

CITY OF ELMIRA

ENTERPRISE DEVELOPMENT PROGRAM ELMIRA DOWNTOWN REVITALIZATION PROGRAM

LOAN APPLICATION SOUTHERN TIER ECONOMIC GROWTH

A **\$250 NON-REFUNDABLE** application fee is required at the time of application submission. Please make your check payable to **SOUTHERN TIER ECONOMIC GROWTH, INC.**

BUSINESS INFORMATION

Company Name: _____

Address of business: _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

Company DUNS #: _____ NAICS Code _____

Is the Business: ()New ()Existing ()Expanding ()Relocating

Date company began doing business _____

a. Type of Business

() Corporation () Sole Proprietorship () Partnership

() Sub Chapter "s" () Other _____

Please List principals (owner(s), partners, shareholders) owning at least twenty percent (20%) or more of the company.

Name / Title	%	Social Security #	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Provide a brief description of the company and its history:

Describe company's major products and / or services:

List major suppliers and customers of the company:

Customer	% (approx.)	Supplier	% (approx.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Description of present facilities: () Own () Rent

Address _____

a. Number of buildings _____ Lot Size _____ acres/ft.

b. Square foot of facility _____

Sales / Market information:

a. Approx. annual sales _____

b. Primary Markets _____

Has this company been declared bankrupt within the past seven years?

() No () Yes

If yes, please provide details on a separate page.

Are there any suits or legal actions pending or threatened against the firm?

() No () Yes

If yes, please provide details on a separate page.

Are there any outstanding judgments against this firm?

() No () Yes

If yes, please provide details on a separate page.

Legal Counsel _____

Accountant _____

Principal Bank _____

Insurance Carrier / Agent _____

PROJECT INFORMATION

Location of proposed project:

Address _____

Describe the project for which loan proceeds are to be used. Explain why public funds are needed.

Project site:

- a. Acres _____ ft. X _____ ft.
- b. # of existing buildings _____ sq. ft. _____
- c. Present use of land _____
- d. Present land owner _____
- e. Present zoning _____

Proposed use of project facility:

- a. Warehousing _____ sq. ft. Manufacturing _____ sq. ft.
- Industrial _____ sq. ft. Research & Dev _____ sq. ft.
- Office _____ sq. ft. Other _____ sq. ft.

Will real property be acquired? () No () Yes

Will building be: (Check all that apply)

() Acquired? # _____ Total sq. ft. _____

() Constructed? # _____ Total sq. ft. _____

() Renovated? explain _____

Will machinery and equipment be acquired? () No () Yes

Will working capital be required? () No () Yes

Describe any work that has been initiated on the project:

PROJECT COST BREAKDOWN

Land _____
Buildings: Acquisition _____
Renovation _____
Construction _____
Utilities, Roads, Site Work _____
Machinery & Equipment _____
Working Capital _____
Other _____

TOTAL PROJECT COSTS _____

PROJECT FINANCING

	COST	% of Financing
CDBG Funds	_____	_____
Appalachian Regional Commission	_____	_____
Other Federal Funds	_____	_____
State/Local Funds	_____	_____
Bank Financing	_____	_____
Owner Equity	_____	_____
Other:	_____	_____
Identify: _____		
TOTAL:	_____	_____

Amount of Loan: _____ Interest Rate: _____ Term: _____

Security for loan (attach list of proposed collateral):

Proposed Collateral	Value	Indebtedness

In addition to Principals, list individuals (other than principals) willing to personally guarantee the loan or provide collateral.

Name	Address	Collateral

EMPLOYMENT INFORMATION

Eligibility Criteria: Companies must prove they can create jobs and commit to hiring low/moderate income people. For every \$15,000 in financing one full time job must be created

Number of employees currently at job (average last 12 months): _____

<u>Type of Jobs:</u>	<u>Current # of FT Jobs:</u>	<u>FT Jobs Created</u>	<u>PT Jobs Created:</u>
Officials & Manager	_____	_____	_____
Professional	_____	_____	_____
Technicians	_____	_____	_____
Sales	_____	_____	_____
Office & Clerical	_____	_____	_____
Craft Workers (skilled)	_____	_____	_____
Operatives (semi-skilled)	_____	_____	_____
Laborers (unskilled)	_____	_____	_____
Service Workers	_____	_____	_____
TOTAL:	_____	_____	_____

Number of jobs to be created with health care and benefits: FT_____ PT_____

Estimated current annual payroll. _____

Payroll at end of first year. _____

INFORMATION REQUIRED

The following information is required prior to considering this application:

1. Non-refundable application fee.
2. Written business plan which includes a narrative explaining the business.
3. Financial projections (two years minimum) including;
 - Pro Forma Balance Sheet (assets and liabilities)
 - Pro Forma Cash Flow Statements (first year monthly)
4. Three years of historical Financial Statements (preferably reviewed or audited by a CPA) and an interim financial statement signed by the principal (s) / corporate officers.
5. Resume (s) of management.
6. Itemized list of collateral including appraised value. Can be provided as needed.
7. Signed personal financial statements of principals / corporate officers and guarantors.
8. Signed release from for credit check (principal owner (s) / corporate officers).
9. State Environmental Quality Review Short Environmental Assesment Form.

AGREEMENTS AND CERTIFICATIONS

AGREEMENTS:

- (a) I / we agree that if the lender approves this loan application, I / we will not, for at least two years, hire as an employee or consultant, anyone that was employed by the lender during the one year period prior to the disbursement of the loan.
- (b) I / we agree that the project will adhere to all local, state and federal air and water pollution standards.
- (c) I / we agree that the project complies with and will adhere to all applicable local, state and federal environmental laws, rules, regulation, codes and standards.
- (d) I / we understand that an environmental review may be required, and any such review shall be conducted in accordance with the New York State Environmental Quality Review Act (SEQR) at borrowers expense.
- (e) I / we agree that the project complies with and will adhere to all applicable historic preservation laws and regulations
- (f) I / we agree that I / we will obtain flood hazard insurance as required by the lender.
- (g) I / we agree to submit to lender annual financial reports or as often as required by lender, in such form as lender may require.
- (h) I / we understand that I / we will be required, unless otherwise specified, to personally guarantee any or all debt under the loan program. I / we also understand that as a condition of the loan, mortgages on personal and / or company / firm real property may be required.
- (i) I / we understand that should the loan be approved, I / we will be responsible for all legal fees and other closing costs associated with the closing of this loan.

CERTIFICATIONS:

- (a) I / we certify all information in this application and exhibits are true and complete to the best of my / our knowledge.
- (b) I / we certify that I / we shall comply with any and all Federal, State, and Local laws, orders, rules and regulations which prohibit discrimination in employment or hiring because of the age, race creed, color, national origin, sex, religion, disability or marital status of any individual.
- (c) I / we give the assurance that I / we commit to employing persons, with low/moderate income with a special emphasis on City of Elmira citizenry. Failure to do so may result in an increase in loan interest rate and / or foreclosure.
- (d) I / we certify that facilities under applicants ownership, lease or supervision, which will be utilized in the accomplishment of the project or services financed by this loan, are not listed on the Environmental Protection Agency's (EPA) list of violating facilities, pursuant to Section 15.20 of 40 CFR, part 15.

Authority to collect personal information: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974). **Effect on Non-disclosure:** Omission of an item means your application might not receive full consideration.

HOLD HARMLESS AGREEMENT

Applicant hereby releases the City of Elmira and Southern Tier Economic Growth and the members, officers, servants, agents and employees thereof (hereinafter collectively referred to as "STEG") from any and all liability and agrees to indemnify, defend and hold STEG harmless from and against any and all liability arising from or expenses incurred by (i) STEG's examination and processing of, and action pursuant to or upon, the attached application, regardless of whether or not the application or the Project described therein or the issue of funds requested therein are favorably acted upon by STEG and (ii) STEG's financing of the Project described herein; including without limiting the generality of the foregoing. If, for any reason, the Applicant fails to conclude or consummate necessary negotiation, or fails, within a reasonable or specified period of time, to take reasonable, proper, or requested action, or withdraws, abandons, cancels or neglect the application, or if STEG or the Applicant are unable to find financing for the balance of the project, then, and in that event, upon presentation of an invoice itemizing the same, Applicant shall pay to the Agency, its agents or assigns, all actual costs incurred by the Agency in the processing of the application, including attorneys' fees, if any.

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

DISCLOSURE STATEMENT

DATE: _____

RE: EEDP Loan to _____,

the borrower hereby certified the following:

- The Borrower is not employed by, related to, or currently has or had a business relationship with any person who is employed by the City of Elmira, the Department of Community Development of the City of Elmira, or Southern Tier Economic Growth, Inc.

- The Borrower is employed by, related to, or currently has or has had a business relationship with an employee of the City of Elmira, the Department of Development of the City of Elmira, or Southern Tier Economic Growth, Inc., as follows:

Signature

STATE OF NEW YORK)
) SS.:
COUNTY OF CHEMUNG

On this _____ day of _____, 20____, before me personally came _____
_____ to me known to be the person described in and who executed the
foregoing Contract, and (s)he acknowledged to me that (s)he executed the same.

Notary Public

617.20
Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

OVER
1

Reset

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

<p>A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)</p> <p>C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:</p> <p>C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:</p> <p>C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:</p> <p>C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:</p> <p>C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:</p> <p>C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:</p> <p>C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:</p>
<p>D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:</p>
<p>E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:</p>

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<p><input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.</p>	
<p><input type="checkbox"/> Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination.</p>	
<p>_____</p> <p>Name of Lead Agency</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Print or Type Name of Responsible Officer in Lead Agency</p>	<p>_____</p> <p>Title of Responsible Officer</p>
<p>_____</p> <p>Signature of Responsible Officer in Lead Agency</p>	<p>_____</p> <p>Signature of Preparer (If different from responsible officer)</p>