTE jobs created:		
# of permanent FTE jobs retained:		
# of temporary (construction) FTEs		
% or # of jobs accessible to low income persons		
% or # of jobs that include benefits		
% or # of jobs above minimum wage		
% or # of jobs paying a Living Wage		

Describe the methodology by which job estimates were calculated:

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**Employer paid fringe benefits offered:**

\_\_\_ Health Insurance      \_\_\_ Dental Insurance      \_\_\_ Life Insurance  
\_\_\_ Paid Holidays      \_\_\_ Paid Sick Leave      \_\_\_ Paid Vacation Time  
\_\_\_ Retirement Benefits      \_\_\_ ESOP / Bonuses

**Employer paid job training offered:**

\_\_\_ Entry level, on the job training  
\_\_\_ Management training/advancement programs (e.g. promotion from within)  
\_\_\_ Assistance with securing certifications or other credentials

Describe:

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**First Source Hiring:**

Will residents of the surrounding low-income community be given first notice and/or other preferences to make jobs as accessible as possible? If so, please describe:

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**Services:**

- 1) Will the project provide Community Goods and Services (e.g. education, health, cultural, social)? If so, please describe:

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- 2) Will the project provide Commercial Goods and Services (e.g. grocery, dining, entertainment, products)? If so, please describe:

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3) Will the project provide healthy foods such as fresh produce to the community? If so, please describe:

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4) Will the project provide minority and woman – owned businesses with set-asides or other opportunities to participate? If so, please describe:

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5) Will the project provide housing units, and if so what % will qualify as Affordable to low income persons? If so, please describe:

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6) Will the project provide environmental benefits? If so, please describe:

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7) Describe any other community benefits (economic, social and environmental) not listed above:

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**Community Support**

1) Is the project aligned with any formal neighborhood or government redevelopment plans or districts? If so, please describe:

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2) Does the project have local community and government support? If so, please describe:

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3) Is the project likely to be a catalyst for additional investment by others in the community? If so, please describe:

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**Sponsor & Development Team**

1) Describe the credit and experience of the project sponsor:

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2) Describe the credit and experience of the project operator/tenant if different from the sponsor:

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3) Is the project likely to have a significant positive impact on the borrower? If so, please describe:

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4) Attach the following:

- a. Financial forecasts including detailed revenue, expenses and debt service coverage
- b. Staffing plan with pay rates
- c. 3 years of financial statements for the borrower, preferably audited.