



PROJECT DEVELOPMENT QUESTIONNAIRE – INITIAL REQUEST FOR CITY LOAN

GENERAL INFORMATION

Development Company Name:	Project Name:
Development Company Address:	Project Address:
Contact Name:	Phone Number:
Email Address:	
What will this assistance be used for? (Check all that apply)	
<input type="checkbox"/> New Construction <input type="checkbox"/> Renovation/Rehabilitation <input type="checkbox"/> Property Acquisition <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-use <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Other (explain):	
Do you have a primary bank yet?	If so, which bank(s) are you using?
Do you have a contractor?	If so, which contractor(s) are you using?
Will you be seeking assistance from COMIDA?	If so, what type?
How many <u>new</u> jobs will be created:	How many <u>existing</u> jobs will be retained?

DEVELOPMENT COMPANY OWNERSHIP BREAKDOWN (please attach additional sheets if necessary)

Name:	Title:	Ownership Percent (%):

REAL ESTATE INFORMATION

Building Size (total square feet):	Land/Parcel Size (total acreage):
Lease:	Own:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If lease, name of landlord:	If own, current leases with tenants (please name):

PROJECT FUNDING SOURCES

Bank Loan:	\$	%	of project
Developer Equity:	\$	%	of project
*City of Rochester Requested Assistance:	\$	%	of project
	\$	%	of project
	\$	%	of project
	\$	%	of project
Total:	\$	%	of project

*Please note: requested assistance only refers to the assistance does not guarantee that the project will be eligible for any assistance. If the project is eligible for any assistance, further information will be required.

PROJECT TIMELINE

Property Acquisition:	
Loan Closing:	
Construction Commencement:	
Construction Completion:	
Receive Final Certificate of Occupancy:	

REQUIRED ATTACHMENTS (PROJECT CANNOT BE REVIEWED WITHOUT THE FOLLOWING ITEMS)

1. 10-Year Pro Forma (including all assumptions)
2. Sources and Uses Funds Statement (Construction and Permanent financing periods)
3. Commitment Letters or Term Sheets for all other sources of project funds
4. Projected Building Area and Income Summary/Rent Matrix

The above are attached to this financial assistance request.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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COMMUNITY BENEFIT GOALS

Acceptance of City financing will oblige the applicant to fulfill certain community benefit goals. Please check below to agree to the following:

Minority and Women-Owned Business Enterprise (MWBE) goal of 30%. MWBE goal shall be 30% of the City loan amount.	Yes	No
Workforce goals of 20% minority, 6.9% female, and 25% city of Rochester residents.	Yes	No
Twenty percent (20%) of any proposed residential units will be affordable to households earning no more than 60% of the area median income (AMI) for fifteen (15) years.	Yes	No

CERTIFICATION

I certify on behalf of the Development Company that the information contained in this form, the required attachments, and the project description are true and correct.

Signature:	Date:
Printed Name:	Title:

PROJECT DESCRIPTION

Provide a detailed project description that identifies as much information about the proposed project as is currently available. Please include projected unit counts and square footages of completed project.

Please return this form to:
City of Rochester, Bureau of Business and Housing Development
Attention: Project Development
30 Church Street, Room 005-A
Rochester, New York 14614

THE FOLLOWING DOCUMENTS WILL BE REQUESTED IF PROJECT PROCEEDS TO UNDERWRITING

Regarding the Development Company:

1. Accountant-prepared financial statements for past three fiscal years for the Development Company.
If unavailable, provide the following instead:
 - a) Federal income tax returns for past three years with all schedules and forms; and
 - b) Detail of all existing debt including lender details, dates, loan terms, etc.
(Provide interim financial statements dated within 90 days if necessary)
2. Summary of Development Company history
3. Profile of similar projects completed by Development Company
4. Resumes of Development Company officers/principals/key project personnel

Regarding the Individual Owners of 20% or More of the Development Company:

1. Personal federal tax returns with all schedules & forms for all owners (20% or more) of the Development Company
2. Personal Financial Statements for all owners (20% or more) of the Development Company
3. Schedule of Real Estate Owned for all owners (20% or more) of the Development Company
4. Consent for the City to pull a credit check for all owners (20% or more) of the Development Company

Regarding the Project:

1. Market analysis
2. Marketing plan
3. Public benefits of project
4. Site plans and renderings

Note: Should this process result in a loan, there is a 1.5% document preparation & closing fee charged at closing.

**** Do not send these items until requested to do so. ****