

BUSINESS FINANCIAL DOCUMENTATION REQUIRED FOR FINANCIAL ASSISTANCE

The following information must be included in the application, as appropriate to the type of project being considered. Applicants are asked to refer to the attachments by page number. This will help to assure that information is not overlooked in the application review.

<u>ATTACHMENT</u>	<u>REQUIRED INFORMATION</u>
[]	LETTERS OF LEVERAGE COMMITMENT - <u>All</u> sources of leverage in debt financing must be firmly documented in commitment letters. Loans from financial institutions must have language indicating the loan amount, the specified term and interest rate, collateral, conditions attendant to the loan, and the fact that the loan is approved. Any commitment to purchase a revenue bond must have an executed inducement resolution and the rates, terms, and conditions of approval of the buyer.
[]	HISTORY OF THE COMPANY - Submit a brief history of the business and past employment growth.
[]	MARKET INFORMATION - Submit information on the company's products or services and identify existing and potential major customers and competitors, and current market trends.
[]	CORPORATE FINANCIAL STATEMENTS - Submit historical corporate financial statements for the past three years and interim statements dated no more than 90 days prior to application. Financial statements will also be required of not-for-profit organizations which may be recipients of funds. Accounting notes, or detailed notes, in those instances when statement has not been audited must be included with the statement. <ol style="list-style-type: none">1. Profit and Loss (Income) Statements2. Balance Sheets3. Disclosure of Contingent Liabilities For those small companies with no formal financial statement, the prior three years of tax statements may be submitted.
[]	TWO YEAR PROJECTIONS - Submit two years projections of the profit and loss statement and balance sheet and a monthly cash flow projection for year one. Base assumption must be included. An acceptable format for a monthly cash flow statement is found under "projected Cash Flow". Not applicable for publicly-traded corporations. Projected statements of financial condition are not required for infrastructure-related projects.

- [] DISCLOSURE OF ALL AFFILIATES AND SUBSIDIARIES
- [] CURRENT INDEBTEDNESS - Provide information on installment debt, contracts, notes, mortgages payable (present balances should agree with latest balance sheet submitted).
- [] PERSONAL FINANCIAL STATEMENT(s) for each principal(s) and spouse(s) owning greater than or equal to 20 percent of the company or partnership dated no later than 90 days prior to the date the application is submitted. This information must include name, home address, and social security number. Personal financial statements are not required for infrastructure-related projects.
- [] COMPANY MANAGEMENT - List those people that are responsible for the management of the company, all officers of the company, and indicate their corresponding positions along with percentages of ownership.
- [] BANKRUPTCY - Indicate if the firm officers or principals of the firm have ever been involved in bankruptcy insolvency procedures. If yes, a complete discussion must be provided.
- [] Yes [] No
- [] PENDING LAWSUITS - Indicate if the business or any officers or principals of the business are involved in any lawsuits. If yes, details must be provided.
- [] Yes [] No
- [] PERSONAL RESUME(s) - Submit resumes for senior management of the company.
- [] SITE MAP - Outline the general location of the project on a site map. Indicate the boundaries of the applicable unit of local government, the location of any floodplain areas and any existing Enterprise Zone or TIF districts. If applicable, infrastructure-related improvements also must be clearly defined.
- [] LAND AND BUILDING INFORMATION (if applicable) - For land and/or building acquisition where these items will be used as collateral for the CDAP loan, attach an appraisal and demonstration of fair-market value and a copy of the purchase option or agreement. In instances in which CDAP-related activities include building construction or renovation, all contractor or architect's cost estimates should be provided. If these expenditures represent leverage funds, a narrative must be provided.
- [] INFRASTRUCTURE-RELATED ACTIVITIES -- Provide engineer's cost estimate(s).

- [] DESCRIPTION OF COLLATERAL - List what will be offered as collateral to secure the CDAP loan in relation to collateral to be secured by other lenders as referenced in the project.
- [] DESCRIPTION OF MACHINERY AND EQUIPMENT (if applicable) - Identify major equipment or classes of equipment to be acquired with the department's program funds and matching sources of financing. For acquisition of new machinery and equipment acquired with CDAP funds, attach all reliable vendor cost estimates. In instances in which new machinery and equipment are acquired through non-CDAP funds, a detailed narrative is needed which identifies specific descriptions of equipment with a specific source of financing. For used machinery and equipment acquisition, provide an appraisal demonstrating book value in line with the purchase price.
- [] DESCRIPTION OF WORKING CAPITAL (if applicable) - For working capital inventory, moving and installation of equipment, provide a detailed narrative of the need for and specific use of the funds. Sources of financing must be identified with each corresponding project activity.
- [] DOCUMENTATION EVIDENCING EXISTENCE OF BUSINESS ENTITY AND AUTHORIZATION TO ENTER INTO THE LOAN - Submit the following, as appropriate:
- a. For Corporations
 - i) Articles and Certifications of Incorporation
 - ii) Copy of Corporate Bylaws
 - iii) Certificate of Good Standing
 - b. For Partnerships
 - i) Certificate of Partnership (for Limited Partnerships)
 - ii) Certificate of Partnership Agreement
 - iii) Certificate of Good Standing (for Limited Partnerships)
 - c. For Sole Proprietorship
 - i) Operating Licenses/DBA Certification
 - d. For Land Trust
 - i) Copy of Trust Agreement
 - ii) Letter of Direction to Trustee Authorizing
Execution/Acknowledgement of Loan Documents
 - iii) Disclosure of Beneficial Interests
 - iv) All Preliminary Documents for Guarantor under a, b, or c above