

Roeder & Company, LLC

Project Intake Form & Initial Screening

Roeder & Company, LLC has been providing consulting and advisory services to clients in the renewable energy and community development business since 2002. Roeder & Company focuses on tax-advantaged transactions including those utilizing New Market Tax Credits (NMTCs), Investment Tax Credits, Production Tax Credits, and local incentives. Roeder & Company's CDE targets NMTC transactions that involve projects in the non-profit, health care and wellness services, and clean technology/renewable energy sectors. Projects financed will create living wage jobs and/or provide vitally needed social services in highly distressed qualified census tracts. With the exception of non-profits, each project will be required to incorporate a positive environmental outcome.

Note: This intake form is used to establish eligibility for the NMTC program and to determine whether to include the project in Roeder & Company's potential NMTC project pipeline. Neither the submission of this intake form nor the inclusion in the NMTC project pipeline represents a commitment of Roeder & Company NMTC allocation for that transaction.

Part 1: Project Description and NMTC Eligibility

Project Information

Project Name:	
Project Street Address:	
Project City/State/Zip:	
Date Intake Form Submitted:	
Project Sponsor:	
Organization Type:	<input type="checkbox"/> For-Profit Entity <input type="checkbox"/> Non-Profit Entity
Nature of Project:	<input type="checkbox"/> Real Estate <input type="checkbox"/> Operating Business <input type="checkbox"/> Other: _____
Anticipated Project Closing Date:	
Total Project Size (Monetary):	
Dollar Amount of Allocation Requested:	

Contact for Follow-Up Information

Name:	
Title:	
Telephone Number:	
Email Address:	

Project Description

Please provide a general description of the project in the space below. If necessary, you may attach additional material to this intake form. Please specify the use of real estate (commercial, industrial, housing, etc.), if applicable.

Narrative:

Project NMTC Eligibility

CENSUS TRACT CHARACTERISTICS	Yes	No	Specify, if applicable
SEVERE DISTRESS:	<input type="checkbox"/>	<input type="checkbox"/>	
Census tract has a poverty rate greater than 30%:	<input type="checkbox"/>	<input type="checkbox"/>	
Census tract has a median family income of less than 60% of benchmark:	<input type="checkbox"/>	<input type="checkbox"/>	
Census tract has an unemployment rate at least 1.5x the national average:	<input type="checkbox"/>	<input type="checkbox"/>	
NON-METROPOLITAN COUNTIES: Census tract is located in a non-metropolitan county	<input type="checkbox"/>	<input type="checkbox"/>	
TARGETED POPULATION:	<input type="checkbox"/>	<input type="checkbox"/>	
Project will be at least 60% owned by Low-Income Persons (LIPs)	<input type="checkbox"/>	<input type="checkbox"/>	
At least 60% of employees are or will be LIPs	<input type="checkbox"/>	<input type="checkbox"/>	
At least 60% of customers are or will be LIPs	<input type="checkbox"/>	<input type="checkbox"/>	
HEAVY DISTRESS:	<input type="checkbox"/>	<input type="checkbox"/>	
Census tract has a poverty rate greater than 25%:	<input type="checkbox"/>	<input type="checkbox"/>	
Census tract has a median family income of less than 70% of benchmark:	<input type="checkbox"/>	<input type="checkbox"/>	
Census tract has an unemployment rate at least 1.25x the national average:	<input type="checkbox"/>	<input type="checkbox"/>	
SBA DESIGNATED HUB ZONES: Census tract is located in an SBA-designated HUB Zone and business will obtain HUB Zone certification	<input type="checkbox"/>	<input type="checkbox"/>	
BROWNFIELDS: Designated brownfield site	<input type="checkbox"/>	<input type="checkbox"/>	
HOPE VI REDEVELOPMENT: Areas encompassed by a HOPE VI redevelopment plan			
FEDERAL NATIVE AREAS: Federally designated Native American or Alaskan Native areas, or Hawaiian Homelands	<input type="checkbox"/>	<input type="checkbox"/>	
FEDERAL MEDICALLY UNDERSERVED AREAS: Federally designated medically underserved area, to the extent QLICI activities will result in the support of health-related services.	<input type="checkbox"/>	<input type="checkbox"/>	
FEDERAL/STATE/LOCAL ECONOMIC ZONES: Federally designated Promise Zones, Impacted Coal Counties, Base Realignment and Closure areas, State Enterprise zone programs, or other similar state/local programs targeted towards particularly economically distressed communities.	<input type="checkbox"/>	<input type="checkbox"/>	
FEMA DISASTER AREAS: Census tract is located within a county for which the 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.	<input type="checkbox"/>	<input type="checkbox"/>	
HEALTHY FOODS FINANCING INITIATIVE DESIGNATED FOOD DESERTS: Census tract is identified as a Food Desert under the HFFI definition (USDA-ERS), to the extent QLICI activities will increase access to healthy food.	<input type="checkbox"/>	<input type="checkbox"/>	

Sponsor Description

Please provide a general description of the project sponsor and any other major parties involved in the project in the space below. Please specify the external firm(s), should one exist, providing NMTC accounting, NMTC consulting, or NMTC attorney services.

Narrative:

QALICB Description

Please describe the QALICB. What type of business is the QALICB (Special Purpose Entity, Operating Business, etc.)? What type of organization is the QALICB (Corporation, 501(c)(3), LLC, Partnership, etc.)? Does more than 50% of the QALICB's gross income come from the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate?

Narrative:

Part 2: Community Impacts

Part A: Job Creation

Quantity of Jobs - Permanent

Please complete the table below for permanent jobs created.

A permanent FTE job means a job that is at least 24 months in duration and involves at least a 35-hour work week.

Job Title	Job Description	# Employees	Permanent FTE Jobs	Average Wage	New or Maintained?
Total / Average					

Quality of Jobs - Permanent

Describe opportunities to build wealth, receive living wages, and employment benefits (e.g. health insurance and retirement benefits) for low-income people. What percentage of permanent FTE jobs will receive benefits?

Narrative:

Quantity of Jobs - Temporary

How many predevelopment or construction jobs will be created? _____

A predevelopment or construction FTE Job means a job that is under 24 months in duration and results from the development of the Project or the financing of the Loan and one involving a 35-hour workweek.

Quality of Jobs – Temporary

Will construction jobs pay Davis-Bacon or Prevailing Wages? Is there any union participation expected?
Will there be an opportunity to apprentice?

Narrative:

Job Targeting

What percentage of permanent FTE jobs and temporary FTE jobs will be filled by residents of low-income communities or by low-income persons? How will the project sponsors ensure these targets are met?
What opportunities are there for training and advancement?

Narrative:

Part B: Community Revitalization Impacts**Commercial Impacts**

What types of commercial goods and/or services will be available to the low-income community? If applicable, please specify which tenants or what type of tenants are expected to occupy the space? Will the project include retail or commercial space specifically set aside for locally, women or minority owned companies? Additionally, will the project provide subsidized or rent-free space for local community non-profit groups?

Narrative:

Community Impacts

What types of community goods and/or services will be available to the low-income community? These types of impacts focus on healthcare and the social, educational, and cultural well-being of the community. For example, will the project increase access to healthy food, increase cultural awareness, or provide much-needed healthcare services to the surrounding neighborhood? Provide the number of anticipated clients to be served annually. If applicable, please specify which tenants or what type of tenants are expected to occupy the space.

Narrative:

Housing

Will the project include a housing component? If so, will it be accessible to low-income persons? Is there a demonstrable need for housing in the area?

Note: Roeder & Company requires at least 20% of housing units be reserved for low-income persons.

Narrative:

Minority Owned or Controlled

Will the project finance a minority owned business? Will the project utilize minority contractors? What percent of the contracts or construction jobs?

Narrative:

Is the sponsor minority owned or controlled? If yes, describe the minority ownership and/or board participation at the sponsor or project level.

Narrative:

Other Impacts

Are there any other impacts for the low income community? Will the project establish partnerships with community organizations (for example: community college internships, public/private partnerships, small business incubation centers, community meeting space, etc.). Will there be indirect impacts that can point to this project as the catalyst?

Narrative:

Part C: Environmental Benefits**Brownfield Redevelopment**

Will the project be on a brownfield clean-up site? Is there cooperation from the Department of Environmental Quality or the Environmental Protection Agency? Please briefly describe the conditions of the brownfield and what actions will be taken to remediate the site.

Narrative:

Sustainable Development

Will the project use sustainable building and/or operating procedures? Will the project seek LEED certification or other industry standard?

Narrative:

Renewable Energy

Will the project support the production or distribution of renewable energy sources? If so, how? Please expand upon the amount of renewable energy produced and other carbon savings. If applicable, please

describe any Power Purchase Agreements in place or under negotiation.

Narrative:

Part 3: Financing Information

Part A: Sources & Uses

Please complete the table below to summarize sources and uses for the project.

Sources

Uses

Total Sources

Total Uses

Part B: Financing Status

Please describe the status of each of the financing sources listed in the above table (expected closing date, LOI terms, need for third-party approvals, etc.). Please specifically identify any financing sources that will encumber property expected to be included in total project costs. Also, please indicate if there are any other government programs, incentives, or tax credits expected to be used as sources of funding (example: EB-5, TIF, State NMTC, or HTC).

Narrative:

Part C: Financing Diligence

Please attach historical financial statements of the project sponsor for the past three years; a detailed sources & uses; a detailed line-item project budget; operating budget; and term sheets, LOIs, grant agreements, or any other documents evidencing a financing source.

Part 4: Community Accountability

What activities have been undertaken to ensure community support and buy-in? If possible, describe the local, state and federal support for the project.

Narrative:

Part 5: Community Revitalization

Is the project part of a broader community revitalization strategy? If so, is this the “first mover” project of a much larger anticipated development? Or, is this the next in a series of catalytic work that has already started in the community? Describe how the project is expected to spur additional private investment. How will the community be stabilized by the project (reduction in crime, improvement in health and welfare conditions, community infrastructure, etc.)?

Narrative:

Part 6: “But For” Test

Why is the project important to the community? Please describe the need for NMTC financing. What would be the impact to the project/sponsor if it does not receive NMTC financing?

Narrative:

Part 7: Better Rates and Terms

What commercial market rates and terms have you been quoted for potential financing on this project?

Narrative:

Part 8: Timing

What is the expected closing date for the NMTC transaction? Describe any specific factors that might affect the timing of the closing.

Narrative: