

Date Submitted \_\_\_\_\_

## Dallas Development Fund New Markets Tax Credit Preliminary Project Eligibility Checklist

Sponsor Name	
Contact Info (email, phone)	
Project Site Address	
Project description (mixed-use, TOD, commercial, community facility, industrial, operating business, etc)	

Project Description			
Total Development Cost (must be at least \$4 M)			
Total NMTC allocation likely to be requested (note: NMTC equity is typically 20-25% of NMTC allocation)			
Is the Project located in an NMTC eligible Census Tract? Which tract?	Y	N	?
Will the project derive less than 80% of its gross rental income from dwelling units?	Y	N	?
Is the operation something other than a country club, golf course, massage parlor, hot tub facility, sun tan facility, race track or other gaming establishment or liquor store?	Y	N	?
Community Impact			
How many new permanent FTE jobs are estimated to be created?			
How many Low-Income Community Residents/ Persons is the project estimated to serve per year?			
Is this project expected to have a catalytic effect on the surrounding area?	Y	N	?
Are other city funding sources being considered? If yes, which sources?	Y	N	?
Need			
Does the project require below-market debt financing due to debt coverage, interest cost, or other similar issues?	Y	N	?
Does the project have a financing gap that cannot be filled with conventional debt and equity?	Y	N	?
Readiness to Proceed and Project Viability			
Are all sources of funding in place except for NMTC?	Y	N	?
Does the Project Sponsor have any prior experience with NMTC?	Y	N	?
Is it reasonable to assume the project will be in business for at least seven years?	Y	N	?
Will the project's financing close within 12 months?	Y	N	?

After submission of this preliminary eligibility form, DDF staff will contact you for additional information about your project. If you have any questions, please contact Heather Lepasca at 214.670.1222 or heather.lepasca@dallascityhall.com.