

**City of Johnstown**  
**Department of Community and Economic Development**  
**CDBG Economic Development Rehabilitation**

APPLICATION

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

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

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

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

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

Business Website\_\_\_\_\_

Business Social Media\_\_\_\_\_

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\_\_\_\_\_

Total Project Cost \_\_\_\_\_

Funding Amount Requested \_\_\_\_\_

Project Type (select all that apply)

New Construction\_\_\_\_\_

Renovation\_\_\_\_\_

Site Clearance\_\_\_\_\_

Equipment Purchase\_\_\_\_\_

Property Purchase\_\_\_\_\_

Sources and Uses of Funds

**Use of Funds**

	Projected Cost	
Site Clearance	\$	_____
Building/ Land Acquisition	\$	_____
Building Construction	\$	_____
Building Renovations	\$	_____
Equipment	\$	_____
<b>Total Project Cost</b>	<b>\$</b>	_____

**Source of Funds**

Source	Amount	Secured (Yes or No)
City of Johnstown		
<b>Total</b>		

**Job Creation**

	# of Employees	Job Title/s	Average Salary
Year One			
Year Two			
Year Three			
<b>Total</b>			

**Job Retention**

	# of Employees	Job Title/s	Average Salary
Year One			
Year Two			
Year Three			
<b>Total</b>			

### Checklist of Required Documentation, if Applicable to the Project

- \_\_\_\_\_ Business Plan – narrative describing business, market position, personnel, summary of sources and uses of funds, need for loan funds etc
- \_\_\_\_\_ Project Description
- \_\_\_\_\_ Project Building Plans/Conceptual Drawings
- \_\_\_\_\_ Project Photographs
- \_\_\_\_\_ 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 property control (sales agreement, copy of deed, lease, etc)
- \_\_\_\_\_ Evidence of project financial commitments (bank commitment letter, private loan agreements, grant agreement, cash holding, etc)
- \_\_\_\_\_ Copy of completed appraisal, if project includes land/building acquisition
- \_\_\_\_\_ Complete equipment list, both owned equipment and to be purchased
- \_\_\_\_\_ If an existing business, payroll records as of date of initial inquiry along with the last two (2) years financials and tax returns
- \_\_\_\_\_ If a new business, most recent tax return for owner(s) of business
- \_\_\_\_\_ Contractor/Vendor estimates

Instructions

Return completed application to the Dept. of Community and Economic Development. Applications can be returned or rejected if not entirely completed. Applications will be reviewed on a rolling basis and only when the completed application has all required documentation and corresponding supporting documents.

Applicant Certification

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date