



## UB Community Development New Markets Tax Credit Program Intake Form

UB Community Development utilizes its New Market Transaction to provide flexible capital to low-income communities throughout the State of Alabama and the counties of Escambia, Okaloosa, and Santa Rosa County in Florida. UB Community Development will utilize its NMTC allocation to target projects in highly-distressed predominately rural communities that are in direct alignment with the community needs, create quality and accessible jobs in low-income communities through its equity equivalent product and small business loan pool products.

***Note: This questionnaire relates only to the eligibility and community impact of a proposed transaction for the NMTC Program. This questionnaire is not an application for credit.***

### **Part 1: General Information**

Project Name

Project/Business Specific Address

Street, City, State and Zip (Be sure to include the full nine digit zip code for the property address)
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(If multiple addresses are involved please submit a separate listing of all addresses and associated census tracts.)

NMTC Eligibility

	YES	NO
Is the project in an NMTC eligible Census Tract		

Developer/Project Sponsor Contact Information

Name	Title
Company	Business Type (nonprofit, for profit, LLC, partnership, etc)
Office Phone	Mobile Phone
Email	Website

Date Intake Form Completed

**Part 2. Project Specific Information**

Provide a detailed narrative description of the project:

**Part 3. Financial Profile/Sources**

Total Project Cost	
Requested NMTC financing	
Anticipated Closing Date	
Anticipated Completion Date	

Please provide the type (see options below), amount, source and status (see options below) of other project financing.

Type	Amount	Source	Status

**Type:** Debt, Equity, other tax credits, etc.

**Status** (Attach copies of any letters that apply):

Disbursed- Funds have been given to the borrower and distributed for use,

Commitment Letter-The borrower has received a legally binding commitment from the lender.

Term Sheet- Financing contingent on approval and verification of assumptions. The lender is not legally bound.

Committee, Board or Public Approvals- The borrower has received approval for private or public additional funding.

Application Pending- Borrower has submitted application for funding but has not received a decision by time of this writing.

Estimate- An informal, preliminary estimate of available funds.

Other- Please explain.

Why does this project need NMTCs? (Example: budget gap, inadequate state/local government support, land constraints, high rental rates, etc.)

**Part 4. Community Profile**

Is your business located in any of the following? (Mark all that apply)	Yes	No
i. Federally designated Empowerment Zone, Enterprise Community or Renewal Community		
ii. US Small Business Administration (SBA) designated HUB Zone, to the extent that the QLICIs will support businesses that obtain HUB Zone certification from the SBA		
iii. Brownfield site		
iv. Area encompassed by a HOPE VI redevelopment plan		
v. Federally designated medically underserved area, to the extent that QLICI activities will support health related services		
vi. State or local tax-increment financing district, enterprise zone program, or other similar state/local program		
vii. A USDA Federally designated Food Desert, to the extent that the QLICIs will provide food related services		
viii. Census tract with poverty rate greater than 30%?		
ix. Census tract that (a) if located within a Non-Metropolitan Area, has a median family income that does not exceed 60% of statewide median family income; or (b) if located within a Metropolitan Area, has a median family income that does not exceed 60% of the greater statewide median family income of the Metropolitan Area median family income?		
x. Census tract with unemployment rates at least 1.5 times the national average		

**Support of the Local Community**-(please answer questions below and provide explanation where appropriate)

	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
i. Is this project part of a larger, comprehensive revitalization plan sponsored by local government planners and/or local economic development groups? If yes, please provide a copy of any written redevelopment plan or other related materials.			
ii. Is the project receiving any financial subsidy from the local or state government to support the Project?			
iii. Does the Project have a letter of support or able to obtain a letter of support from a local elected official?			
iv. Is the project working with a local community/economic development organization			

**Part 5: Community Impacts**

Describe and specifically quantify the positive community impact based on the NMTC Program’s objectives: job creation or retention; increased wages or wealth creation for residents of low-income communities; assisting businesses owned by low-income persons or providing goods or services to residents of low-income communities; assisting businesses that provide childcare, health care, educational or other benefits. Address the following questions and provide any supplemental information that would be helpful in evaluating the community impact.

**Construction Jobs-** Please complete if the Project includes construction activities

What are the expected hard construction costs?	
How many construction jobs are expected to be created by this project?	
What is the expected average salary for these jobs?	
Will the construction process provide job training or other skills to employees of the community?	

**Permanent Job Creation/Retention**

<b>Job Type</b> (i.e. Management, etc.)	<b># of Full-time equivalent Jobs Created</b>	<b># of Full-time equivalent Jobs Maintained /Retained</b>	<b>Avg. Wage</b>	<b># and % of Jobs accessible to Low-Income Persons<sup>1</sup></b>

What type of benefits will employees be provided *(Please provide specific information.)*

Is the project creating new jobs that can be filled by residents of the project’s specific or neighboring low-income community as distinct from importing workers from other communities? If so, how is the Project targeting these residents and what type of jobs will be offered?

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<sup>1</sup> Low-income accessible jobs are based on educational attainment requirements and are deemed accessible if the job does not require more than a high school education.

Please describe the project’s strategy for creating training and advancement programs for employees.

**Commercial Goods/Services**

Will the project provide vital commercial goods and services to residents of the low-income community (grocery, retail, restaurants)?

What is the Trade Area in miles from the Project site for these commercial goods and services?	
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**Community Services**

Will the project provide vital community services to residents of the low-income community (social, educational, health care, or cultural, etc.)?

What is the capacity of the community service (daycare slots, patients served, etc.):	
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## **Environmental**

Does the project create environmentally sustainable outcomes through green building concepts, location near mass transit, use of innovative technology, adaptive reuse of existing building or materials, etc.? Will the building be LEED certified, or does the project qualify or meet other environmental certification/standards?

## **Catalytic**

Is the project the first phase of a master plan or larger development plan in the community?

## **Part 6: QALICB Requirements**

1. Are any of the following businesses conducted by the borrower or at the subject real estate: massage parlor; hot tub facility; suntan facility; country club; racetrack or other facility used for gambling; store whose principal purpose is the sale of alcoholic beverages for consumption off premises; development or holding of intangibles for sale; pay day lenders; private or commercial golf course? \_\_\_Yes \_\_\_No (If yes, specify:\_\_\_\_\_)
2. Do any of the revenues of the borrowing entity come from the rental of residential property (apartments or live/work units)? \_\_\_Yes \_\_\_No (If yes, United Bank cannot provide NMTC allocation based on its allocation agreement).
3. What entity type is the borrowing entity (corporation/LLC/partnership)? \_\_\_\_\_
4. Is the borrowing entity a Special Purpose Entity comprising of only the subject real estate, as distinct from an operating business? \_\_\_Yes \_\_\_No



5. Does the borrowing entity have multiple locations? \_\_\_\_Yes \_\_\_\_No

- If yes, number of locations other than the subject:\_\_\_\_\_
- Specify all location addresses:\_\_\_\_\_

6. Does or will the borrowing entity have employees? \_\_\_\_Yes \_\_\_\_No

- If yes, number: \_\_\_\_\_
- Where do the employees work?  
\_\_\_\_100% at subject location \_\_\_\_Other (Specify locations: \_\_\_\_\_)

**Note: At least 50% of the services performed by employees must be performed in a Low Income Community.**

7. Do 100% of the entity's revenues come from activities performed at the subject location?  
\_\_\_\_Yes \_\_\_\_No

(This will be documented from tax returns, pro-formas or other sources prior to closing.)

**Note: At least 50% of the borrower's revenue must be earned at the subject location.**

8. Does the borrowing entity own or lease tangible property such as inventory, equipment, vehicles?

- If yes, where is the property located?  
\_\_\_\_100% at subject site \_\_\_\_Other (specify locations)

9. Does the borrowing entity have collectibles not held for sale in the ordinary course of business (e.g., antiques or artwork) or nonqualified financial property<sup>2</sup>? \_\_\_\_Yes \_\_\_\_No

- If yes, please specify:\_\_\_\_\_

### **Part 7: Applicant Declarations**

\_\_\_\_Yes \_\_\_\_No Has the applicant, its ownership parties, principal(s) or any related party to the applicant ever been convicted of any criminal offenses other than minor motor vehicle violations?

\_\_\_\_Yes \_\_\_\_No Do any unsatisfied judgments exist against the applicant, any ownership parties, principal(s) or any related party to the applicant?

<sup>2</sup> Nonqualified financial property means debt, stock, partnership interests, options, futures contracts, forward contracts, warrants, notional principal contracts, annuities, and other similar property specified in regulations; except that such term shall NOT include: (1) reasonable amounts of working capital held in cash, cash equivalents, or debt instruments with a term of 18 months or less, or (2) debt instruments described in IRC section 1221(a)(4).



\_\_\_Yes \_\_\_No Has the applicant, its ownership parties, principal(s) or any related party to the applicant ever been involved in any litigation including real estate foreclosure or bankruptcy with in the past 7 years?

\_\_\_Yes \_\_\_No Is the applicant, ownership parties, principal(s) or any related party delinquent on any of the following taxes: Federal Income, State Income, FICA, Unemployment, Real Estate, Personal Property, Sales and Withholdings? (If yes, please indicate which.)

I/We hereby Certify that all of the information in this application, and any other material provided in connection herewith, is true, accurate correct and complete and that if there are any changes in the accuracy or completeness of the information presented herein, such new information will be immediately disclosed in writing. I/We will not rely and have not relied in any fashion on the receipt of or anticipation of the receipt of an allocation of tax credits as a result of this application. I/We hereby release and discharge United Bancorp of Alabama together with their subsidiaries, affiliates, employees, agents, consultants, directors, and other related parties, from any and all rights and obligations, duties, claims, debts, actions causes of action or liabilities arising out of, or relating to, the seeking or receipt of a New Market Tax Credit allocation and related documents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name:  
(Project Sponsor/ Developer of Representative thereof)