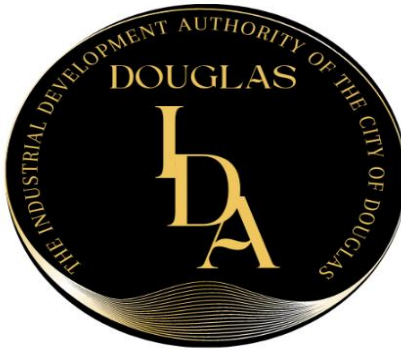


# INDUSTRIAL DEVELOPMENT AUTHORITY



## FUNDING APPLICATION

### PROCEDURES

#### **Application Form**

A funding request will not be considered until the attached application form is completed and all required exhibits are submitted. If the information requested is not applicable, insert N/A.

#### **Submission of Application**

Download or print the online application located on the city website and follow the submission instructions.

[www.douglasaz.gov](http://www.douglasaz.gov)

If printed, forward the original and two copies of the completed application with attachments to:

The Industrial Development Authority  
P.O. Box 3861  
Douglas, Arizona 85607

Or upload the completed PDF application form with attachments to: [ida@doughlIDAasaz.gov](mailto:ida@doughlIDAasaz.gov)

#### **Notice of Receipt of Application**

The applicant will be notified when a complete application has been received, reviewed, and is acceptable for consideration. Directors will devote a reasonable amount of time to work with the applicant to assist in completing the application if needed. Applications that are unable to meet the required qualifications will not be considered. Applicants may provide, or may be asked to provide, additional clarifying information during the initial review of the application or at any time prior to the IDA's formal decision, to include a current credit report.

Under Arizona law, the instruments, documents, files, and records of the applicant (and any guarantor) filed with the IDA will be available for inspection by the public. Thus, the applicant, by applying, agrees that any information delivered to the IDA by or on behalf of the applicant is not confidential or privileged and may be disclosed to the public. By applying the IDA, the applicant is expected to have disclosed any and all matters material to the proposed financing as of the date of the application. If an applicant is concerned about divulging proprietary information or trade secrets, the applicant should discuss the matter with counsel.

## Review and Recommendation

Once a completed application has been received, the funding request will be scheduled for consideration at the next regularly scheduled meeting of the IDA. Meetings are generally held every month at City Hall. Applicants whose request is under consideration may be asked to attend.

## Questions

Any questions on the status of an application should be directed to the IDA at: [ida@douglasaz.gov](mailto:ida@douglasaz.gov)

## LOAN FUND APPLICATION

### 1. Legal Name and Address of Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Current Zoning \_\_\_\_\_

### 4. Type of Project (check all that apply):

Industrial	Historical District
Commercial	Entertainment District
Retail	Enterprise Zone
Housing	Brownfield
Cultural	Social Services
Mixed Use	Healthcare
	Other _____

5. Description of Business: \_\_\_\_\_

\_\_\_\_\_

DUNS# \_\_\_\_\_ EIN# \_\_\_\_\_

6. Do you, your family, or business partners have any relationship with current or past IDA directors? Is there a blood or legal relationship between the applicant and current or past IDA directors, Mayor, Council, City Manager, or other elected or appointed officials of the City of Douglas?

If yes, to whom? \_\_\_\_\_

### 7. Form of Organization of Borrower(s):

Non-Profit		
Sole Proprietorship		
Partnership	General	Limited
C Corporation	Private	Public
S Corporation		

Date of Incorporation \_\_\_\_\_ State \_\_\_\_\_

LLC                  LLP

Other  
Explain: \_\_\_\_\_  
\_\_\_\_\_

**8. Is the company wholly or partly owned by any other business/owners?**

No                      Yes                      Explain: \_\_\_\_\_  
\_\_\_\_\_

**9. Have you applied for a loan elsewhere? If so, was your request denied and why? Name of lending entity you applied to [see Fin. Info on page 4, maybe integrate this question there] If you have not applied for a loan elsewhere, please explain why not.**

\_\_\_\_\_  
\_\_\_\_\_

**10. Funding Amount Requested: \$ \_\_\_\_\_**

**11. Please provide tax returns for the last 3 years (or bank statement) if this is a continuous business, please prove all expenses associated with the business (for example: mortgages, insurance, utilities, payroll, suppliers, etc.):**

\_\_\_\_\_  
\_\_\_\_\_

**12. Please provide proof of current business license/TPT(sales tax transaction privilege tax):**

\_\_\_\_\_

**Please Note: Interest rate of loan to be considered based off federal interest rate.**

**PROJECT DESCRIPTION**

**1. Project Location:**

Common Address: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Site Size: \_\_\_\_\_

Building(s) Size: \_\_\_\_\_

Attach EXHIBIT 1 - A copy of the Legal Description, Survey, and/or Site Plan for acquisition/construction.

**2. Describe the nature of the project. Why a loan from the Industrial Development Authority of the City of Douglas is necessary for your company and/or project to succeed? How will your project benefit the Douglas community?**

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Is this application related to another previously submitted or funded project?      Yes      No

If yes, indicate the previous project description:

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**3. Use of Funds being requested:**

Use	Total Amount	IDA Loan
Purchase of Land	\$	\$
Purchase of Existing Facility	\$	\$
Demo/Rehabilitation	\$	\$
New Construction	\$	\$
Working Capital	\$	\$
Machinery and Equipment	\$	\$
Legal/Accounting Fees	\$	\$
Architect/Engineering Fees	\$	\$
Labor	\$	\$
Contingency/Other	\$	\$
<b>Total</b>		

**4. Attach form of property control (option, contract, lease, fee simple, etc.) as EXHIBIT 2.**

**5. Attach detailed cost estimates of equipment, machinery, rehabilitation, or construction as EXHIBIT 3. For property acquisition, a recent appraisal by a Qualified MAI Appraiser is required as EXHIBIT 8.**

FINANCING INFORMATION

**1. Private Lender Information (not the IDA), if applicable:**

Amount of Loan: \_\_\_\_\_ Rate/Term: \_\_\_\_\_

Lender: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Please Note:**

Funds will generally only be provided if the lender and the borrower offer firm commitments (See **EXHIBIT 4 & EXHIBIT 5**, Draft Commitment Letter) to participate, and the borrower demonstrates that it has the financial capacity to deliver the resources to which it has committed. The applicant must provide evidence of both firm commitment and financial capacity. In addition to the general provisions, lender commitment letters should include a description of the type of loan (e.g. first mortgage, permanent financing, construction financing, etc.) that the lender is proposing to make, the status (approved, conditionally approved) of the loan, and any special conditions of the loan including the amount, interest rate, term, and collateral.

If the issuance of bonds is involved in the financing of the proposed project, attach a copy of the inducement resolution from the issuing entity and a letter from the proposed underwriter or investor committing to purchase the bonds. Such a letter must include the amount and use of bond funds and all terms and conditions of purchase.

**2. Equity**

Equity Amount: \_\_\_\_\_ Source: \_\_\_\_\_

**BORROWER INFORMATION**

- 1. Background of Borrower** *(Briefly describe the borrower's experience within the industry or with similar projects and the management and personnel responsible for project implementation.):*

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- 2. Attach the latest financial business bank statements (dated within 3 months of the application date) and financial business bank statements for the last 2 years, if applicable, as EXHIBIT 6. Any financial statements available (if currently an active business**

- 3. Attach detailed business projections as EXHIBIT 7.**

- 4. Industrial Development Authority of the City of Douglas Funding Request**

Amount of Loan Requested: \$ \_\_\_\_\_ Proposed Term: \_\_\_\_\_

Proposed Amortization Schedule: \_\_\_\_\_ Proposed Rate: \_\_\_\_\_

Collateral (owned or financed): \_\_\_\_\_

\_\_\_\_\_

5. Other Terms and Conditions: \_\_\_\_\_

6. Permanent Job Creation and Retention

	Full-Time Jobs	Part-Time Jobs	Est. Payroll
Number of jobs currently at the site			
After completion			
One year after completion			
Three years after completion			

**Describe the types of full-time or part-time jobs to be created, by category, number, skilled or unskilled, and income.** (For example: Construction, Office and Administrative Support, Building Maintenance, Healthcare, Hospitality, Production, Protective Services, Skilled Trades, Transportation and/or Warehousing, Technical, Managerial, Supervisory)

Job Category	Number	Skilled/Unskilled	Hourly wage/Salary

PROJECT SCHEDULE

List the projected schedule for completion. If the proposed project has more than two phases, please replicate and complete the form for additional phases.

Phase 1: \_\_\_\_\_

	Starting Date	Est. Expenditures	Project	Completion Date
Property Acquisition				
Private Construction or Rehab				
Equipment Purchase				
Working Capital				

Phase 2: \_\_\_\_\_

	Starting Date	Est. Expenditures	Project	Completion Date
Property Acquisition				
Private Construction or Rehab				
Equipment Purchase				
Working Capital				

## EXHIBITS

Please provide the following list of EXHIBITS:

EXHIBIT 1: Legal Description, Survey, and Site Plan for acquisition/construction

EXHIBIT 2: Form of Property Control

EXHIBIT 3: Cost Estimates of Equipment, Rehabilitation, and Construction

EXHIBIT 4: Lender Commitment

EXHIBIT 5: Borrower Commitment

EXHIBIT 6: Certified Financial Statements or 2 years most recent Federal Tax Returns

EXHIBIT 7: Business Projections / Pro forma

EXHIBIT 8: For property Acquisition, a recent appraisal by a Qualified MAI Appraiser

EXHIBIT 9: Personal Guarantee, only when required by the Loan Review Committee

If attaching additional information, please indicate the type of document(s) below:

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