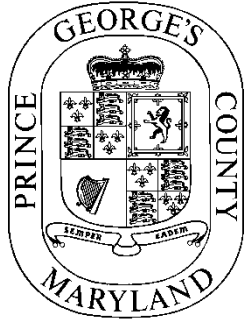


PRINCE GEORGE'S COUNTY, MARYLAND



PRINCE GEORGE'S COUNTY, MARYLAND Economic Development Incentive (EDI) Fund

Application Form

EDI Fund Application Instructions

General Description

This request for assistance is a brief outline to enable Prince George's County, Maryland to determine, the suitability and eligibility of the business to apply for financial assistance. **For pre-qualification purposes**, all applicants must submit a signed application, personal financial statement, confidentiality agreement and a current credit report (no more than six months old). If approved, you will be asked to submit the documents under Item 21 of this application in order to continue to the credit and financial review process. Please note that additional information may be required to complete the closing and funding processes. *All information accompanying this application is confidential and exempt from the Freedom of Information Act.*

1. **Business Name:** List the full legal name of the applicant for financial assistance.
2. **Address:** Mailing address where correspondence should be sent. If different from the applicant location, so indicate.
3. **Registered Agent:** Provide the registered agent's name and address.
4. **Contact Person:** If appropriate, include title.
5. **Borrower(s):** If other than the Business; list the individual(s), partnership or holding company.
6. **Project Location:** Give the location where financing will be used. The municipality is the jurisdiction to whom property taxes are paid.
7. **Nature of Business:** Give a complete, but concise, description of what the business does (e.g. restaurant, machine tool, etc.) Do not forget the Federal Employer ID # and NACIS Code.
- 8-9. **Form of Organization and Ownership:** Check appropriate box.
10. **Ownership:** If not practical to list every business owner, include owners holding 20% or more of the business. If ownership of the borrower is different from the business, please list on a separate sheet the owners of the borrower. Minority or woman ownership must be 51% to be considered for this status. ("Minority" includes a variety of categories such as racial, ethnic, gender and disability status. Check with the Prince George's Office of Central Services staff to be sure.)
11. **Gross Sales/Receipts:** Gross/Sales receipts of the business during the last calendar year.
12. **Assistance Requested:**
 - A. **Amount of Financial Assistance Requested:** Specify amount and nature of assistance, i.e. loan, grant, etc.
 - B. **Use of Funds:** Identify specific use of EDI funds. For example, relocation, expansion, remodeling, façade improvement, etc.
13. **Project Description:** Describe the project for which funding is being requested (i.e., type of equipment to be purchased, nature of inventory and uses for working capital). For a building, include address, acres of land, building's square feet, size of any building addition, current zoning, and map of the site. List any tenants. Timeline for the project. If project involves refinancing, describe who will be refinanced and the purpose for the loan. Please attach a separate sheet if necessary.
14. **Project Costs:** Give best estimate.
15. **Source of Funds:** In many cases, the EDI funds will not be the primary source of funds. Be sure to identify other sources of funds to complete the project. Total sources of funds should equal total project costs. For some projects, a match will be required.
16. **Conventional Financing:** Outline the amount and terms of any funds from conventional sources that are available to fund all, or a portion of the project. If applicable, indicate reasons for denial.
17. **Receipt of Prior Prince George's County, Maryland Financing Assistance:** Indicate if your company has received or defaulted on any prior financial assistance from the County.
18. **Community Benefit Assessment:** Provide a statement regarding how the proposed project will benefit Prince George's County, Maryland per Subtitle 10, Section 10.284 of the Prince George's County Code - Economic Development Incentive Fund (CB-4-2011) and the immediate impacted community. Quantify impact where possible.
19. **Prince George's County, Maryland Employment:** Please provide current and projected employment for the project. The projected employment is the anticipated number of employees working at the project within 3 years.
20. **Environmental Impact:** Provide information regarding any environmental impacts of the project.
21. **Required documents:**
 - Pre-Qualification Review:**
 - A. **Signed Application**
 - B. **Personal financial statements** of owners of 20% or more of the company. Sign and date in blue ink.
 - C. **Confidentiality Agreement**
 - D. **Current Credit Report** – no more than six months old
 - Credit and Financial Review:**
 - E. **Business Plan, Executive Summary, Capability Statement:** This should include a complete description of the firm, its products and services, the project and an explanation of the use of EDI funds. Include a current copy of the firm's business plan if the applicant has been in business less than three (3) years; or Executive Summary if the applicant has been in business more than three (3) years; and capability statement.
 - F. **Articles of Incorporation & Organization if LLC**
 - G. **Business Indebtedness Form:**
 - H. **Certificate of Good Standing:**
 - I. **US Corporate or Partnership Tax Returns:** as applicable with all attachments for past 3 years.
 - J. **Resume of Company Owner(s) & Management Team**
 - K. **Disclosure of Interested Parties Form**
 - L. **Schedule of Related Affiliated Companies**
 - M. **If the project involves the purchase of a business, please provide the following:**
 - Purchase Agreement or memorandum between the parties.
 - Current balance sheet of business being acquired.
 - Appraisal, or estimate of value, of seller's real estate and equipment.
 - N. **Business Indebtedness Form**
 - O. **Summary of Collateral**
 - P. **4506-T IRS Tax Returns Verifications**
22. **Public Disclosure:** Prince George's County, Maryland may be required by law to inform the general public about the use of EDI Fund funds prior to final approval and closing of deal. Please provide a statement if the release of this information would be considered a disclosure of confidential or proprietary information, or trade secret.
- 23-26. **Disclosures: Unpaid Taxes, Pending Litigation, Declaration of Bankruptcy, Judgments, Lien, or Defaults:** Provide accurate and complete information.

EDI FUND APPLICATION CHECKLIST FOR APPLICANT

This form must be included with your EDI Fund application submission.

APPLICANT DOCUMENTS SUBMITTED:

Pre-Qualification - The four items (*) below must be submitted first for pre-qualification purposes. After review, a business specialist will contact you regarding the submission of the remaining required documents on this checklist.

- Signed Application* - The sections below must be completed:
 - Project Description (Section 13)
 - Community Benefit Assessment (Section 18)
 - Prince George's County Employment (Section 19)
- Personal financial statements of owners of 20% or more of the company*
- Completed Confidentiality Agreement*
- Current Credit Report (within the last six months)*
- Application Fee

Required Documents:

- Business Plan (if available), Executive Summary, Capability Statement
- Articles of Incorporation & Operation Agreement or Bylaws
- Resume of Company Owners
- Disclosure of Interested Parties Form (K)
- Schedule of related affiliated companies.
- If the project involves the purchase of a business, please provide the following:
 - Purchase Agreement or memorandum between the parties.
 - Current balance sheet of business being acquired.
 - Appraisal, or estimate of value, of seller's real estate and equipment.
- Business Indebtedness Form (N)
- Summary of Collateral Form (O)
- T-4506 IRS Tax Return Verifications
- Certificate of Good Standing
- U.S. Corporate or Partnership Tax returns, as applicable, with all attachments for past three (3) years
- Interim financial statements (Profit & Loss statement, Monthly Cash flow Statement and Balance Sheet) for the business's current year
- Historical financial statements (Profit & Loss statements, Monthly Cash flow Statements and Balance Sheets) for the past three (3) years
- Projected Profit & Loss statements and Monthly Cash flow Statements covering a period of three (3) years following submission of EDI loan application.
- Other Attachment(s) (Please describe the attached document)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Signature: _____ Title: _____ Date Submitted: _____

EDI Fund Application

(Please refer to the instructions on the previous page.)

- 1. **Business Name:** _____
- 2. **Address:** _____
City/State: _____ **Zip Code:** _____
- 3. **Registered Agent:** _____
Address: _____
- 4. **Contact Person** _____
Telephone: _____ **Email:** _____
- 5. **Borrower(s):** _____
- 6. **Project Location:** _____ **Municipality:** _____

7. **Nature of Business:** _____ **NACIS Code** _____

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Retailer	<input type="checkbox"/> Wholesaler
<input type="checkbox"/> Service Company	<input type="checkbox"/> Construction	<input type="checkbox"/> Finance, Insurance or Real Estate
<input type="checkbox"/> Other (specify) _____		

Type of Product or Service: _____

Federal Employer ID# _____ **State Tax Registration #** _____

8. **Form of Organization**

Private for Profit

Non-Profit Other (please explain) _____

9. **Form of Ownership**

Corporation Partnership

Proprietorship Other (please explain) _____

Limited Liability Company

Date Acquired/Established: _____

10. **Ownership**

Name	Title	% of Ownership	SS#

Minority owned **Woman owned** **(must be 51% minority or woman to qualify)**

If the ownership total above is less than 100%, please indicate the total number of business owners:

11. **Gross Sales/Receipt (last calendar year)**

Indicate Calendar Year _____

Total Sales/Receipts \$ _____ Approximate % Sales in MD _____

Approximate % sales outside of MD _____ Approximate % sales outside of US _____

12. Assistance Requested

A. Amount of Financial Assistance Requested: \$ _____

Specify the proposed term, rate, and other terms and conditions: (attach additional sheets if necessary)

B. Use of Funds: (attach additional sheets if necessary)

13. Project Description (please attach proof of obligation)

14. Project Costs

Machinery and Equipment	\$ _____	Inventory	\$ _____
Working Capital	\$ _____	Leasehold Improvements	\$ _____
Purchase of Land	\$ _____	Purchase of Existing Building	\$ _____
Renovations/Construction	\$ _____	Refinance of Existing Debt	\$ _____
Relocation	\$ _____	Other	\$ _____
TOTAL PROJECT COST		\$ _____	

15. Source of Funds

Amount of EDI Funding	\$ _____	Equity from owners/partners	\$ _____
Amount of State/Federal Funds	\$ _____	Bank Loan	\$ _____
Funds from the Business	\$ _____	Other	\$ _____
Other County Assistance	\$ _____	Describe Assistance:	_____

TOTAL SOURCES OF FUNDING \$ _____

16. Conventional Financing

Please describe, on an additional sheet, what steps, if any, you have taken to obtain financing from conventional sources. Please outline the amount(s) and term(s) of the financing.

17. Have you received prior Prince George's County, Maryland financing assistance?

Yes Amount \$ _____ Program _____ Date _____

No If yes, describe the financed project _____

Have you ever defaulted on any Prince George's County, Maryland or related entity loan programs?

Yes No

If "yes", please explain or attach explanation

18. Community Benefit Assessment

Describe the benefit of your project to the County and quantify where possible. You must address how your proposed project meets Subtitle 10, Section 10.284 of the Prince George's County Code - Economic Development Incentive Fund (CB-4-2011). Attach a separate document if necessary.

19. Prince George's County, Maryland Employment

	Current Employment in Prince George's <u>Number of Jobs</u>	Projected Prince George's Employment			
		<u>To be Created</u>			Total
		Year 1	Year 2	Year 3	
Full-Time	_____				
Part-Time	_____				
Total	_____				
Average Yearly Salary	_____				
Permanent Jobs (#)	_____				
Temporary Jobs (#)	_____				
Indirect Jobs (#)	_____				

Explain type and basis for job creation estimate:

20. Environmental Impact

Do you have any outstanding orders or citations from either the Maryland Department of Environment or federal Environmental Protection Agency? If yes, please describe below or on an additional sheet and give the name, address and telephone number of the individual handling your case at the respective agency.

Yes If yes, please explain: _____

No _____

Will the proposed project produce, store, or dispose of any solid or hazardous waste? This includes underground storage tanks, corrosive materials, and waste oil.

Yes If yes, please explain the plan to mitigate the impact on the community: _____

No _____

21. Required Documents (please refer to the instruction page)

- | | |
|--|--|
| <ul style="list-style-type: none"> A. Signed Application* B. Personal financial statement(s) (owners of 20% or more of company)* C. Confidentiality Agreement* D. Current Credit Report – no more than six months old* E. Business Plan, Exec Summary, Capability Statement, Tax Returns F. Articles of Incorporation & Organization if LLC G. Business Indebtedness Form H. Certificate of Good Standing I. US Corporate or Partnership Tax Returns J. Resume of Company Owner(s) & Management Team | <ul style="list-style-type: none"> K. Disclosure of Interested Parties Form L. Schedule of Related Affiliated Companies M. Information regarding a business acquisition: <ul style="list-style-type: none"> ▪ Purchase Agreement or memorandum between the parties. ▪ Current balance sheet of business being acquired. ▪ Appraisal or estimate of value, of seller's real estate and equipment. N. Business Indebtedness Form O. Summary of Collateral P. 4506-T IRS Form |
|--|--|

* Denotes requirement for Pre-Qualification Review

DISCLOSURES

22. Public Disclosure

Will informing the general public of the proposed request for financial assistance prior to final approval by Prince George's County, Maryland be considered a disclosure of confidential or proprietary information, or trade secret?

No Yes (If "yes" please attach explanation)

23. Unpaid Taxes (List any below)

	Type	Amount	Past due	Payment Terms
Federal				
State				
Local				

24. Are there any outstanding, pending or anticipated claims, judgments, liens or litigation against the applicant?

Yes (If "yes", please attach explanation) No

25. Have you ever personally declared bankruptcy or been an officer of a company or organization where bankruptcy has been declared?

Yes (If "yes", please attach explanation) No

26. Have you ever defaulted on any loans in the past seven (3) years?

Yes (If "yes", please attach explanation) No

Certification by Applicant

I/We hereby represented by the undersigned as an inducement to Prince George's County, Maryland to consider the financial assistance requested herein, that to the best of my knowledge and belief no information or data contained in the EDI Fund Application or in the attachments are in any way false or incorrect and that no material information has been omitted, including the financial statements. The undersigned agrees that banks, credit agencies, State agencies, IRS and other references are hereby authorized now, or anytime in the future, to give Prince George's County, Maryland any and all information in connection with matters addressed in this application, including information concerning the payment of taxes by the applicant. In addition, the undersigned agrees that any funds that may be provided pursuant to this application will be utilized exclusively for the purposes represented in this application, as may be amended.

I/We agree to pay for the cost(s) of any surveys, title or mortgage examination, appraisals, attorneys fees, etc., necessary for the approval and closing of the loan;

I/We agree to pay the designated Application fee calculated as (1% of the loan amount) at the time that this application is submitted to Prince George's County, Maryland. Please see the website for upfront fees as calculated by the loan amount.

I/We are located or will be located in Prince George's County, Maryland within one (1) year after the closing of the loan and will remain in Prince George's County, Maryland during the term of the loan; and

County funding is subject to the availability of funds and annual appropriations. County funding will not exceed 80% of the project cost. Total debt cannot exceed 80% of the appraised value. All loans will be secured by real estate, business assets, unlimited and personal corporate guarantees.

Privacy Act of 1974 information:

Financial and proprietary information submitted with an application for a loan will be kept strictly confidential. Requests for information by third parties will be honored with the consent of the applicant.

The applicant(s) and/or the business concern has/have read all of the above and agree(s) to abide by same, evidenced by the executed signatures below.

Signature: _____ Title: _____ Date _____

Please be sure to include the additional attachments required.

Return one original and three copies of the application to:

EDI Fund
c/o Prince George's County Economic Development Corporation
1100 Mercantile Lane, Suite 115A, Largo, MD 20774
Phone (301) 583-4650
Fax (301) 772-8540
www.pgcedc.com

K. DISCLOSURE OF INTERESTED PARTIES

This form must be included with your EDI Fund application submission.

During the underwriting process, Prince George's County, Maryland may need to contact or be contacted by parties related to your business. By completing this form and submitting it to the County, you are granting Prince George's County, Maryland permission to discuss the status of your application with these interested parties.

Professional	Name and Company	Address	Telephone Number
Attorney			
Developer			
Broker			
Insurance Carrier			
CPA/Accountant			
Elected Official			
Loan Packager/Business Consultant			
Bank Relationship Manager			
Landlord			

N. BUSINESS INDEBTEDNESS

This form must be included with your EDI Fund application submission.

List all business outstanding debts, contracts, notes, and mortgages payable. Indicate items to be paid with EDI funds.

Creditor	Original Debt Amount	Original Date	Outstanding Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Current or Past Due	To be Paid with EDI Funds
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			

