

**HERKIMER COUNTY
INDUSTRIAL
DEVELOPMENT
AGENCY**

**INTERMEDIARY
RELENDING PROGRAM**

Application

**Herkimer County Industrial Development Agency
420 E. German Street, Suite 101A
Herkimer, New York 13350
315-866-3000 (phone)
315-866-2976 (fax)
jpiseck@herkimercountyida.org
John J. Piseck, Jr.
Executive Director**

This institution is an equal opportunity provider, employer, and lender.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Revised March 2017

Legal Name of Business: _____

Contact Name and Title: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

Federal Tax ID# _____ SIC/NAIC Code _____

DUNS number (Dunn & Bradstreet – Data Universal Numbering System):

You can receive a Duns number at no cost to you by calling the toll-free Duns Number Request line, 1-866-705-5711, or going on line to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

The Duns number must also be registered with the CCR (Central Contractor Registration) at <https://www.bpn.gov/ccr/>

SS#(s) of anyone owning 20% or more of the Business: _____

Loan Amount Requested: \$ _____

Business form (check one please):

- Sole Proprietorship _____ (attach copy of d/b/a certificate)
- Partnership _____ (attach copy of partnership agreement)
- Corporation _____ (attach copy of corporation filing receipt)
- Other _____ (attach description)

Legal Counsel: _____

Address: _____

Phone: _____ Fax: _____

Accountant: _____

Address: _____

Phone: _____ Fax: _____

Is the company, or are the owners of the Company, involved in any litigation which could have a material effect on the Company?

No_____ Yes_____ (If so, attach explanation)

Has the company, or have any of its owners or managers, ever been involved in a bankruptcy, creditor's rights, or receivership proceedings?

No_____ Yes_____ (If so, attach explanation)

Have the owners or principal stockholders of the company ever been charged with, or convicted of a felony?

No_____ Yes_____ (If so, attach explanation)

Are the owners of principal stockholders of the company United States citizens?

No_____ Yes_____ (If not, attach explanation)

BUSINESS DESCRIPTION AND HISTORY

SCHEDULE A

1. Provide a brief history of the business from its inception, including changes in ownership or operation.
2. Attach a list of names, addresses, and percentages of ownership of any individual or business that has more than 5% ownership interest in the Company. Indicate their respective relationships and/or involvement in the operations of the Company.
3. Describe the location, size, and operations of the Company's present facilities, and whether they are owned or leased.
4. Describe how the Company is managed, including the job duties of key personnel, hours of operation, and the Company's Affirmative Action policy.
5. Attach resumes of all owners and key personnel.

MARKET

SCHEDULE B

1. Describe the Company's products, and/or services.
2. Identify the Company's customers, including a listing of major accounts (those that provide more than 10% of sales). Describe how marketing is done, what the company's current market share is, and what potential for growth there is in the marketplace. Provide any demographic information that might be available to support the potential market.
3. Identify the Company's principal competitors and their locations. Describe how your products and/or services and pricing compare with the competition.
4. If this is a new business, or if you are entering a new market niche, describe how you have determined that your Company will be able to successfully compete and develop a market for its products and/or services.

EMPLOYMENT PLAN

SCHEDULE C

1. Will this project create any new jobs now or in the next three years?
2. Describe the number and type of personnel you will need. Please include proposed salary levels.
3. If the project is necessary to retain existing jobs, please identify those jobs that will be kept, and attach a statement as to how this project will protect those jobs.

PROJECT DESCRIPTION/COSTS/SOURCE OF FUNDS/PERMITS/ENVIRONMENTAL

SCHEDULE D

1. Attach a description of the project to include what has necessitated the need for financing, what the loan proceeds will be used for, and how the project will benefit the Company. Use the chart below to break down what the loan proceeds will be used for (some may not be applicable to your particular project). HCIDA loan program proceeds cannot be used to refinance existing debt.

Uses of funds:

Purchase Building	\$ _____
Purchase Equipment	\$ _____
Renovations	\$ _____
Leasehold Improvements	\$ _____
Inventory	\$ _____
Working Capital	\$ _____
Purchase Vehicles	\$ _____
Other: _____	\$ _____

 Total Project Uses	 \$ _____

2. Identify the sources of the project financing on the chart below. IRP participation is limited to 50% of the total project. Owner cash injection must be at least 10% of the project. Participation with banks and/or other economic development loan funds is encouraged. The total of the sources of funds should equal the total of the uses.

Sources of funds:

Bank Loan	\$ _____
HCIDA Loan	\$ _____
Other Loan	\$ _____
Borrower Cash	\$ _____
Other Borrower Equity	\$ _____
 Total Project Sources	 \$ _____

3. Please identify participating lenders.

Name: _____
 Contact: _____
 Phone: _____

Name: _____
 Contact: _____
 Phone: _____

Some of the following may not be applicable to your project. If unsure, check with your HCIDA counselor or loan officer.

Construction Estimates:

- 4. Provide copies of contractors' estimates, plans and specifications for any construction, renovations, or leasehold improvements. An appraisal will be required on any real estate to be used as collateral for an IRP loan.**

Vendors' Quotes:

- 5. Provide vendors' quotes and a description of any machinery and equipment or vehicles to be purchased. A verification of value will be needed on any machinery, equipment, or vehicles to be used as collateral for an IRP loan.**

Regulatory Agencies:

- 6. Identify any federal, state, or local regulatory agencies or boards that will need to approve your project prior to start-up or will oversee your operations. Attach copies of all appropriate permits.**

Environmental Information:

- 7. Complete and sign the attached Request for Environmental Information (FmHA form 1940-20). Depending on the nature and location of the project, additional environmental review may be needed.**

FINANCIAL INFORMATION

SCHEDULE E

1. Attach the following financial information on the Company:

- **Copies of the of the last two years' federal tax returns. If the business is a sole proprietorship, provide copies of the front page of the IRS 1040 with copies of the Schedule C's. If accountant-prepared financial statements are available, they should be provided also.**
- **Copies of Personal Financial Statements of anyone owning 20% or more of the business.**
- **Accounts payable and receivable aging reports dated no earlier than 30 days from the date of the application.**
- **Interim balance sheet and income and expense statement dated no earlier than 90 days from the date of the application.**
- **Schedule of existing debt, including the original date and amount, monthly payment, interest rate, present balance owed, maturity, to whom payable, and collateral securing the loan.**
- **The names of affiliated (through ownership or management control) or subsidiary businesses along with the most recent year-end tax returns or financial statements, and interim statements dated no earlier than 90 days from the date of application.**

2. Attach a monthly cash flow analysis for the first twelve months after the injection of the loan funds and annualized projected income statements and balance sheets for the following two years, with a description of assumptions.

OTHER INFORMATION

Anyone with an ownership interest must sign the following:

- **Agency Disclaimer**
- **Authorization to Investigate Credit**
- **Certification Regarding Debarment**
- **Environmental Information Form (FmHA 1940-20)**

Attach the following if applicable:

- **Existing or proposed lease agreements**
- **Franchise agreements**

APPLICATION CHECKLIST

Indicate if attached/completed (x) or not applicable (n/a).

SCHEDULE A. BUSINESS DESCRIPTION AND HISTORY

- Business description, history, management
- Resumes on owners and key personnel

SCHEDULE B. MARKET

- Product description, services

SCHEDULE C. EMPLOYMENT PLAN

- Employment retention, creation, salary levels

SCHEDULE D. PROJECT DESCRIPTION/COSTS/FUNDING/PERMITS ENVIRONMENTAL

- Use of funds
- Source of funds
- Lenders
- Contractors' estimates
- Vendors' quotes on machinery & equipment
- Regulatory permits
- Environmental Information Form (Form FmHA 1940-20)

SCHEDULE E. FINANCIAL

- Last two years' tax returns
- Payables and receivables aging
- Interim balance sheet and income statement
- Schedule of existing debt
- Affiliated businesses
- Monthly cash flow analysis
- Annualized balance sheet and income statement projections
- Personal Financial Statement(s)
- Authorization(s) regarding Debarment (Form AD-1048)
- Existing or proposed lease agreements
- Franchise agreements

Depending on the nature of your particular business and project, additional information may be required.

I hereby certify that the foregoing, including all schedules and attachments, are true and complete to the best of my knowledge and belief.

Signature

Title

Date

**APPLICATION FORMS & INFORMATION COLLECTION
REQUIREMENTS:**

All recipients, other than those using guarantee programs, are required to collect data on race/ethnic and gender of users or beneficiaries.

Application form must include below the signature and date block the following disclosure statements: (rev. 1/2001 as per Fed. Register Vol. 62 No. 210)

“The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.”

Ethnicity:

Hispanic or Latino _____

Not Hispanic or Latino _____

Race: (Mark one or more)

White _____ Black or African American _____

American Indian/Alaska Native _____ Asian _____

Native Hawaiian or Other Pacific Islander _____

Gender: Male _____ Female _____

TO: Applicant

**SUBJECT: Identifying and Reporting to FmHA/RDA Assistance to FmHA/RDA
Employees, Relatives, and Associates**

To assure the high standards of honesty, integrity, and impartiality maintained by FmHA/RDA employees, we need to identify any FmHA/RDA assistance to be provided to FmHA/RDA employees, their relatives, or their business or close personal associates. This includes insured or guaranteed, loans or grants, to individuals or organizations. If you know of any relationship or association you may have with an FmHA/RDA employee, County Committee member, or closing agent, please notify the local FmHA/RDA office processing your application. Your response will allow us to make special provisions for processing, but will not affect your application status. Thank you for your cooperation.

Revised March 2016

HERKIMER COUNTY INDUSTRIAL DEVELOPMENT
AGENCY DISCLAIMER

In connection with the Herkimer County Industrial Development Agency's loan programs, we may render certain technical assistance to you relating to management systems, internal controls, marketing plans, business plans, financial projections, and compilations. Such assistance and all statements made in connection therewith are for your assistance and all statements made in connection therewith are for your use only, and may not be used or communicated in any manner whatsoever to third parties without our express written consent.

It is agreed and understood that we have taken no independent steps to verify the information you have provided us. We have not been requested to perform, nor have we performed any auditing functions regarding this information. We have strictly relied upon the information as obtained, provided and presented by you.

We are in no way responsible for your use of this information, and make no warranties and representations in connection therewith except as expressly granted in writing.

You agree to indemnify and hold us harmless in connection with the use or misuse of such information, documents, representations or writings. Said technical assistance to be used by you only, after you have reviewed and fully understood it, and verified and confirmed to your satisfaction that all statements of fact and representations contained therein are true and accurate. The same is rendered to you in addition to and not in lieu of any all acts and actions, evaluations and analysis necessary for you in the ordinary course of your business or otherwise, and is not intended to replace same.

Date: _____

By: _____

Title: _____

AUTHORIZATION TO INVESTIGATE CREDIT

DATE: _____

**Loan Committee
Herkimer County Industrial Development Agency
420 E. German Street, Suite 101A
Herkimer, NY 13350**

To Whom It May Concern:

In connection with my application for a loan through the HCIDA, I hereby authorize you to investigate my creditworthiness as part of the loan review process.

Print Name: _____

Social Security #: _____

Date of Birth: _____

Current Address: _____

Signature: _____

Print Name: _____

Social Security #: _____

Date of Birth: _____

Current Address: _____

Signature: _____