

Intake Form

This questionnaire is for potential deals that may be eligible for New Markets Tax Credit (NMTC) financing. This form will be used to determine if an applicant:

- Meets NMTC program requirements;
- Meets the terms of Pittsburgh Urban Initiatives Allocation Agreement;
- Needs advantageous NMTC financing to generate community impact; and /or
- Is unable to finance the proposed business without the benefit of a NMTC allocation.

Proposals which satisfy the basic criteria will then be evaluated by the Urban Redevelopment Authority (URA) staff upon receiving an allocation of New Markets Tax Credits. Additional due diligence information may be required to confirm assertions made in the proposal application, including, but not limited to, development team resumes as well as conversations with the sponsor and/or developer.

Please provide as much information as possible in the following form. You may attach supplemental files; however, the inclusion of other documents should be in addition to completing the form, rather than in the place of filling out all sections. If specific questions or sections do not seem applicable to your business, or you would like clarification, please contact Rebecca Davidson-Wagner, president, PUI, at 412-255-6588 for assistance.

In order to have your project submitted to the PUI Board, a \$1000 due diligence deposit will need to be remitted. Application will be accepted and reviewed by staff without this deposit. If you have any questions about the deposit please call (412) 255-6588.

Please make checks payable to ***Pittsburgh Urban Initiatives LLC***.

Completed forms should be sent to:

Attention:
Rebecca Davidson- Wagner
Pittsburgh Urban Initiatives
C/O Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219

GENERAL INFORMATION	
Project Name:	
Date Submitted:	
Person Completing Form:	
<i>Contact for Follow Up Information:</i>	
Name:	
Telephone Number:	
Email Address:	
BORROWER ORGANIZATION	
Organization Name:	
What type of business is the Borrower? (i.e. Special Purpose Entity,)	
<p>What type of organization is the Borrower? (i.e. Non-profit corporation, For-profit LLC, etc.) Please provide copies of the follow documents: <i>Organization documents of the borrowing entity and Operating agreement of borrowing entity if LLC or Partnership</i></p>	
Organization Summary/Overview:	

PROJECT QUALIFICATION	
<i>Applicant must submit documentation confirming the below information.</i>	
Does income from the residential portion of the real estate account for more than 80% of the revenues?	
PROJECT LOCATION	
Street	
City	
State	
Zip Code	
PROJECT DESCRIPTION	
Nature of the Project for which financing is requested:	Real Estate
	Business
<p><i>Please provide a detailed description of the project in the space below. If applicable, please describe the use of the real estate (office, retail, industrial, housing, day care, charter school) and the prospective tenant mix. NOTE: If it is a mixed-use project, then no more than 80% of its gross revenue may come from dwelling units.</i></p>	

TRANSACTION TIMING

What is the date by which this transaction could be ready to close?

Please explain the basis for these dates in the space below, including the status of the items listed below. Please be as specific as possible.

- What is the status of non-NMTC financing?
- If the transaction involves real estate financing:
 - o What is the status of site control?
 - o What is the status of environmental work?
 - o What is the status of project permits?

JOB CREATION

Number of Construction Jobs (Temporary) Created by Project:

Please indicate the number of construction job FTEs projected to be created by this NMTC financing. A construction job FTE equals the number of construction hours worked divided by a standard work year of 1,750 hours.

Example: 5 workers work for 1,050 hours, 10 workers for 700 hours & 20 workers work for 350 hours equals (5 workers x 1,050 hours = 5,250 hours, plus 10 workers x 700 hours = 7,000 hours, plus 20 workers x 350 hours = 7,000 hours. 19,250 hours / 1,750 hours = 11.0 FTEs.)

Please explain the basis for this projection

What percentage of the property (% of sq ft) being financed will the Borrower occupy? ____
If the Borrower will not occupy the majority of the space, please answer the following questions with information about the Lessee/s.

How many employees do you currently employ? ____ (FTEs)*

Do you have employees who work off-site** including employees that work at home? *Off-site employees include those who report for work at this property but spend most of their time in the field or who work at another location, including homes outside of low income areas.*

If yes, please fill out chart on Page 15.

Number of Permanent Jobs Created or Retained by Project:

How many new **jobs** do you project to be created as a result of this financing (by Borrower and all other tenants of real estate being financed)? ____ (FTEs)

*Please indicate the number of full-time equivalent (FTE) jobs projected for the business being financed or tenants to which it will lease space. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. **Example:** 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours). Construction jobs should be excluded. Please explain the basis for this projection:*

COMMUNITY AND SOCIAL INVESTMENT CRITERIA
<i>Provide a narrative that describes in detail the community impact that will result from this project. Please include the following:</i>
<u>Expansion of goods and services available to the low-income community</u>
<u>Expansion of educational and/or cultural amenities available to the low-income community</u>
<u>Is this project one of only new development in the area?</u>
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<u>Is the project part of a larger, comprehensive revitalization plan?</u>
<u>How will this project influence development in the area?</u>
<u>Demonstrated Support of Local Community.</u> <i>Please indicate the support of the local community for this project. (You can supplement this information by attaching additional materials - letters of support)</i>
<u>Contribution to the Longer-Term Development of a Healthy, Sustainable Community and Region.</u> <i>Please indicate how this project contributes to other local and regional community development efforts.</i>
<u>Environmental Soundness.</u> <i>Please indicate the extent to which the project will be developed in and operated in an environmentally sound manner.</i>
<u>Likelihood of Generating Tangible Economic and / or Social Benefits.</u> <i>Please estimate the following tangible outcomes expected to be generated by the proposed project.</i>

Square Footage of Commercial Space (excluding housing units):
<i>Please indicate the value of this outcome to low-income communities or residents. If applicable, please try to address the following:</i>
<ul style="list-style-type: none">• What specific tenants (or types of tenants) are expected to occupy the commercial space, and how will the jobs they generate and / or goods & services they provide help the local community?• To what extent will the project provide vital community services to residents of the low-income community (grocery store where one doesn't exist, day care for workers in the area, cultural venue, etc.)?• Will the project provide space for locally-owned, minority- or women-owned businesses or nonprofit tenants? Is there an explicit set-aside for such tenants?• What, if any, community services will be provided by the project?
Square Footage of Community Facility (excluding housing units):
Capacity of Community Facility
<ul style="list-style-type: none">• <i>If the project financed includes an educational facility, report the number of student seats available in the school.</i>• <i>If the project financed includes a childcare facility, report the number of childcare slots available in the facility.</i>• <i>If the project financed includes a healthcare facility, report the projected number of patients served per year.</i>• <i>If the project financed includes an arts center, report the capacity of the arts center. Example: If the project is a theater, report the seating capacity</i>• <i>If the project financed is a community facility that serves a purpose other than education, childcare, healthcare, or arts, report the capacity related to that other purpose.</i>

FINANCING INFORMATION			
Total Project Cost:			
Amount of NMTC Financing Being Requested (if known)			
<i>Please provide the type (see options below), amount, source and status (see options below) of other project financing.</i>			
TYPE	AMOUNT	SOURCE	STATUS
Debt- Other			
Debt- Other			
Equity - Other			
Type: <i>Debt – Commercial / Debt – Government / Debt – Other / Grant – Government / Grant – Other / Equity – Owner / Equity – Historic Tax Credit / Equity – Other</i> Status: <i>Disbursed / Committed / Term Sheet / Application Pending / Estimate / Other</i>			
Primary Need for NMTC Financing:		<input type="checkbox"/>	To fill a capital gap in the development budget
		<input type="checkbox"/>	To reduce debt service in the operating pro forma
		<input type="checkbox"/>	Other:
<i>Please describe the need for NMTC financing in the space below, responding in particular to the following questions. Please be as specific as possible. (You can supplement this information by attaching additional materials.)</i> <ul style="list-style-type: none"> ▪ What type of advantageous terms are being sought from the NMTC financing? ▪ What would be the impact to the project / business if it does not receive NMTC financing? ▪ Please indicate why favorable NMTC financing is needed to generate the economic and social benefits described above. 			

