



The Business Valued Advisor Fund New Markets Tax Credits Project Application

Please fill out this application in as complete a manner as possible. Please return your completed application for each potential NMTC project to tpreston@businessvaluedadvisorfund.com. Should you have any questions please feel free to contact: Terri Preston at 312 307 9550 or tpreston@businessvaluedadvisorfund.com or Josie Kotsioris at 312 729 8177 jkotsioris@businessvaluedadvisorfund.com

I. NMTC Eligibility

A. Have you confirmed that your project/business will be located in an NMTC-eligible tract? Yes No
Please google Baker Tilly NMTC Mapping Tool for help in mapping your project/business and use the tool to obtain the information

B. Please indicate by which primary criterion the census tract is eligible and provide the requested details:

- Poverty rate in project census tract (_____%)
- Over 1.5 times national unemployment rate (_____%) (Denote percentage over)
- Median income in project census tract (_____ % of statewide median or metropolitan area income)
- Located in a non-metropolitan census tract: Yes _____ No _____
- List other distress criteria for the project below:

C. Project city and state (include zip code): _____

D. Project street address: _____

E. Complete 11 digit project census tract number: _____

II. Description of Qualified Active Low-Income Community Business (QALICB)

A. Sector in which the QALICB operates: Commercial real estate development manufacturing
 Retail Community Services Healthcare Other: _____

C. Project Description (attach a narrative if required) _____

D. Year the QALICB began operations: _____ Year the Sponsor began Operations: _____

III. Status of Investor/Lender Interest/Commitment

A. Do you have documented interest from investors/lenders for your project? Yes No

If yes: Please provide copy of any documentation supporting such commitments or if no narrative detailing the timeline for receiving such commitments

IV. Project Financing

A. Purpose of financing: Business expansion Business start-up Commercial real estate development
 Community Facility Mixed-use Other: _____

B. Total project size: \$ _____

C. Total NMTC Allocation Request \$ _____

D. Total Amount of BVAF Allocation Request: \$ _____

E. Please provide a detailed Sources and Uses Statement

If the sources include the monetization of assets please provide detail on assets and the age of the assets

If the uses include the funding of working capital please provide the annual required working capital and the estimated monthly working capital (averaged) if the business has seasonal fluctuations).

F. Estimated timing for closing: Within 60 days Within 120 days In excess of 120 days

a. Note any Issues Precedent to Closing and attach a list with timelines for clearance and notations of mitigants to these issues

V. Description of Measurable Outcomes

A. Square footage to be developed: _____ square feet

B: Equipment Installed: _____ (estimate of labor required for such installation by hours)

C. Please provide an attachment with the full time jobs (1,820 hours per year) by education level, by wage and benefit to this application. Please convert part time employees to full time by combining hourly earners to reach the 1,820 hours per year for each FTE staff position claimed. Please separate the jobs noted between those current employed and those to be created. Provide a timeline for the creation of the jobs if they will extend beyond one year. To the extent that existing jobs are at risk please explain why in a short narrative below:

Please describe any career ladder training offered and the anticipated % of annual promotions internally:

To the extent you are able to document this type of training and promotion historically please attach such information

What is the anticipated hiring radius for employees in miles? _____

D. Number of construction hours required to complete the anticipated project: _____

Average wage level: \$_____ Will you work with apprenticeship programs? Yes ___ No ___

Estimated Percentage of MBE/DBE Contractors based on total hard costs: _____%

Estimated total hard costs: \$_____

E. Estimated number of persons to be served if applicable: _____

Estimated number of low-income persons to be served: _____

F. Please provide a narrative of the services to be provided and how these services are 1) needed and 2) can be benchmarked and assessed for quality and affordability.

F. Rationale for goods to be provided that are not currently provided in the target market area (please define the target market area). (Estimated annual goods sold: \$_____)

G. Description of affordability level of goods or services to be sold and benefit to the Low-income residents/low-income persons in the target market. (Estimated discount from market from \$_____ to \$_____)

H. Description of anticipated catalytic impact of project:

I. Description of community alignment of project: (Is the project in line with existing community plans? Have you met with community stakeholders? Is the community participating in the project?) Please provide the web-links for the plans and/or minutes and letters of support as may be applicable



VI. Project Contact Information

- A. Contact name: _____ Title: _____
- B. Company: _____ Address: _____
- C. Telephone: _____ Fax: _____ Email: _____
- D. Contact role in project; representative of: QALICB Local CDE Other: _____
- E. How did you learn about Valued Advisor Fund's NMTC Program?
- Article in newspaper/publication (please list: _____)
- Through business network
- Direct Referral : _____ (please note referral source)
- Business Valued Advisor Fund marketing/outreach (please describe: _____)
- Other: _____

****Please be advised that is only an application for allocation and cannot be construed as a commitment to fund.****