

City of Johnstown
Department of Community and Economic Development
Economic Development Loan Assistance Programs

LOAN APPLICATION

Loan Program		
JDL _____	ABL _____	EZL _____

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 _____

Sources and Uses of Funds

Use of Funds

		Projected Cost
Land Acquisition	\$	_____
Building Acquisition	\$	_____
Building Construction	\$	_____
Building Renovations	\$	_____
Leasehold Improvements	\$	_____
Machinery and Equipment	\$	_____
Inventory	\$	_____
Working Capital	\$	_____
Other	\$	_____
Total Project Cost	\$	_____

Source of Funds

Source	Amount	Term	Annual Rate	Annual Payment
City of Johnstown	\$			\$
_____	_____	_____	_____	_____
	\$			\$
_____	_____	_____	_____	_____
	\$			\$
_____	_____	_____	_____	_____
Owner Equity Amount	\$	N/A	N/A	\$
_____	_____	_____	_____	_____

(must total at least 5% of total project cost)

Total annual payment of all debt \$ _____

Job Creation/Retention

	# of Employees	Job Description	Average Wage (annual)
New employees (1 Year)			
New employees (3 years)			

Number of employees to be retained as a result of this project _____

Checklist of Required Documentation

- _____ Business Plan – narrative describing business, market position, personnel, summary of sources and uses of funds, need for loan funds 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".

Applicant must pay a \$15 nonrefundable application fee. Such fee is nonrefundable regardless of approval or non-approval of said application.

Borrower's Signature

Title

Date