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 (kbaumann@nepa-alliance.org) or Steve Ursich (sursich@nepa-alliance.org) at the Northeastern Pennsylvania Alliance or call 866-758-1929.

I. INTRODUCTION

The Northeastern Pennsylvania Alliance (NEPA) is a regional, multi-county, community and economic development agency providing leadership, planning, and services to businesses, communities, entrepreneurs and institutions lacking adequate access to capital and financial resources that enhance and revitalize distressed communities within the region.

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. Minimum deal size is $5M.

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:

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

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.):

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

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

[ ] 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: ____________________________________________________________________________

__________________________________________________________________________________

IV. FINANCING INFORMATION

Amount of NMTC requested: $__________________

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

<table>
<thead>
<tr>
<th>NMTC Sources &amp; Uses of Funds Template</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sources</strong></td>
</tr>
<tr>
<td>Debt</td>
</tr>
<tr>
<td>Sponsor equity</td>
</tr>
<tr>
<td>Other source 1</td>
</tr>
<tr>
<td>Other source 2</td>
</tr>
<tr>
<td>NMTC Equity</td>
</tr>
<tr>
<td>Total sources</td>
</tr>
<tr>
<td><strong>Uses</strong></td>
</tr>
<tr>
<td>Project budget</td>
</tr>
<tr>
<td>Working capital</td>
</tr>
<tr>
<td>Other use 1</td>
</tr>
<tr>
<td>Other use 2</td>
</tr>
<tr>
<td>Legal &amp; accounting - NMTC</td>
</tr>
<tr>
<td>NMTC fees - CDE &amp; Placement</td>
</tr>
<tr>
<td>Total Uses</td>
</tr>
</tbody>
</table>

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

Other: ____________________________________________________________________________

__________________________________________________________________________________
Questions:

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

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

V. COMMUNITY OUTCOMES/IMPACT

Job Creation:

<table>
<thead>
<tr>
<th>Category</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td># of permanent FTE jobs created:</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of permanent FTE jobs retained:</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of temporary (construction) FTEs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% or # of jobs accessible to low income persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% or # of jobs that include benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% or # of jobs above minimum wage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% or # of jobs paying a Living Wage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe the methodology by which job estimates were calculated:

______________________________________________________________________________
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:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Services:

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

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2) Will the project provide Commercial Goods and Services (e.g. grocery, dining, entertainment, products)? If so, please describe:
3) Will the project provide healthy foods such as fresh produce to the community? If so, please describe:

______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________

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

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

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

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

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

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

Sponsor & Development Team

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

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

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

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

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

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

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.