ECONOMIC DEVELOPMENT LOAN PROGRAM LOAN APPLICATION

THE PROGRAM

It is understood that the Dover Economic Development Loan Program (DELP) was established to offer financial assistance to eligible firms expanding or locating in the City of Dover. Eligible uses of program funds include the purchase of land and buildings; construction; rehabilitation; modernization; machinery and equipment purchase; and leasehold improvements.

I. PRELIMINARY INFORMATION

In order to evaluate your proposal, please complete this application form and submit it as soon as possible with all additional information requested in Section X. It is understood that the applicant Small Business Concern (SBC) must comply with all applicable local, state, and federal statutes, regulations and requirements.

II. GENERAL INFORMATION REGARDING SBC REQUESTING ASSISTANCE

		[] New Business	[] Existing Business
Trade Name of SBC (d/b/a)			
G. A.H. CD.			
Street Address of Project			
City	State		Zip Code
Type of Business	Date Establishe	ed Emplo	oyer ID No.
Business Type: [] Sole Propr	ietor [] Partnership [] Co	orporation [] LLC []	501 (C) (3)
	of the SBC		Telephone No.
Bank of Business Account		Telep	hone No.
DUNS#			
III. IMPACT OF PROJ	ECT ON JOBS:		
Number of Employees:			
Current:	Full Time:	Part 7	Cime
One year after loan is made:	Full Time	Part 7	Time

NOTE: Please fill out the attached Jobs Reporting Sheet and return it with this application.

IV. TOTAL PROJECT COST

Real Estate Acquisition	\$
Leasehold Improvements	\$
Acquisition of Machinery and Equipment	\$
Working Capital	\$
Inventory	\$
Total Project Cost	\$

V. PROPOSED FINANCING

Bank Loan	\$ % of total	
B\SBRLF Loan	\$ % of total	
Equity	\$ % of total	
Total	\$	

VI TERM

Bank – As negotiated

DELP – Commensurate with the useful life of the asset being financed.

VII INTEREST RATE

Bank - As negotiated

DELP – Fixed rate not to exceed 75% of prime rate at time of loan approval.

VIII EMPLOYMENT OPPORTUNITIES

In accepting financial assistance for the DELP, the SBC recognizes that one of the primary goals of this program is the creation of new job opportunities for City residents, particularly those of low and moderate income. Accordingly, the SBC hereby agrees to adopt the work toward the goals and at least 51% of the jobs created will be filled by low or moderate income persons, and the maximum feasible number of new jobs created as a result of this project shall be filled by residents of the City of Dover.

IX AGREEMENTS, CERTIFICATIONS, TERMS AND CONDITIONS

<u>Certification</u>: I/We certify: (a) I/We have not paid anyone connected with the DELP or the City Government for assistance in obtaining the requested loan. (b) All information in this Application and the Exhibits is true and complete to the best of my/our knowledge and is submitted to DELP so DELP can decide whether to approve this application. I/We agree to pay for or reimburse DELP for the cost of any surveys, title or mortgage examination, appraisals, etc., performed by non-City personnel provided I/We have given my/our consent. (c) I/We give

the assurance that we will comply with Section 112 and 113 of Volume 13 of the Code of Federal Regulations, prohibiting discrimination on the grounds of race, color, sex, religion, marital status, handicap, age or national origin by recipients of Federal financing assistance and require appropriate reports and access to books and records. These requirements are applicable to anyone who buys or takes control of the business. I/We realize that if I/We do not comply with these non-discrimination requirements, DELP can call, terminate, or accelerate prepayment on my/our loan. I/We understand that I/We must comply with all applicable local, State and Federal statutes, regulations and requirements. I/We further recognize the importance of cooperating with the City of Dover in efforts to enhance the business community by improving the physical appearance of the neighborhoods and commercial area. I/We will endeavor to work closely with the State of New Hampshire Employment Security Office to identify and consider eligible candidates for employment.

Privacy Act of 1974 Information: Certain information such as personal balance sheets are used to evaluate your application. Such information may be given to Federal, State or local agencies for law enforcement purposes. Omission of an item means your application might not receive full consideration. Whoever makes any statement knowing it to be false, or whoever willfully overvalues any security, for the purpose of obtaining for him/herself or for an applicant any loan, or extension thereof by renewal, deferment of action, or otherwise, or the acceptance, release, or substitution of security therefore, or for the purpose of influencing in any way the action of DELP, or for the purpose of obtaining money, property, or anything of value will face legal action under appropriate local, State and Federal statues. Whoever knowingly and willfully falsifies, conceals, or covers up a material fact by any trick, scheme or device, or made any false fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry may be prosecuted to the extent permitted by law.

X EXHIBITS – The following information must accompany this completed and signed application form before your loan request can be processed.

- 1. Brief history and description of business (one page or less). Businesses less than two years old must provide a business plan.
- 2. Detailed description of project and use of loan proceeds.
- 3. Personal financial statement (attached) for each owner + past 3 years tax returns.
- 4. Business financial statements (past three years and current within 90 days).
- 5. Three (3) year income and cash flow projections with explanations -1^{st} yr. By month, years 2 and 3 by quarter.
- 6. Breakdown of proposed cost with written estimates from contractors or suppliers. Purchase agreement, when applicable.
- 7. Proof of matching funds.
- 8. A completed "Jobs Reporting Sheet". (attached)

COLLATERAL LISTING – Check appropriate items(s)

1.	Machinery and equipme		loan proceeds – Amount	t \$
Pleas	e identify the holder and an	_	iic)	
	LIEN	HOLDER		AMOUNT
1 st		·	\$	
2 nd			\$	
3 rd			\$	
2. Please	Business Real Estate Ac First - Second - Third identify the holder and amo	l lien position (circle or	ne)	
1 st	LIEN	HOLDER		AMOUNT
			\$	
2 nd			\$	
3 rd			\$	
3.	Other Real Estate Owner First - Second - Third		nne)	
Please	identify the holder and amo	ount of prior liens:		
	LIEN	HOLDER		AMOUNT
1 st			\$	
2 nd			\$	
4. Per		Name		
Please	identify the amount of other	Name		persons.
	1			
	2	Amount ')		
		Amount		

I. APPLICATION FEE

and agree to abide by its term	is.	
·	_	I understand and accept the terms of this agreement
agree to hold the DELP harm	less from any	and all loss which may arise in connection with the
financing, the DELP does not	t guarantee in	any manner that it shall obtain such financing. I
I understand that while the D	ELP agrees to	o use its best efforts in assisting the SBC to obtain
attorney is payable at closing		
is also responsible for all lega	al fees incurre	ed by DELP pursuant to this loan. The fee for DELP's
application and is non-refund	able. (<i>Please</i>	e make check payable to the City of Dover). The SBC
A fee of \$ is	charged to co	over the costs associated with processing your

The undersigned customer(s) hereby authorizes The Credit Bureau Services of New Hampshire and any lending institution named as being a creditor in the Dover Loan Program application to disclose the customers financial records to the City of Dover, Community Development Department, for the purpose of conducting a loan application investigation.

NAMES OF APPLICANTS	SOCIAL SECURITY #	DATE OF BIRTH
1		
2		
PRESENT ADDRESS		
1		
2		
COMPANY NAME & ADDRESS		
SIGNED		DATE
1	 Title	
2	Title	

COMMUNITY DEVELOPMENT 288 CENTRAL AVENUE, DOVER, NH 03820-4169 TEL - 516-6034

FAX - 516-6033

CHAPTER 82-C APPENDIX B

To Whom It May Concern:	
I,	hereby, authorize the Dover Police Department to
release any or all criminal records that th	ey may have on file in my name. Furthermore, I release
the Dover Police Department and its emp	ployees thereof from any liability arising from the
release of this information.	
	Cianatura
	Signature:

JOBS REPORTING SHEET

Company 1	Date
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Please fill out all columns if you are using this sheet as part of an application for an economic development assist program. If you are using this sheet to report on employee status per an active jobs agreement, only columns (1), (3) are required.

(1)	(2)	(3)	(4)	(5)	(6)
General	Salary	Current	Projected	Projected	Projected
Position		Employees	Employees	Employees	Employees
Description		As of	In 1 year	Employees In 2 years	Employees In 5 years
		(Date)			
TOTALS					
-011110		l	l .		

DELP Statement of Equity Participation

Ι,	do hereby pledge an equity participation in this		
CDBG assisted program in the amount of	to be made in the		
form of:			
Signed:			
Print Name:			
Title			

DOVER, ROCHESTER, PORTSMOUTH, MSA Community Development Block Grant Program Income Limits

Family Size	80% of Median	50% Median	30% Median
·	Income	Income	Income
	(Mod)	(Low)	(Very Low)
1	\$45,500	\$31,350	\$18,800
2	\$52,000	\$35,800	\$21,500
3	\$58,500	\$40,300	\$24,200
4	\$65,000	\$44,750	\$26,850
5	\$70,200	\$48,350	\$29,000
6	\$75,400	\$51,950	\$31,150
7	\$80,600	\$55,500	\$33,300
8	\$85,800	\$59,100	\$35,450

Effective March, 2012

Definition of Income:

Household income shall include that received by all family members over 18 years of age residing in the apartment / dwelling unit. This means all gross wages, salaries, commissions, pensions, rental income, interest in savings, unemployment insurance, alimony or support income, TANIF, general assistance aid, Veterans Disability, or any other income obtained during the reporting period.

Individuals residing in the apartment or home as borders, renters, etc. and who pay the head of household, or spouse, or live in partner compensation for the privilege of residing in the same dwelling unit – and who earns income – shall not be counted as total household income.

If you are unemployed before taking your current job, then only income you are receiving during the time of unemployment shall be calculated to determine your portion of the total household income.

Please indicate on the attached sheet whether your total household income is less than or more than the income level specified above, based upon the number of people in your family and return it to your employer.

The requested information will be kept strictly confidential.

Iy total household income is Less Than (OR) More Than the income
(check one, more or less) vel specified on the previous page, according to the number of people in my family.
ender of head of household: Male Female
ationality and age of head of household: Over 62 years of age.
White Black Hispanic Asian
Alaska Native Pacific Islander American Indian
over Resident? yes no
Income Verification
certify that the income information is correct and I understand that the information I have provided of y family income is subject to verification by authorized representatives of the City of Dover and the nited States Department of Housing and Urban Development.
lease print name
ignature Date