

PROPOSAL NO. _____

**ALLEGHENY COUNTY
ECONOMIC DEVELOPMENT**

**COMMUNITY INFRASTRUCTURE AND TOURISM FUND
LOAN APPLICATION
2016**



**Rich Fitzgerald
County Executive**

**William Brooks
Chairman**

GENERAL INSTRUCTIONS

Please complete all relevant sections on the application form. Please do not leave any section blank. Those sections which do not apply to your project should be listed as "N/A". Be certain to include all required forms and backup documentation. All issues relating to this program's purpose, procedures, and protocol as well as eligibility of applicants and activities can be found in the Community Infrastructure and Tourism Fund Program Guidelines document located online: <http://www.alleghenycounty.us/economic/authorities/citfund.aspx> Read this document to determine your readiness to quality for CITF funding.

A checklist is included in the Loan Application packet to assist in the preparation of a completed application. Incomplete applications will not be considered. Please include additional sheets behind the page on which the question appears if space provided is insufficient.

All responses should be typewritten. All written applications will be rejected.

(1) Original grant application, supporting documentation and (2) copies should be submitted to Allegheny County Economic Development, C/O CITF, One Chatham Center, Suite 900, 112 Washington Place, Pittsburgh, PA 15219.

All questions should be directed to Gloria.redlinger@alleghenycounty.us or - (412) 350-1004, Fax: (412) 642-2217.

DEADLINE FOR SUBMISSION

Deadline for submission for 2016 funding is February 26, 2016. Applicants for funds will ONLY be accepted during the following application periods:

Round 1: **Application Deadline February 26, 2016**
 Applications will only be accepted from January 19, 2016 through February 26, 2016

ADDITIONAL INFORMATION

The required Certifications must be signed and notarized.

Program Guidelines should be consulted regarding Loan parameters and procedural questions. The application review process includes a financial evaluation, a business evaluation, and a public purpose evaluation. The loan approval process is competitive in nature and therefore the evaluation criteria will play an important role in the comparison of submitted applications.

A Financial Letter of Commitment, if any from the lending source(s) listed on Page 2 must accompany the Financing Application. This letter should indicate their willingness to assist the Borrower with the necessary financing arrangements for the project. The commitment letter should include: (1) the "not to exceed" amount of financing; (2) the type of financing, i.e. permanent, construction, bridge, etc.; (3) the proposed interest rate; and (4) the length of the commitment.

THE ATTACHED APPLICATION CHECKLIST SHOULD BE CONSULTED TO ASSURE A COMPLETE SUBMISSION. THE BORROWER IS ADVISED THAT ADDITIONAL DOCUMENTATION BEYOND THAT SPECIFIED ON THE CHECKLIST MAY BE REQUIRED TO COMPLETE THE REVIEW OF THE APPLICATION. THE BORROWER MUST SUBMIT SUCH ADDITIONAL DOCUMENTATION UPON WRITTEN REQUEST.

FINANCING APPLICATION CHECKLIST

*CHECK IF
ATTACHED*

- | | |
|--|--------------------------|
| GENERAL PROJECT INFORMATION | <input type="checkbox"/> |
| PROJECT FINANCING / SOURCES AND USES TABLE -
BUDGET | <input type="checkbox"/> |
| PROJECT TIMETABLE | <input type="checkbox"/> |
| COMPANY / DEVELOPER OWNERSHIP PROFILE | <input type="checkbox"/> |
| COMPANY/DEVELOPER MARKETING DOCUMENTATION | <input type="checkbox"/> |
| PROJECT SITE/EMPLOYMENT FORM | <input type="checkbox"/> |
| LAND USE PLANNING | <input type="checkbox"/> |
| COMMUNITY IMPACT | <input type="checkbox"/> |
| PROJECT CONTACT LIST | <input type="checkbox"/> |
| APPLICANT CERTIFICATION | <input type="checkbox"/> |
| PROJECT OWNER CERTIFICATION AND
ANNEX | <input type="checkbox"/> |
| APPLICANT RESOLUTION | <input type="checkbox"/> |

EXHIBITS (PLEASE ATTACH TO THE APPLICATION IN THE ORDER LISTED BELOW)

LOAN APPLICATION EVALUATION CRITERIA

FINANCIAL EVALUATION

- | | | |
|---------|--|--------------------------|
| EXBT #1 | PERSONAL FINANCIAL STATEMENT
(FOR ALL WITH OVER 20% OWNERSHIP) | <input type="checkbox"/> |
| EXBT #2 | AUDITED FINANCIAL STATEMENTS (PAST THREE YEARS) | <input type="checkbox"/> |
| EXBT #3 | TAX RETURNS (BOTH BUSINESS AND OWNERS FOR THE
PAST THREE YEARS) | <input type="checkbox"/> |
| EXBT #4 | PROJECTED CASH FLOW ANALYSIS (FOR FIVE YEARS) | <input type="checkbox"/> |
| EXBT #5 | COLLATERAL/SECURITY ANALYSIS | <input type="checkbox"/> |

BUSINESS EVALUATION

EXBT #6 BUSINESS PLAN

EXBT #7 EVIDENCE OF MANAGEMENT ABILITY

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TYPE OF PROJECT: (CHECK ALL THAT ARE APPLICABLE)

Acquisition

Land Building Machinery Equipment

Construction/Rehabilitation Public Improvements

Flood/Storm Water Infrastructure Street Improvements
 Solid Waste Disposal Facilities Sidewalks
 Water & Sewer Facilities Parking Facilities
 Retaining Walls Demolition
 Landslides Other: Explain:

Site/Building Preparation

Industrial Site Industrial Building
 Military Site Military Building
 Commercial Site Commercial Building
 Institutional Site Institutional Building
 Environmental Site Assessment & Remediation

Renovation/Construction

Housing Cultural Amenities
 Commercial Educational
 Industrial Parks/Recreational Facilities
 Community Facility Other: Explain:

Affordable Housing

Acquisition – for Housing – Rehab
 Single Family Residential – Rehab Multi-Family Housing-Rehab
 Vacant Property Program

Transportation Facilities

Economic Development

Job Creation Job Retention Brownfield Redevelopment
 Commercial Revitalization
 Public Improvements Facades Planning

Pre-Development/Planning Activities

Other – Please describe:

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SITE LOCATION

SITE CONTROL

Do you have control of the site?

If no, when do you expect to obtain control of the site? (date)

If yes, please identify type of controlling interest.

Option	(Expires)	Ownership
Lease	(Expires)	Other

SITE DESCRIPTION

Land Acquisition Acres _____

Facility (acquisition) sq. ft. _____

Facility (construction) sq. ft. _____

Facility (expansion) sq. ft. _____

PROJECT LOCATION

Provide a street address or other location information indicating specifically where the activity is physically being carried out. For activities such as street reconstruction or sewer lines not located at a specific street address, provide beginning and ending points, e.g. James Street from 5th to 10th Street. ZIP CODES AND CENSUS TRACTS MUST BE INCLUDED FOR EACH SITE LOCATION.

DESCRIPTION OF PROJECT:

In detailed, measurable, and quantifiable terms, describe the work to be accomplished with the funds requested, including specific physical description (i.e. 500 L.F. of 4" pipe along Painter Street; 1,500 of sidewalk and curb replacement on Spencer Street) along with a detailed line item budget. Attach supporting documentation as necessary.

If the project is proposed to remedy a problem, provide a detailed description of the nature of the problem and indicate how the proposed work will correct the situation. For sewer and water activities, indicate if any specific state or local compliance requirements are in effect (i.e. EPA, DEP, and ACHD). Attach supporting documentation as necessary.

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PROJECT FINANCING SUMMARY

CITF FINANCING REQUESTED

Total Loan Amount Requested: \$

Total Project Costs: \$

*Use the **Sources and Uses** table on the next page to itemize the proposed use of funds. Be sure to include CITF as a Source and any additional funding Sources if applicable.*

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PROJECT SOURCES AND USES TABLE - BUDGET

	SOURCE #1	SOURCE #2	SOURCE #3	SOURCE #4
Provide names of all sources	CITF			
LAND				
Acquisition				
Site Preparation				
Infrastructure				
Other:				
BUILDING				
Acquisition				
New Construction				
Rehabilitation				
Engineering				
Architectural				
Other				
MACHINERY & EQUIPMENT				
Acquisition				
New Equipment				
Used Equipment				
Delivery/Installation				
Other				
WORKING CAPITAL				
Inventory				
Training				
other				
ENVIRON. REMEDIATION				
Remediation Study				
Other:				
VACANT PROPERTY REUSE				
Prep & Assemblage				
Other:				
SUB TOTAL A:				

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PROJECT SOURCES AND USES TABLE (CONT'D)

TOTALS	SOURCE #1	SOURCE #2	SOURCE #3	SOURCE #4
SOFT COSTS	CITF			
Planning				
Engineering				
Architectural				
Permit Fees				
Title Ins. Recording				
Surveys				
Appraisal Costs				
Legal Costs				
Grant Origination Fee				
Brokers Fees				
Transfer Tax				
Interest During Construction				
Contingencies				
Close-out Audit				
Other				
SUB TOTAL B:				
TOTAL A+B:				

PROJECT TIMETABLE

Acquisition Date (for real estate projects):

Construction/Project Activity Commencement Date:

Construction/Project Activity Completion Date:

Operations Start-Up Date:

Equipment Purchase Date:

Equipment Delivery Date:

A Loan Origination Fee must be included in all budgets

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COMPANY/DEVELOPER OWNERSHIP PROFILE

OWNERSHIP (Corporation, Partnership, Sole Proprietor, etc.):

DATE COMPANY FOUNDED/INCORPORATED

BRIEF HISTORY OF COMPANY:

PRODUCT DESCRIPTION:

OWNERSHIP: (list names and ownership percentages)

%

%

%

%

%

LIST NAMES AND OWNERSHIP PERCENTAGES OF ANY AFFILIATED COMPANIES:

%

%

%

%

%

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PROJECT SITE/EMPLOYMENT

<u>Employment</u>	<u># Jobs</u>	<u>Avg. Wages/ Hr.</u>
Current Total		
New Jobs to be created		
Total Jobs (New and Existing)		
Job Titles		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Site Description

Land Acquisition	_____ Acres
Facility (acquisition)	_____ sq. ft.
Facility (construction)	_____ sq. ft.
Facility (expansion)	_____ sq. ft.

Name of Seller:

Is the seller related in any manner to the Project Owner or Company/Developer?

If yes, please explain:

Site Control

Do you have control of the site?

If no, when do you expect to obtain control of the site? (date)

If yes, please identify type of controlling interest.

Option	(Expires _____)	Ownership
Lease	(Expires _____)	Other

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LAND USE PLANNING

1. Does the proposed project comply with the current zoning regulations? ____ If no, please explain what steps will be taken to obtain the appropriate zoning designation. If yet, identify the permits required and their *current status* (e.g. *application submitted; hearing scheduled; approved*).

2. What was the previous use of the land and are there any environmental problems associated with that use?

3. Does the project involve any environmental impact where U.S. Environmental Protection Agency (EPA), PA Department of Environmental Protection (DEP) mandates or Allegheny County Health Department (ACHD) citations are relevant? Please specify:

4. How will the proposed structure impact the existing surroundings?

5. Does the proposed project comply with a neighborhood or municipal master plan? ____ Please describe.

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PROJECT CONTACT LIST

1. Project Owner:
Mailing Address:

Federal Tax ID:

Contact:

Telephone #:

Title:

Fax #:

2. Company/Developer:

Mailing Address:

Federal Tax ID:

Contact:

Telephone #:

Title:

Fax #:

3. Project Owner's Counsel:
Mailing Address:

Federal Tax ID:

Contact:

Telephone #:

Title:

Fax #:

4. Project Owner's Bank:
Mailing Address:

5. Owner's Bank Counsel:
Mailing Address:

Contact:

Telephone #:

Title:

Fax #:

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APPLICANT CERTIFICATION

Re: Loan in the amount of \$
(Loan Amount)

which will assist:

(Applicant Name)

to establish a project in
(Municipality)

County of Allegheny, Pennsylvania on behalf of

(Project Owner Name)

Applicant certifies the following:

1. The statements and application requirements in this official Application are correct and reasonable, and this application contains no misrepresentation or falsifications, omissions or concealment of material facts and the information given is true and complete to the best of my knowledge and belief.

Applicant shall not discriminate against any employee or an application for employment because of race, religion, handicap, color, national origin, sex, or age. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

2. A copy of the appropriate Program Guidelines was provided to the Company/Developer.
3. I do further certify that I have read fully and understand the instructions of the Financing Application requirements, and will submit any and all necessary documents, relevant data, records and materials that may be requested for the review of this Application and subsequent implementation of this loan.
4. The foregoing Certification is based on facts obtained through a diligent investigation of all pertinent facts attendant to the project.

IN WITNESS WHEREOF, the Applicant has caused this Certification to be executed on its behalf by its duly authorized officer as of the date written below.

Project Owner

(NOTARY SEAL)

Signature: _____

Typed Name:

Date

Signature and Date

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PROJECT OWNER CERTIFICATION

Re: Loan in the amount of \$ _____ which will assist:

(Project Owner Name)

To establish project in _____
(Municipality)

_____, Pennsylvania.
(County)

Section 1. Pollution. Project Owner (i) has not been cited, except as stated in Section 1 of the Annex hereto, by any governmental agency for causing pollution in Allegheny County, or (ii) if it has been so cited, the Project Owner has embarked on a specific program for eliminating the cause of the citation acceptable to the agency issuing the citation; the Project has been designed so as not to cause pollution in violation of existing standards.

Section 2. Absence of Defaults and Prior Bankruptcies. Except as stated in Section 2 of the Annex hereto, the Project Owner does not have any outstanding loans from any public or private sources that are delinquent. Furthermore, none of the Project Owner's officers, principal shareholders, or related companies have previously filed for bankruptcy except as stated in Section 2 of the Annex hereto.

Section 3. Criminal Convictions. Except as stated in Section 3 of the Annex hereto, no officers or principal shareholders have been convicted of any felony or any misdemeanor involving theft, dishonesty, deception, false swearing, or the filing or submission of any false or misleading information to any agency of government, nor are any charges of any such offenses pending. Such a conviction will not necessarily disqualify a Project Owner from financing.

Section 4. Tax Compliance. Except as stated in Section 5 of the Annex hereto, Project Owner has filed all tax returns and reports required to be filed by it with the United States of America and the Commonwealth of Pennsylvania, and where the failure to file such returns or reports may have a material adverse effect on the financial condition or results of operations of the Project Owner, any other jurisdiction having the power to require filing of such returns or reports, through the date hereof and is current in the payment of all monies due to such jurisdictions, whether as taxes or otherwise, unless the obligation to file such return or report or pay such tax is being contested by an appropriate administrative or judicial appeal or proceeding being conducted diligently in good faith and listed in Section 4 of the Annex.

Section 5. Related Party Transactions. Except as stated in Section 5 of the Annex hereto, the Project Owner has no more than a 10% ownership interest in the seller nor are the buyer and seller related to each other by blood, marriage, or law.

Section 6. Program Regulations. Statements of Policy and Guidelines. Project Owner has received and reviewed a copy of the regulations, statement of policy and/or Program Guidelines under which financing is being applied for and has received answers satisfactory to Project Owner to all questions it has raised concerning

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eligibility. Based on its review of such materials and answers to such questions, Project Owner believes that it is eligible for financing under such program(s).

Section 7. Completeness and Accuracy. All information in the Financing Application has been reviewed by the Project Owner and, to the best knowledge of the Project Owner after due inquiry, all information other than financial statements is correct and complete and to the best knowledge of the Project Owner after due inquiry, this Financing Application contains no misrepresentations, falsifications, omissions or concealment of material facts.

Section 8. Diligent Investigation. The foregoing Certification is based on a diligent investigation of all pertinent facts relating to the project.

IN WITNESS WHEREOF, the Project Owner has caused this Certification to be executed on its behalf by its duly authorized officer as of the date written below.

Signature: _____

Typed Name:

Title

Date

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PROJECT OWNER CERTIFICATION ANNEX

INSTRUCTIONS:

Provisions below correspond to the sections in the body of this Certification where disclosure is required. If any statements require more space than is provided below, attach additional sheets or materials as required, which shall identify the section or sections to which they relate. Failure to complete any section below will be treated as an affirmative statement by you that no disclosure is required by the corresponding section of this Certification.

Section 1. Pollution Citations:

Section 2. Prior defaults, bankruptcies, etc.:

Section 3. Criminal convictions or pending charges:

Section 4. Tax issues:

Section 5. Relationships with sellers, contractors and professionals: