EXHIBIT A

BUSINESS ASSISTANCE APPLICATION

A. APPLICANT INFORMATION

Name of Corporation/Partnership ____________________________________

Address ____

Primary Contact ____

Address ____

Phone ________________ Fax __________________ E-mail ____________________

Type of business assistance requested (select one):

☐ Tax Abatement ☐ Tax Increment Financing ☐ Revolving Loan Fund ☐ Other

Have you been, or are you currently, involved in any bankruptcy proceedings or lawsuits related to other development projects with which you have been involved? If yes, please provide an explanation.

☐ Yes ☐ No

On a separate sheet, please provide the following:

- Brief description of the corporation/partnership's business, including history, principal product or service, etc**. Attach as Part 1**.
- List names of officers and shareholders/partners with more than five percent (5%) interest in the corporation/partnership. **Attach as Part 2**.
- Brief description of the proposed project. **Attach as Part 3**.
- A *but for* analysis and narrative. **Attach as Part 4**.
- Completed Revolving Loan Fund Application. **Attach as Part 5 if required.**

Attorney Name ____

Address ____

Phone ________________ Fax ________________ E-mail ____________________

Contractor Name ____

Address ____

Phone ________________ Fax ________________ E-mail ____________________

Engineer Name ____

Address ____

Phone ________________ Fax ________________ E-mail ____________________

Architect Name ____

Address ____

Phone ________________ Fax ________________ E-mail ____________________

B. PROJECT INFORMATION

The project will be: (Check all that apply)

☐ Industrial: (☐New Construction ☐Redevelopment/Rehab ☐Expansion)

☐ Office/research facility: (☐New Construction ☐Redevelopment/Rehab ☐Expansion)

☐ Commercial: (☐New Construction ☐Redevelopment/Rehab ☐Expansion)

☐ Housing: (☐New Construction ☐Redevelopment/Rehab ☐Expansion)

☐ Other ____

The project will be: ☐ Owner Occupied ☐ Leased Space

- If leased space, please attach a list of names and addresses of future tenants and indicate the status of commitments or lease agreements. **Attach as Part 5**.

Project Address ____

- Include Legal Description and PID number(s). **Attach as Part 6**.

Site Plan Attached: ☐Yes ☐ No

Current Real Estate Taxes on Project Site:$_____

Estimated Real Estate Taxes Upon Completion: Phase I $__________
Phase II$__________
Phase III $__________
Total $__________

Construction Start Date: ____________________

Construction Completion Date: ____________________

If Phased Project: ___________ % Completed in _____years
___________ % Completed in _____years
___________ % Completed in _____years

C. PUBLIC PURPOSE OBJECTIVES

It is the policy of the City and EDA of Ramsey that the business assistance should result in a public benefit as identified in items 1-10 below. Please indicate how the proposed project will accomplish this by checking the appropriate boxes. **Attach additional narrative as Part 7.**

- ☐ 1. To encourage redevelopment.
- ☐ 2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- ☐ 3. To enhance and/or diversify the City's economic base.
- ☐ 4. To encourage additional unsubsidized private (re)development.
- ☐ 5. To remove blight and/or encourage (re)development of commercial and industrial areas.
- ☐ 6. To create housing opportunities.
- ☐ 7. To provide a diversity of housing.
- ☐ 8. To provide a variety of family housing ownership alternatives and housing choices.
- ☐ 9. To promote neighborhood stabilization and revitalization by the removal of blight and the upgrading of existing housing stock in residential areas.
- ☐ 10. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.
    - Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
    - Mitigation of project impact on the natural environment.

D. SOURCES & USES OF FUNDS
Attach additional information as Part 8

SOURCES	AMOUNT
Bank Loan	$ ________________
Other Loans	$ ________________
Owner Equity	$ ________________
Fed Grant/Loan	$ ________________
State Grant/Loan	$ ________________
Industrial Development Bonds	$ ________________
Tax Increment Financing	$ ________________
Tax Abatement	$ ________________
Revolving Loan Fund	$ ________________
Other	$ ________________
TOTAL	**$** ________________

USES	AMOUNT
Land Acquisition	$ _______________
Site Development	$ _______________
Construction	$ _______________
Machinery & Equipment	$ _______________
Architectural/Engineering Fees	$ _______________
Debt Service Reserve	$ _______________
Contingencies	$ _______________
Other	$ _______________
TOTAL	**$** _______________

Total Amount of business assistance requested from either Revolving Loan Fund, Abatement, Tax Increment Financing or another source: $_______________

E. ADDITIONAL DOCUMENTATION AND CHECKLIST

Applicants will also be required to provide the following documentation.
All personal financial information will be kept private and confidential.

- ☐ 1. Written business plan or a description of the business, ownership/ management, date established, products and services, and future plans.
- ☐ 2. Financial statements for past two years, including profit and loss statements and balance sheets.
- ☐ 3. Two year financial projections.
- ☐ 4. Personal financial statements of all major shareholders (principals) including the most recent 2 years of tax returns. (If requested.)
- ☐ 5. Letter of commitment from other sources of financing, stating terms and conditions of their participation in the project.
- ☐ 6. Administrative fee of up to $5,000. In addition to defraying the cost of staff time, the fee will be used to pay costs associated with processing this request for financial assistance such as legal, engineering and financial analysis. The City reserves the right to stop the processing of the request until additional fees are paid should the original amount be insufficient to pay such costs. That portion which remains unspent, if any, will be returned only if the project is denied approval.
- ☐ 7. Attach the following documentation:

  _______________ Part 1 – Corporation/Partnership Description

  _______________ Part 2 – List of Shareholders/Partners

  _______________ Part 3 – Description of Project

  _______________ Part 4 – *But For* Analysis

  _______________ Part 5 – List of Prospective Lessees (If requested)

  _______________ Part 6 – Legal Description, Property Identification Numbers, maps of the project area, and project renderings

  _______________ Part 7 – Public Purpose Narrative

  _______________ Part 8 – Sources & Uses of Funds – Additional Information

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge. The undersigned authorizes the City and EDA of Ramsey to check credit references, verify financial and other information, and share this information with other political subdivisions as needed. The undersigned also agrees to provide any additional information as may be requested by the City after the filing of this application.

Applicant Name ______________________________ Date ________________

By ____

Its ____

EXHIBIT B

BUSINESS ASSISTANCE REVIEW WORKSHEET

FOR COMMERCIAL/INDUSTRIAL PROJECTS

TO BE COMPLETED BY APPLICANT AND CITY STAFF

A. The project meets which of the following objectives as set forth in Section C of the Business Assistance policy:

☐ 1. To encourage redevelopment.

☐ 2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.

☐ 3. To enhance and/or diversify the City's economic base.

☐ 4. To encourage additional unsubsidized private (re)development.

☐ 5. To remove blight and/or encourage (re)development of commercial and industrial areas.

☐ 6. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.

- Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
- Mitigation of project impact on the natural environment.

B. Ratio of Private to Public Investment in Project: **Points:** ____

$ ____________ Private Investment

$ ____________ Public Investment

____________ **Ratio Private : Public Financing**

5:1	5
4:1	4
3:1	3
2:1	2
Less than 2:1	1

C. Job Creation: **Points:** ____

____________ Net *new* jobs (minimum 40 hours per week) or fulltime equivalents

50+	5
20+	4
10+	3
5+	2
Less than 2	1

D. Wage Level of jobs created: **Points:** ____

Average hourly wage
Of *new* jobs ________________

Over $21/hour	5
$18-21/hour	4
$14-17/hour	3
$10-13/hour	2
Under $10/hour	1

E. Ratio Of Business Assistance To New Jobs Created: **Points:**

$ ________	Business assistance requested	$5,000 or less	5
________	Number of net *new* jobs created	$15,000 or less	4
$ ________	**of business assist. per net *new* job created**	$25,000 or less	3
		$50,000 or less	2
		Over $75,000	1

F. Project size: **Points:**

The project will result in the construction of ___________ square feet	75,000+	5
	50,000+	4
	25,000+	3
	10,000+	2
	5,000 or less	1

G. Type of Project: **Points:**

_________	100% Owner Occupied	5
_________	Mix Owner Occupied & Investment	3
_________	Investment Property	1

H. Likelihood that the project will result in unsubsidized, spin-off development: **Points:**

_________	High	5
_________	Moderate	3
_________	Low	1

I.

Sub-Total Points _____ of a possible 35 points.

Bonus Points **Bonus Points:**

The project will be 100% *pay-as-you-go* financing.	3
The project is a redevelopment project.	3

Total Points: ______________

Overall project analysis:	High	35 points
	Moderate	25 points
	Low	15 points
	Not Eligible	5 points