

BUSINESS FINANCIAL DOCUMENTATION REQUIRED FOR INFRASTRUCTURE

The following information must be included in the application, as appropriate to the type of project being considered. This information is provided by the business. 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.

ATTACHMENT REQUIRED INFORMATION

[] LETTERS OF LEVERAGE COMMITMENT - All 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, 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.

[] 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.

1. Profit and Loss (Income) Statements
2. Balance Sheets
3. Disclosure of Contingent Liabilities

For those small companies with no formal financial statement, the prior three years of tax statements may be submitted.

[] DISCLOSURE OF ALL AFFILIATES AND SUBSIDIARIES

[] COMPANY MANAGEMENT - List those people who 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 - Infrastructure-related improvements must be clearly defined in relation to the project site. Indicate the boundaries of the applicable unit of local government, the location of any floodplain areas, and any existing Enterprise Zones or TIF districts.
- [] INFRASTRUCTURE-RELATED ACTIVITIES - Provide engineer's cost estimate(s).
- [] LAND AND BUILDING INFORMATION (if applicable) - If leverage activities include building construction or renovation, a narrative must be provided as referenced on pages 16 and 37 of this application guide.
- [] DESCRIPTION OF MACHINERY AND EQUIPMENT (if applicable) - If new machinery and equipment are acquired with leverage 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 - 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