



## CITY OF JOHNSTOWN

Department of Community and Economic Development

401 Main Street

Johnstown, PA 15901

814-539-2504, Ext.110

# Economic Development Loan Assistance Programs

## LOAN APPLICATION

| Loan Program (For DCED Use Only) |                          |                          |                          |
|----------------------------------|--------------------------|--------------------------|--------------------------|
| JDL                              | ABL                      | UDAG                     | EZL                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Project Address \_\_\_\_\_

City of Johnstown Neighborhood \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Legal Form of Business

Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ C Corp \_\_\_\_\_ S Corp \_\_\_\_\_ Other \_\_\_\_\_

Industry \_\_\_\_\_ Primary product/service \_\_\_\_\_

Federal Tax ID number (EIN #) \_\_\_\_\_

NAICS Code \_\_\_\_\_ DUNS Number \_\_\_\_\_

Date company founded \_\_\_\_\_ Date incorporated \_\_\_\_\_

Reason for application for assistance

Business Start-up \_\_\_\_\_

Business Expansion \_\_\_\_\_

*(including physical and product line expansion)*

Business Relocation \_\_\_\_\_

## Uses of Funds

| Use of Funds                | Projected cost |
|-----------------------------|----------------|
| Land Acquisition            | \$             |
| Building Acquisition        | \$             |
| Building Construction       | \$             |
| Building Renovations        | \$             |
| Leasehold Improvements      | \$             |
| Machinery & Equipment       | \$             |
| Inventory                   | \$             |
| Working Capital             | \$             |
| Other                       | \$             |
| <b>TOTAL PROJECT COST =</b> | <b>\$</b>      |

## Source of Funds

| Source                                                 | Amount | Term | Interest Rate | Annual Payment |
|--------------------------------------------------------|--------|------|---------------|----------------|
| City of Johnstown                                      | \$     |      | %             | \$             |
|                                                        | \$     |      | %             | \$             |
|                                                        | \$     |      | %             | \$             |
|                                                        | \$     |      | %             | \$             |
|                                                        | \$     |      | %             | \$             |
| Owner Equity Amount<br>(5% of total project<br>amount) | \$     | N/A  | N/A           | \$             |
| Total Annual Payment<br>of all Debt                    | N/A    | N/A  | N/A           | \$             |

## Job Creation/Retention

|                         | # of Employees | Job Descriptions | Average Wage (annual) |
|-------------------------|----------------|------------------|-----------------------|
| New Employees (1 Year)  |                |                  |                       |
| New Employees (3 Years) |                |                  |                       |

Total Number of employees to be retained or created as a result of this project: \_\_\_\_\_

## Checklist of Required Documentation

| Check off | Checklist of Required Documentation                                                                                                                                              | Notes: |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|           | Business Plan – narrative describing business, market position, personnel,                                                                                                       |        |
|           | Summary of sources and uses of funds, need for loan funds, Project Outline Executive Plan, etc.                                                                                  |        |
|           | Financial Documents – cash flow pro-forma, projected balance sheet, and profit and loss statement (For new business, three (3) year projection needed in above listed documents) |        |
|           | Credit Report                                                                                                                                                                    |        |
|           | Evidence of site control (sales agreement, lease, lease option)                                                                                                                  |        |
|           | Evidence of financial commitments bank commitment letter, private loan agreements, etc and proof of owner's equity injection)                                                    |        |
|           | Personal financial statement for anyone owning more than 20% of business                                                                                                         |        |
|           | Copy of completed appraisal, if project includes land/building acquisition                                                                                                       |        |
|           | Complete equipment list, both owned equipment and to be purchased                                                                                                                |        |
|           | Complete inventory list, both inventory owned and to be purchased                                                                                                                |        |
|           | If an existing business, payroll records as of date of initial inquiry along with last three (3) years financials and tax returns                                                |        |
|           | If a new business, most recent tax return for owner(s) of business                                                                                                               |        |

## Instructions

Return completed application to the Dept. of Community and Economic Development. Applications can be returned if not entirely completed, as long as information about applicant business is provided on first page and an approximate total project cost on page two is identified. Request for loan will be presented to loan review committee at the next scheduled meeting only once application is completed and **all** required documentation and corresponding supporting documents are supplied. The loan review committee meets the third Wednesday of every month, unless otherwise noted.

## Borrower's Certification

The borrower certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a loan from the City of Johnstown's Department of Community and Economic Development and is true and complete to the best of the borrower's knowledge and belief. Verification may be obtained from any source herein. The borrower agrees to abide by all the requirements set forth in connection with any loan made by the City of Johnstown.

Penalty for false or fraudulent statement, U.S.C Title 18 Sec 1001

*"Whoever, in any matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes false, fictitious or fraudulent statements or representatives, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined no more than \$10,000 or imprisoned not more than five years, or both".*

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Borrower's Signature

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Title

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Date