

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 to the best of your abilities. 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.

Completed forms along with any additional documentation should be emailed to:

Rebecca Davidson-Wagner
rwagner@ura.org

They may also be mailed to:

Attention:
Rebecca Davidson-Wagner
Pittsburgh Urban Initiatives
C/O Urban Redevelopment Authority
412 Blvd of the Allies, Suite 901
Pittsburgh, PA 15219-1343

Rev 12/18/2020

I. PROJECT SUMMARY AND READINESS

GENERAL INFORMATION	
Project Name:	
Project Sponsor Organization:	
Date Intake Form Submitted:	
Person Completing Form:	
Contact for Follow-up Communication	
Name:	
Telephone Number:	
Email Address:	
Project Address:	
NMTC Allocation Request from PUI:	
Total NMTC Allocation sought from all CDEs (if known):	
PROJECT DESCRIPTION	
<p><i>Please provide a general description of the Project. Include the project uses, an overview of expected community impacts, square footage by program type (retail, office, manufacturing, etc.) and any expected 3rd party tenants.</i></p> 	
PROJECT SPONSOR INFORMATION	
<p><i>Please provide a summary of the Project Sponsor (not the Project itself). Include types of activities the Sponsor undertakes, the populations served, the impacts historically achieved, and the Organization's track record of achieving its goals.</i></p> 	

TRANSACTION TIMING

When is your target date to close on Project construction financing (including NMTCs)?

What date is construction expected to begin?

At what stage are you in the design process?

What is the status of zoning approvals, permitting, and any other public approvals necessary to start construction?

What is the status of site control?

What is the status of environmental work? Have hazardous conditions been identified, and if so is there a remediation plan in place?

PROJECT TEAM

Developer/Developer Consultant:	
Architect:	
Contractor:	
Legal:	
Financing Consultant:	

II. COMMUNITY OUTCOMES

AREAS OF HIGHER DISTRESS SERVED BY PROJECT			
Please select the appropriate choice to indicate whether the Project is in any of the following:	Yes	No	Don't Know
Federally designated Brownfields redevelopment area			
HOPE VI redevelopment plan			
Federally designated as Native American areas, or redevelopment areas by Tribal/other authority			
Federally designated Promise Zone, Base Realignment and Closure area, Opportunity Zone, State Enterprise zone program, or other similar state/local programs targeted towards particularly economically distressed communities. If yes, identify the program in the space below:			
Federally designated medically underserved areas, to the extent the Project will provide health related services			
Counties for which the Federal Emergency Management Agency (FEMA) has: issued a "major disaster declaration" and made a determination that such County is eligible for both "individual and public assistance"; provided that the initial investment will be made within 36 months of the disaster declaration.			
SBA HUB Zones: SBA designated HUB Zones to the extent NMTC financing will support businesses that obtain HUB Zone certification by the SBA.			
Census tracts identified as Food Deserts under the HFFI definition (USDA-ERS), to the extent QLICI activities will increase access to healthy food.			
A Non-Metropolitan Census Tract			
CDFI Hot Zone			

JOB CREATION	
<p><i>In the box to the right, put the Number of Construction Jobs (Temporary) expected to be Created by Project.</i></p> <p><i>Explain the basis for this number in the space below.</i></p>	
<p><i>In the box to the right, put the Number of Permanent FTE Jobs expected to be located at the project once completed (do not include employees of the Project Sponsor who will not work at the project site):</i></p> <p><i>Include FTEs that the Sponsor Organization would employ specifically at the Project plus those that third-party tenants leasing space at the Project would employ. One FTE = 35 hours per week. Explain this basis for this number in the space below.</i></p>	
QUALITY JOBS	
<p><i>Of the total Permanent FTE jobs given above, put in the box at right the number that will pay \$11/hour or higher. The Living Wage depends on the County in which your project is located. Be sure to include data for both jobs offered by the Sponsor Organization AND jobs offered by 3rd party tenant businesses located at the Project.</i></p>	
<p><i>Of the total Permanent FTE jobs given above, put in the box at right the number that will have employment benefits, such as health benefits, retirement benefits, or employee stock ownership. Please describe the benefits package in the space below. Be sure to include data for both jobs offered by the Sponsor Organization AND jobs offered by 3rd party tenant businesses located at the Project.</i></p>	

To what extent will jobs created provide opportunities for training and advancement? Please provide a narrative in the space below. Be sure to include data for both jobs offered by the Sponsor Organization AND jobs offered by 3rd party tenant businesses located at the Project.

ACCESSIBLE JOBS
Be sure to include data for both jobs offered by the Sponsor Organization AND jobs offered by 3rd party tenant businesses located at the Project.

Of the total Permanent FTE jobs given above, put in the box at right the number that will be targeted and/or available to Low-Income Persons, residents of Low-Income Communities, people with lower levels of education, and people who have other barriers to employment (e.g., longer term unemployed, ex-convicts, etc):

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Please provide a narrative in the space below explaining how the Project Sponsor or tenant businesses will target jobs to these groups.

COMMUNITY GOODS OR SERVICES TO LOW-INCOME COMMUNITIES

Quantify (e.g. number of people served, square footage built, etc.) and describe the extent to which the Project will increase access to high quality community goods or services for residents of Low-income Communities or Low-Income Persons (e.g., healthcare, social services, educational, cultural, etc.).

COMMERCIAL GOODS OR SERVICES TO LOW-INCOME COMMUNITIES

Quantify (e.g., number of residents of Low-Income Communities or Low-Income Persons expected to be served, square footage built, etc.) and describe the extent to which the Project will increase the provision of commercial goods or services to residents of Low-Income Communities or Low-Income Persons, the types of commercial goods and services (e.g., access to retail, restaurants, or pharmacies, etc.) expected to be provided, and how they will benefit residents of Low-Income Communities or Low-Income Persons.

HEALTHY FOOD FINANCING

Quantify (e.g. number of people served, square footage built, etc.) and describe the extent to which the Project will include programming such grocery stores, supermarkets and farmer's markets that increase access to fresh and healthy food for Low-Income Persons or Low-Income Communities. If applicable, demonstrate how the community or population the Project serves lacks access to fresh and healthy food.

FINANCING MINORITY BUSINESSES

Quantify and describe the extent to which the Project will support Minority-owned or Minority-controlled businesses, including developers, Project Sponsors, contractors/subcontractors, or 3rd party tenant businesses that are Minority-Owned or Minority-Controlled.

FLEXIBLE LEASE RATES

If the Project will be leased to 3rd party tenant businesses, describe the efforts the Project Sponsor will make to ensure that the tenant businesses, specifically locally-owned businesses, Minority-owned or Minority-controlled, and non-profit organizations, will receive rent reductions or be able to purchase their properties. If the rent will be below market, quantify the market rate and the discount to market rate being offered by the Project.

HOUSING UNITS

Quantify (e.g. number of units, percent of affordable units) and describe the extent to which the Applicant will provide housing opportunities for Low-Income Persons or residents of Low-Income Communities; the extent to which housing will be offered in areas of high housing need, including communities with high concentrations of vacancies or foreclosures; and/or the extent to which the housing development adheres to principles of “smart growth”, including transit-oriented development.

ENVIRONMENTALLY SUSTAINABLE OUTCOMES

Quantify (e.g. amount of reduced energy or water use, amount of reduced energy costs by end users, etc.) and describe the extent to which the Project will remediate environmental contamination (including addressing environmental health in Low-Income Communities); meet Leadership in Energy & Environmental Design (LEED) certification or similar green building standards; and/or directly support the production or distribution of renewable energy resources (e.g., biomass, hydro, geothermal, solar, wind, etc.).

Is the Project part of a larger comprehensive revitalization plan? If so, what stakeholders are involved with that plan?

Will this Project catalyze other development in the area or otherwise contribute to the positive long-term development of the community? Identify specific projects that you expect will be catalyzed by your project if possible and provide square footage and total development cost of those projects.

COMMUNITY ACCOUNTABILITY AND ADDITIONAL INVESTMENT

Please indicate the support of the local community for this project. (You can supplement this information by attaching additional letters of support from local stakeholders)

If applicable, explain how the Project is part of a broader community or economic development strategy (e.g., neighborhood revitalization plan, county or state economic development plans, etc.):

If applicable, explain how the Project is expected to stimulate additional private investment in the local community. If possible, identify other projects that may be catalyzed because of development of the Project.

III. PROJECT FINANCING AND NEED FOR NMTC SUBSIDY

PROJECT BUDGET AND FINANCING
Please complete the project budget in the spaces below.

Acquisition Cost:	
Hard Cost:	
Hard Cost Contingency:	
Soft Costs:	
Total Development Cost:	

Please provide the following information about the Project Sources. Sources should sum to Total Development Cost.

TYPE	PROVIDER	STATUS	AMOUNT
Total Project Sources:			

<i>Type</i>	<i>Senior Debt, Subordinate Debt, Private Equity, Grant, NMTC Equity</i>
<i>Provider</i>	<i>Identify lender, investor, grantor, etc. that will be providing the funds</i>
<i>Status</i>	<i>Disbursed / Committed / Term Sheet Executed / Term Sheet Pending / Request Submitted / Speculative</i>

COMMUNITY ACCOUNTABILITY AND ADDITIONAL INVESTMENT

In the space below, please provide a narrative explaining why the Project needs NMTC subsidy. Explain what the consequence would be if the Project did not receive the amount of NMTC Allocation Requested.