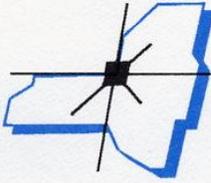


**County of Oswego Industrial
Development Agency**

44 W. Bridge St.
Oswego, NY 13126
(315) 343-1545

**Application
for the IDA
Economic Development Fund
Program**

2014



IDA ECONOMIC DEVELOPMENT FUND PROGRAM Financing Review Criteria

The IDA Economic Development Fund (EDF) Program is designed to accomplish certain specific goals and objectives in order to enhance the County's overall economic well-being and to foster the creation and retention of job opportunities for the County's citizens. The IDA will attempt to ascertain to what extent each of the projects proposed for funding meet the following criteria:

GOALS AND OBJECTIVES

The primary goals and objectives of the Program are:

- (1) To create new employment opportunities through the expansion of existing or the creation of new businesses;
- (2) To retain existing employment opportunities;
- (3) To increase the County's tax base;
- (4) To help diversify the County's economic base;
- (5) To provide essential services or businesses generally lacking in the County;
- (6) To leverage the greatest level of private and non-IDA EDF Program public funds as possible; and
- (7) To improve the quality of life in Oswego County.

Projects will be funded on a first come-first served basis. The Program's parameters for funding will be at the discretion of the IDA, however, in general will be the lesser of 30% of total project cost or \$35,000 per new job created or per existing job retained. Funding participation will be subject to the availability of funds at the time of the financing review.

CREDIT WORTHINESS

The applicant must be current on real property taxes, all mortgage payments, federal and state tax obligations and all other debts. Revolving loans (i.e., credit cards) must be a manageable size and be receiving sufficient payments. The borrower must be free from any unsatisfied judgements or other claims which interfere with the lender's rights in the collateral.

Non-compliance with any of the above will be considered an appropriate reason for financing refusal. The applicant will, however, have the opportunity to correct any of the above problems. Substantial non-compliance, however, will show a lack of credit worthiness and could be deemed a reason for financing refusal.

PROJECT FEASIBILITY / BUSINESS PLAN

The applicant must provide information to the IDA concerning the feasibility of the project as well as its business plan. The feasibility of all areas of the project will be examined to include, but not to be limited to, the following: income projections, profit projections, and job projections. Questions with regard to the feasibility of a project will be considered an appropriate reason for financing refusal. The Agency will provide or help to obtain assistance for the applicant in developing a business plan.

JOB OPPORTUNITIES

The IDA EDF Program has established a ratio of one full-time job for each \$35,000 in financial assistance as an overall goal of the EDF Program. However, inability of a project to meet this goal will not constitute automatic refusal of the financial request. The Agency will review each application on an individual basis to identify other aspects of the project which may be desirable and which meet other goals and objectives of the Program as previously described.

The applicant is encouraged to provide, to the greatest extent possible, opportunities for employment to lower income residents of the County. The IDA encourages to the fullest extent possible the hiring of local labor for all construction projects and the use of local businesses for required contract work.

ENVIRONMENTAL COMPLIANCE

The applicant must complete the Short Environmental Assessment Form (Part 1 – Project and Sponsor Information) that is included with the application. Based upon the review of the Short Environmental Assessment Form, the applicant may have to complete the Long Form in order to comply with the New York State Environmental Quality Review Act (SEQRA). If SEQRA action has been taken relative to this project by another agency or municipality, a copy should be provided.

ELIGIBLE USE OF FINANCING PROCEEDS

In terms of priority, as identified by the Agency, financing proceeds may be used for the following: (1) purchase of machinery and equipment; (2) acquisition and/or new construction of facilities; (3) renovations and/or additions to facilities; (4) inventory; and (5) working capital. In general, financing proceeds for the refinancing of existing debt is prohibited. In general, the financial assistance shall not exceed 30% of total project cost or \$35,000 per job created or retained whichever is less.

In order to maximize the economic impact of the financing available, the following types of projects are eligible for assistance under the IDA EDF Program:

- (1) Manufacturing Facilities;
- (2) Warehousing and Distribution Facilities;
- (3) Research and Development Facilities;
- (4) Service and Support businesses deemed essential for (1), (2), and (3);
- (5) Tourism related businesses that are essential to the County's overall tourism development programs;
- (6) Commercial Housing projects such as apartments and student housing;
- (7) Healthcare and Medical related projects; and
- (8) Other economic development related projects deemed essential and necessary for the County's economic well-being.

Housing projects, other than commercial housing such as apartments, student housing, and affordable housing, are not eligible for financing assistance.

SECURITY

All financial assistance provided by the IDA will be secured. Security will be in real property, assets of a business and/or assets of the business owners or corporate officers. Additionally, financing will be secured by the equipment or materials purchased with the financing proceeds. Security in the form of account receivables may, in some instances, be used as collateral as well. The financing can be secured in a subordinate position, if required by the bank or other lender that is the primary lender. The IDA will determine what shall serve as collateral on each financing. Personal guarantees, which may include spousal guarantees, may be required from all principals that own 20% or more of the business. If financial assistance is made to a real estate holding company, guarantees of the operating company will be required.

PROOF OF FINANCIAL COMMITMENT

In reviewing the applicant's request, the IDA will address the availability of firm financial commitments for the non-IDA EDF Program portion of the project. Applicants should bear in mind that financing is contingent upon the nature and degree of the firm financial commitment from the non-IDA EDF Program funding sources. Funding for the non-IDA EDF Program portion can be in the form of: (1) bank financing, (2) other private financing, (3) equity and/or (4) public financing other than the requested IDA assistance. Applicants will be requested to provide information on the financing commitment of the non-IDA EDF Program portion of the project, including source, dollar amount, rate, term, annual payment and collateral.

TERMS AND CONDITIONS

The term of the financing shall, in general, be in accordance with the following schedule:

<u>Use of Financing Proceeds</u>	<u>Term (yrs.)</u>
Purchase Machinery and Equipment	5 to 10
Acquisition/New Construction	10 to 20
Renovations	5 to 20
Inventory	1 to 5
Working Capital	1 to 5

A 20-year financing may be amortized over 20 years with a 10-year balloon (IDA’s discretion).

The IDA may increase the term of the financing under unusual conditions, and the applicant may pre-pay without penalty.

Interest rates will be fixed for the term of the financing. The rate of interest will be determined at the time of approval based on the Agency’s Interest Rate Policy that is in effect at the time (See Exhibit A). Repayment, principal and interest, will be on monthly installments and will be made directly to the County of Oswego Industrial Development Agency.

In cases where a draw-down procedure is required, for example - a machinery and equipment financing is approved and the firm acquires the equipment over a period of 3 to 6 months, interest will accrue upon the draw-down portion and is due prior to any subsequent draw-downs. Upon completion of the final draw-down, the entire principal amount will then be amortized per the financing documents.

Terms and conditions will be reviewed to insure an adequate return on investment is possible and that sufficient cash flow is available to permit the project to be successful. Consequently, the IDA will retain a certain degree of flexibility and may deviate from the guidelines outlined when circumstances merit it.

All approved financing will be reported to the Economic Development and Planning Committee of the County of Oswego Legislature. Some financing may require a public hearing to be held in the municipality where the project is located.

NEED

All projects must demonstrate a need for financing. The financing can serve as “gap” or “subsidy” financing. “Gap” financing provides funds which are needed to complete a total project which would otherwise not be available from other sources.

“Subsidy” financing is defined in the following context: Although sufficient funds are available from other sources, the cost of these funds are at a level as to render the total project financially unfeasible. Therefore, the IDA EDF Program funds are required for a lower total project funding rate.

Exhibit A

**COUNTY OF OSWEGO IDA
LOAN PROGRAM – INTEREST RATE POLICY**

Interest rates will be fixed for the term of the financing. Interest rates are set at the time of approval by the IDA. Repayment, principal and interest, will be on monthly installments and will be made directly to the County of Oswego IDA.

<u>LOAN PROGRAMS</u>	<u>BASE FIXED RATE</u>	<u>MINIMUM FLOOR RATE</u>
• HUD EDF	3.0%	1.0%
• MEP EDF	3.0%	1.0%
• PILOT EDF	3.0%	1.0%

INCENTIVE DISCOUNTS (Maximum Combination 2.0%)

- **PERFORMANCE BASED – JOB CREATION**
 - 20 to 49 = 0.25%
 - 50 to 99 = 0.50%
 - 100 or Greater = 1.00%
- **PERFORMANCE BASED – INVESTMENT IN FIXED ASSETS**
 - \$1,000,000 to \$2,499,999 = 0.25%
 - \$2,500,000 to \$4,999,999 = 0.50%
 - \$5,000,000 or Greater = 1.00%
- **LOCAL LABOR BASED (1.0%)**

At least two of the following conditions must be satisfied:

 - 1) Borrower retains Local General Contractor (Oswego County) or General Contractor (Outside of Oswego County) that uses Local Labor and can demonstrate that at least 50% of the labor used is Local Labor (Oswego County residents).
 - 2) General Contractor is a party to a New York State Certified Apprenticeship Training Program and employs Apprentices on site.
 - 3) Prevailing Wage Rates and Benefits are paid.
- **TARGET BASED (0.25%)***
 - Minority Owned and/or Woman Owned
 - Reuse of Vacant Building and/or Brownfield Site
 - Military Veteran Owned
 - Manufacturing
 - Non-Profit

*0.5% maximum

MONITORING/ENFORCEMENT

- Documentation of investment must be provided to the IDA in order to satisfy the threshold requirements.
- Annual employment monitoring will require a certification from the borrower validating total employment for the borrower.
- Closing documents will include a requirement to provide investment documentation and compliance with the annual employment report. Failure to comply with the reporting and satisfying the thresholds for the discounts will result in termination of the appropriate discounts. Monthly debt service would be adjusted accordingly.
- Non-compliance with the reporting requirements to submit annual financial statements will also trigger the termination of the discounts.
- Borrowers that are delinquent are subject to having the discounts terminated after review by the IDA.

DEVIATION

- For regionally significant projects, the Agency can deviate from the above referenced policies.

Date: May 2, 2012

IDA ECONOMIC DEVELOPMENT FUND PROGRAM APPLICATION FORM

1.	Company Legal Name:				
	Address:				
	Telephone:		Fax:		
	Contact Person:		Title:		
	E-Mail Address:				
	Website Address:				

2.	Employer I.D. Number:				
	DUNS Number:				

3.	Legal Counsel:				
	Address:				
	Telephone:		Fax:		
	E-Mail Address:				

4.	Accountant:				
	Address:				
	Telephone:		Fax:		
	E-Mail Address:				

5.	Business Form:				
	Corporation:		Year Incorporated:		State:
	Partnership:		Year Formed:		State:
	Sole Proprietorship:		Year Established:		State:
	LLC:		Year Formed:		State:
	LLP:		Year Formed:		State:

6.	Type of Business: (Describe products produced, services provided, etc.)
	N.A.I.C.S. CODE:

7. EMPLOYMENT PLAN - Please complete the following chart describing your projected employment plan following receipt of IDA assistance. Employment numbers relate to the Project only, current (if any) and new jobs to be created.

Permanent Occupations in Company	Current Jobs by Occupation			Projection of New Jobs to be Created Annually							
	Base Annual Salary or Hourly Wage	No. of Employees		1st Year		2nd Year		3rd year		Total New Jobs for 3 Yr. Period	
		Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Professional											
Clerical											
Sales											
Service											
Construction											
Manufacturing:											
Skilled											
Semi-Skilled											
Unskilled											
Other (Describe)											
	TOTAL										
		TOTAL:									

8. CONSTRUCTION EMPLOYMENT

Number of construction jobs to be created:					
Construction Time Schedule:	BEGIN:		END:		

9. LABOR UNION AGREEMENT

The employees of our firm are not		are		currently covered by a
collective bargaining agreement with:				
(Name of International Union and Local Union Number)				
Union Contact Person (address/phone):				
Contract expiration date:		No. of employees covered:		

10. PROJECT COST AND DESCRIPTION:

REALTY COSTS	AMOUNT
Acquisition of Real Property	
Construction of New Building	
Renovation of Existing Building	
Expansion of Existing Building	
Other (specify):	
TOTAL REALTY COSTS:	

MACHINERY AND EQUIPMENT COSTS	AMOUNT
Acquisition of Machinery & Equipment	
Installation	
Other (specify):	
TOTAL M&E COSTS:	

INVENTORY COSTS	AMOUNT
Description:	
TOTAL INVENTORY COSTS:	

WORKING CAPITAL COSTS (other than inventory)	AMOUNT
Description:	
TOTAL WORKING CAPITAL COSTS:	

TOTAL PROJECT COST:	
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11. DEBT FINANCING SOURCES

(Identify all sources of financing, excluding the IDA EDF Program request, that will be used)

Lender:	Amount:	Term:	Interest Rate:	Lien Position:
Purpose:		Collateral:		

Lender:	Amount:	Term:	Interest Rate:	Lien Position:
Purpose:		Collateral:		

Lender:	Amount:	Term:	Interest Rate:	Lien Position:
Purpose:		Collateral:		

12. EQUITY SOURCES (Identify all sources of equity to be invested in the project):

Source	Amount	Purpose

13. IDA EDF REQUEST

Amount	Purpose	List of Collateral (estimate the value)
Term (years):		

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

15. AGREEMENTS

- (a) I/We agree that if the IDA approves this financing application, I/We will not, for at least two years, hire as an employee or consultant anyone that was a member of the IDA during the one-year period prior to the disbursement of the financing proceeds.
- (b) I/We agree that the project will adhere to all local, state and federal air and water pollution standards.
- (c) I/We agree that I/we will obtain required Flood Hazard Insurance.
- (d) I/We agree to submit annual financial reports to the County of Oswego IDA and/or, if specifically requested, I/we agree to submit quarterly or semi-annual financial reports.
- (e) I/We agree that verification of any information contained herein or to be provided in support of this request may be obtained and a formal credit check may be undertaken by any source deemed appropriate by the IDA.
- (f) I/We agree to abide by all State and Federal regulations regarding employment.
- (g) I/We agree to work with the appropriate agencies in recruiting and hiring for new employees and I/we agree to that at least 51% of all new job openings will be made available to low/moderate income persons as defined by HUD if the source of funds borrowed are HUD funds.
- (h) I/We agree to make the best effort possible to hire local labor and to contract with local firms for any construction activities funded with the IDA EDF Program.

16. CERTIFICATIONS

- (a) I/We certify all information in this Application and Exhibits are true and complete to the best of my/our knowledge.
- (b) I/We give the assurance that I/we will comply with Section 112 and 113 of Volume 13 of the Code of Federal Regulations. These Code Sections prohibit discrimination on the grounds of race, color, sex, religion, marital status, handicap, age, or national origin. 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 the IDA can call, terminate, or accelerate repayment.
- (c) I/We certify that facilities under its ownership, lease or supervision, which will be utilized in the accomplishment of the project or services financed by the IDA are not listed on the Environmental Protection Agency's (EPA) list of violating facilities, pursuant to Section 15.20 of 40CFR, Part 15.

17. AUTHORIZATIONS, COMPLIANCES AND WAIVERS

- (a) I/We authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the financing.
- (b) As consideration for any Management and Technical Assistance that may be provided, I/we waive all claims against the IDA and its consultants.
- (c) I/We realize that if I/we do not comply with these Agreements and Certification, the IDA can call, terminate, or accelerate repayment on my/our financing.

18. CLOSING AGREEMENT AND CERTIFICATION

- (a) I/We agree to pay all reasonable closing costs associated with the IDA financing including general counsel of the IDA. Closing costs will be detailed prior to closing. The applicant agrees to pay an administrative and processing fee of at least one percent (1%) of the financed amount or \$200, whichever is greater, at the time of closing. In addition, the applicant also agrees to pay an application fee of One Hundred Dollars (\$100.00) to be made payable to the County of Oswego Industrial Development Agency with the submission of this application.
- (b) I/We understand that this is not a legally binding document for purposes of receipt of financed monies. The financing request may be withdrawn at any time prior to formal closing of the financing. However, I/we understand that the initial application fee is non-refundable, that any legal costs incurred up to the point of withdrawal are the responsibility of the applicant, and that the applicant is submitting this application in good faith as a request for financial assistance. This application is for informational and analysis purposes only and shall not be construed as a financing agreement or commitment to enter into a financing agreement.

Date of Application

Signature of Applicant

Title of Applicant

Sworn to before me this _____
day of _____, 20____.

Notary Public

CORPORATE SEAL
(If applicable)

**IDA ECONOMIC DEVELOPMENT FUND PROGRAM
REQUIRED SUPPORTING INFORMATION FOR FINANCING REQUEST**

The following is a list of information in support of a financing request. The applicant should note that this list may not be all inclusive and additional information can and will be requested at the option of the IDA. Should you have any questions concerning these requests, please contact the County of Oswego IDA at (315) 343-1545 or 44 W. Bridge St., Oswego, NY 13126.

1. **Current Balance Sheet of Company (within last 3 months).**

2. **Personal Financial Statement for Sole Proprietor, members of an LLC/LLP and all partners of Partnership (within last 3 months). The IDA has the option of requesting personal financial statements from corporate officers. They are not required at this time.**

3.
 - (a) **Financial Statements of the company for the past two fiscal years;**
 - (b) **Last two Federal income tax statements filed, personal and business tax statements are required from sole proprietors;**
 - (c) **LLC/LLP and Partnerships shall provide personal income tax statements for all members and/or partners (for the last 2 years);**
 - (d) **Corporations shall provide corporate income tax statements (for last 2 years);**
 - (e) **Personal income tax statements from corporate officers having 20% or more ownership (for the last 2 years) along with a current personal financial statement.**

4. **Description of complete project to include:**
 - (a) **Detailed cost estimate of complete project: (1) private investment and non-IDA funding and what they will be used for, and (2) IDA financing and what it will be used for.**
 - (b) **Analysis of economic feasibility of project.**
 - (c) **Projected income and cash flow statements for a minimum of three years.**
 - (d) **Vendor estimates for all components to complete project – Financing applicants should provide written estimates wherever possible. For example, if the complete project involves purchase of two pieces of machinery to be financed and construction of loading dock to be privately funded, you should provide from your vendor written price estimates for the purchase of the machinery and written cost estimates for the dock construction. All cost or price estimates should be good for ninety (90) days. In the event written estimates cannot be provided, applicants should contact vendors for verbal update on estimates.**

IDA ECONOMIC DEVELOPMENT FUND PROGRAM - REQUIRED SUPPORTING INFORMATION FOR FINANCING REQUEST (continued)

5. **Personal and/or business collateral to be provided. If collateral is real property, specify location, mortgage holder, if any, and owner's equity in property. Other collateral provided will be verified and made a part of the financing agreement and incorporated in the financing note with appropriate UCC filing.**
6. **Reiteration of jobs obligation per tentative agreement - number of jobs, timetable for hiring, salaries or wages for jobs and description of jobs. The financing recipient should remember that they are obligated to work with the appropriate training agencies for purposes of hiring targeted individuals.**
7. **List of all properties owned by Corporation, LLC, LLP, partnership (all partners) and sole proprietorship within the County and their addresses. Corporations may be required to provide a list of properties owned by corporate officers. They are not required at this time.**
8. **A list of credit references to include banks, suppliers and mortgages, if any. The applicant should note that credit references will be verified.**
9. **Proof of funding for the non-IDA portion of the total project. Funding for the non-IDA portion of the project can be in the form of (1) bank financing, (2) other private financing, (3) equity, and (4) public financing other than the requested IDA financing. Proof of funding should include:**
 1. **source of funds**
 2. **dollar amount**
 3. **rate**
 4. **term**
 5. **annual payment**
 6. **collateral**

In the event the non-IDA portion of the project will be funded with equity, the applicant should indicate in what form the equity will be and should include a certification that the equity is now available or will be available at the time the project is initiated.

Letters of commitment from the other funding sources MUST be submitted.

10. **Resume of management.**

A completed business plan would include most of the information referenced above and it is highly recommended to submit a business plan along with the application. Assistance can be provided on developing a business plan from the Small Business Development Center in Oswego by calling (315) 312-5696.