



**SMITH**NMTC  
Associates, LLC

## New Markets Tax Credits (NMTC) Project Application

### Submission Guidelines:

HPN is committed to using its New Markets Tax Credits (NMTC) allocation for projects that are consistent with HPN's mission and program priorities and that produce a compelling community impact within a low-income community. Because NMTC is a limited resource, this intake form is used to determine if the project will meet HPN's community impact requirements.

### Instructions:

This intake form should be fully completed and submitted to Katie Rodriguez at [rodriguez@housingpartnership.net](mailto:rodriguez@housingpartnership.net) and to Ben Greenberg at [greenberg@housingpartnership.net](mailto:greenberg@housingpartnership.net). Please attach supplemental documentation as requested on this form and include any additional explanatory information deemed necessary. The inclusion of other documents should be in addition to completing this form, rather than in place of filling out all sections. **If you need additional space to answer any question, please feel free to attach additional documents in response to any question.**

### Questions:

For any questions on how to complete this form, please contact Donna Smith at [dasmith@smithnmtd.com](mailto:dasmith@smithnmtd.com), (314) 974-7858 or Tabor Burke at [tburke@smithnmtd.com](mailto:tburke@smithnmtd.com), (314) 604-2210.

1. Please provide the following documents along with your submission:

- A. Last 3 years audited financial statements and latest interim financial statement.
- B. Community master plans, meeting minutes, letters of support and other documents indicating your project's alignment with community priorities and community stakeholder outreach.
- C. Articles or other press materials that describe the project, if any.

2. HPN Member Name and Address:

Name:  
Street Address:  
City, State and Zip Code:

3. Contact Information:

Name:  
Email:  
Phone Number:

4. Project Details:

(A) Project Description:

(B) Total Project Cost:

(C) Amount of NMTC allocation requested:

(D) Amount, sources and status of other project funding:

Amount	Source	Status

(E) Part of the capital stack of a NMTC transaction typically includes a leverage lender, and may also include additional investors in the event your project will include a bank loan fund. If you would like HPN's assistance with raising this necessary capital, please answer the following questions:

1. Please identify any regional lenders with whom you have a relationship.
  
2. Would you be willing to work with HPN and these regional lenders to raise the necessary capital? Yes    No

(F) What are the proposed commencement and completion dates for the project?

(G) List the addresses of your project. If you do not have specific addresses, list the boundaries of the neighborhood(s) of your project, or the census tracts if known.

(H) Describe the neighborhood(s) in which the project is located (including the size of the areas impacted, and information regarding the conditions in the neighborhood and specific areas of concern).

(I) How many homes do you expect to:

- (i) Acquire:
- (ii) Rehab:
- (iii) Construct:
- (iv) Sell to persons earning not more than 80% AMI:

(J) What is your average per home cost (construction, ac/rehab, ac)?

(K) What is the total square feet of housing you expect to acquire/rehab/construct and what is the average per home square footage?

(L) What is your average sale price to a homeowner?

(M) Do you expect to function as a lender in addition to the acquisition/rehab/new construction activities listed above? Yes No

(N) If yes, what percentage of the total project do you expect to consist of lending only?

(O) If you currently provide lending, describe your typical homebuyer or borrower profile from existing projects, and whether the profile will remain the same with this funding.

(P) What rates and terms do you provide to your homebuyers?

5. Need for NMTC Financing:

(A) What is the primary need for NMTC financing (e.g., to fill capital gap in the development budget, to reduce debt service in the operating pro forma, etc.):

(B) Please check one of the following statements that is true. Without NMTC...:

(i) The project would not go forward:

(ii) The project's future is otherwise uncertain, at least in the near term:

(iii) The project will go forward, but not as quickly:

(iv) The project will go forward, but at a higher cost:

(v) The project will go forward regardless at reasonable cost:

(vi) The project will go forward, but fewer homes will be built or sold:

(C) If the project will go forward regardless of NMTC financing, please provide additional details as to why the NMTC financing is being requested:

6. Support of Community:

(A) Is the Project aligned with community plans and goals and/or part of a specific community initiative? If yes, describe how and whether any other projects are part of those community plans.

(B) Was the community asked to provide input on the project? Yes No

(C) If so, how was the community engaged and what was the response?

(D) How does this project address the needs of the community?

7. Community Impacts:

(A) Will the project utilize any MBE (at least 51% minority-owned) or WBE (at least 51% women-owned) businesses? If so, how and to what extent?

(B) Will the project meet a minimum 15% MBE or WBE goal and what strategies will be employed to achieve that goal?

(C) Describe any partnerships with job training organizations.

(D) Describe any “green” techniques being used in the project (e.g., LEED, Energy Star, etc.) and whether the project will seek LEED or other certification:

(E) Please check whether the project is located in any of the following areas:

- a. Brownfield: --
- b. Hope VI: --
- c. Federal Native Area: --
- d. ARC/DRA: --
- e. Colonias: --
- f. Promise Zone: --
- g. State/Local Enterprise or Similar Programs targeting particularly economically distressed communities: --

(F) If the project is located in a state or local area targeting particularly economically distressed communities, please describe:

(G) How many people do you currently employ (designate FT and PT) and how many new permanent jobs will be created as a result of this project:

(a) Are the new jobs full-time or part-time?

i. How did you derive this estimate?

iii. Will the jobs be accessible to low-income persons? If so, how?

iv. What is the salary range of these new positions? If any benefits are provided, please list.



b. How many construction jobs will be created?

i. How did you derive this estimate?

ii. Will the jobs be accessible to low-income persons? If so, how?

iii. Will the jobs pay a living wage? If any additional benefits are provided, please list.

(H) Do you expect this project will catalyze any additional investment in this area? If so, please describe.

(I) If your project includes development of more than housing, please list the other proposed uses and square footage for each, and list any tenants (including whether any tenant is a MBE/WBE, nonprofit, etc.):

- (J) State whether the development will be proximate to healthy food options (for example, grocery stores), and if so how close.
- (K) State whether the location is close to public transportation, and jobs and if so, how close.
- (L) Explain the homeowner education and pre and post purchase counseling that you will provide to the prospective homeowners of this project (typical client profile, # of hours, class schedule, online or in-person training, etc.)? Do you provide any additional services to your homeowners? If so, please describe.
- (M) Are you a HUD certified counselor? Yes      No
- (N) How many clients do you provide homeowner education and pre/post purchasing counseling to annually? How will this number change if you receive the NMTCs requested? Same questions for any additional services you list in L above.
- (O) 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 (e.g., access to retail, services, etc.):

(P) Describe the extent to which the project will increase the provision of community goods or services to residents of low-income communities or low-income persons (e.g., social, educational, healthcare, job training or cultural opportunities, etc.):

(Q) Describe any other community impacts expected as a result of this project. For example, how will the project increase the social and economic health of these areas?