

**City of Pierz, Minnesota  
Business Assistance Application**

Business Name: _____ Business Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Daytime Phone: _____ Evening Phone: _____ Fax Number: _____ Web Site: _____ Email Address: _____	<i>For office use only:</i> Application # _____ Date Received _____ Development District _____ Finance District _____ Application Fee Paid _____ Notes: _____
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Type of assistance requested:

Tax Increment    
  Tax Abatement    
  JOBZ    
  Other (please specify)

Amount of assistance requested: \$ \_\_\_\_\_

Projected start date: \_\_\_\_\_     Projected completion date: \_\_\_\_\_

**Project Information**

*Please attach a description of the proposed project.  
Please attach a description of why the assistance is needed, be specific.*

Estimated Costs (please itemize)	Financing Sources (please itemize)
Acquisition                     \$ _____	_____ \$ _____
Demolition                       \$ _____	_____ \$ _____
Excavation/Site Imprv.       \$ _____	_____ \$ _____
Machinery & Equipment       \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
<b>Total Costs                     \$ _____</b>	<b>Total Funds                     \$ _____</b>

Project Site:

Parcel #'s and legal

*If long, please attach a legal description of the property.*

**If ag property, has property claimed "Green Acre" benefits within the last 5 years?     Yes     No**

*Provide a sketch plan and/or site plan for the project.*

If the assistance is for a building project:

Estimated value *after* project completion: \$ \_\_\_\_\_

Size of Building \_\_\_\_\_ sq. ft. Building Type \_\_\_\_\_

Function of Building: \_\_\_\_\_

What benefits will the City and its residents gain if assistance is provided?

\_\_\_\_\_ Job Creation    \_\_\_\_\_ Job Retention    \_\_\_\_\_ Job Training    \_\_\_\_\_ Land Clean Up  
\_\_\_\_\_ Tax Base    \_\_\_\_\_ Removal of Blight    \_\_\_\_\_ Redevelopment    \_\_\_\_\_ Other (please list)

If job creation is part of your proposal please list:

# of full-time (FT) jobs created \_\_\_\_\_ # of part-time jobs created \_\_\_\_\_

FT Hourly wage/hourly benefits \$\_\_\_\_\_/\_\_\_\_\_ Part-time hourly wage \$\_\_\_\_\_

Name of Bank: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type (corporation, etc): \_\_\_\_\_ Fed Tax I.D. \_\_\_\_\_ State Tax ID \_\_\_\_\_

Owner(s) name(s): \_\_\_\_\_ Owner address: \_\_\_\_\_

Owner phone: \_\_\_\_\_ Owner SSN: \_\_\_\_\_

*If there is a parent company, please describe the relationship in detail.*

Has the business, owners or parent company ever declared bankruptcy? No \_\_\_\_\_ Yes \_\_\_\_\_  
*If yes is checked, you must include information about the bankruptcy.*

Has your business or parent company received a business subsidy (governmental financial assistance) for this or any other project from another Minnesota unit of government during the past 5 years?

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

*If yes is checked, please attach a description of the subsidy and by whom it was provided.*

Project Description: Please attach a narrative description of your project AND a separate letter from the principal(s) indicating why business subsidy assistance is needed in order to accomplish the proposed project.

Financial Statements: Please attach current financial statements. This information will be kept confidential unless disclosure is required pursuant to the Minnesota Government Data Practices Act.

The EDA will charge a \$300 Application Review fee for a LARGE or SMALL loan and \$150 for a CRD Loan, due at the time of application. The use of these funds will be to pay the costs associated with conducting an appropriate review of applications by staff and/or its consultants. Applicants will also be charged for the EDA's legal fees associated with the review and preparation of loan documents and recording fees. The City will bill the applicant for fees incurred over and above the Application Review Fee at the loan closing. The applicant agrees to provide additional information if requested by the City.

## PLEASE SUBMIT WITH YOUR APPLICATION:

- Financial statements for the previous 3 years
- Financial references
- A prospective showing your principals, history and past projects. Demonstrate a past successful general development capability, as well as a specific capability in the type and size of the proposed project.
- A detailed analysis of present sales and cash flow after the project is completed
- The names and addresses of all persons and banks providing financial assistance
- A letter of commitment from a bank or financing company confirming that it will provide a specified amount of financial assistance to the project to prove gap financing for the City's loaned amount.
- A detailed description of the project and what the City loan will be used for, with bids for the work to be done.
  - a. Loans will not be made in excess of bid costs of the project.
- An up-to-date copy of a current building insurance policy.
- A description of how the business will be improved by the project and how the City will benefit from this improvement.

## AGREEMENT:

[This is an application agreement, not a loan grantee. The PIERZ EDA will review this application and respond to applicant with an official decision. If the applicant is approved official loan terms will be presented to the applicant from the EDA]

- If approved, applicant is responsible to repay the full amount of the loan, plus interest, to the PIERZ EDA. [Payment schedule and interest rate will be negotiated between the Applicant and the EDA]
- If the qualified applicant's project or improvement plan changes before or after loan funds are distributed the applicant must notify the PIERZ EDA immediately.
- The qualified applicant must provide a detailed annual analysis of the present sales, cash flows and job creation/retention status after the project is completed until the EDA loan is completely repaid.
- The Pierz Economic Development Authority reserves the right to view financial documents related to the project upon request.
- All jobs must be created/retained within the time frame specified in the development agreement [If applies].
- Immediate repayment of the entire outstanding balance of the loan will be made if the business relocates.
- Late payments of the loan will result in fees at the discretion of the EDA.
- Upon final approval by the EDA, and the City Council when required, a promissory note, personal guarantees, and/or mortgage will be prepared at closing. All fees related to the document preparation, along with any legal and recording fees are responsibilities of the borrower. Such documents will be recorded at the Morrison County Recorder's Office.
- **This Loan is to be considered Non-Transferrable.**

I certify that the firm known as:

\_\_\_\_\_ agrees to abide by all the requirements of this application and that all information provided to the Pierz Economic Development Authority for this project is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date