



INCENTIVE REQUEST FOR INFORMATION

For use with projects requesting assistance from Deerfield Township

Application/Project Information

Legal Name of Applicant: _____

Form of business Enterprise: _____ (Corp., Partnership, LLC, Non-Profit, or other)

Legal Address of Applicant: _____

Federal Tax ID#: _____

Applicant Contact: _____

Title: _____

Phone: _____

Email: _____

Project Property Address: _____

County Auditor #: _____

Have you previously discussed assistance with Township: Yes ___ No ___

Project Details

Land Use:

- Retail/Restaurant
- Office*
- Industrial*
- Entertainment
- Multi-family (4+ units)
- Single Family Residential
- Mixed Use

*If Office or Industrial, what Industry Cluster
(Manufacturing, Warehouse, etc.)

Assistance Type Requested:

- Direct Funding (Township)
- Direct Funding (Federal)
- Direct Funding (State)
- Direct Funding (County)
- Tax Increment Financing
- Sale/Lease of Township Property
- Other**

**If other please explain:

Project Type: New Construction ___ Renovation ___

Occupancy Type: Will/Do Own Property ___ Will Lease Property ___

Size of building/space: _____ square feet

Size Breakdown by Use Type:

_____ Retail/Restaurant (SF)

_____ Entertainment(SF)

_____ Office (SF)

_____ Multi-family (units)

_____ Industrial (SF)

_____ Single Family Residential (units)

General Project Information

Project Name (If Applicable): _____

Description of the Project:

Description of Applicant's Development Experience:

Description of Benefits to Township:

Other Pertinent Information:

Job Creation/Retention

Full-time equivalent (FTE) jobs being relocated from another State to Deerfield?* Yes ___ No ___

* If Yes- Number of FTEs Being Relocated: _____ Total Annual Payroll \$ _____

Full-time equivalent (FTE) jobs being relocated from another Ohio jurisdiction to Deerfield?* Yes ___ No ___

*If Yes- Number of FTEs Being Relocated: _____ Total Annual Payroll \$ _____

Number of FTEs retained in Deerfield Township: _____ Total Annual Payroll \$ _____

Estimate the number of new employees the property owner will cause to be created at the facility that is the project site within three years.

Total Number of FTEs to be created _____ Total Annual Payroll \$ _____

During the first year: _____ positions Total Annual Payroll \$ _____

During the second year: _____ additional positions Total Annual Payroll \$ _____

During the third year: _____ additional positions Total Annual Payroll \$ _____

Brief description of the types of jobs to be created (e.g. Sales, Operations, Retail, Warehouse, Manufacturing):

Temporary Construction _____ Jobs Total Annual Payroll \$ _____

Length of Construction Period: _____

Investment Information

Estimated cost of the construction or remodeling: \$ _____

Estimated total cost of the project (including soft costs & acquisition): \$ _____

Estimated Project start date: _____ Estimated Project completion date: _____

Current Auditor's value of property (value of all parcels involved): _____

Estimated post-construction value of property: _____

Investment in Machinery & Equipment (M&E) at the Property: \$ _____

Investment in Furniture, Fixtures, and Equipment (FF&E) at the Property: \$ _____

Other Investment: \$ _____ Description of Other Investment:

Please provide the following required items as a corresponding attachment. If you believe a particular item is not applicable to your project, please address the item by including an explanation of why you believe it is not applicable. Please ensure that all sections of the application are complete and that **ALL REQUIRED ATTACHMENTS LISTED BELOW ARE SUBMITTED/ ADDRESSED WITH YOUR APPLICATION.**

Attached?	Attachment Description
Yes ___ No ___	<p><u>Public Purpose</u></p> <ul style="list-style-type: none"> • List the major reasons why public assistance is necessary. Discuss the project gap, why other sources are not available to fill that gap (including debt and owner equity) and why using public funds to fill the gap will serve a public purpose.
Yes ___ No ___	<p><u>Development Team</u></p> <ul style="list-style-type: none"> • Corporate Resolution, Articles of Incorporation, and an Operating/Partnership Agreement for entity applying for assistance showing who is authorized to sign for the organization. • Resumes of owners and/or key managers or partners. In the case of Real Estate development, provide information for the entire development team (developer, architect, contractor, leasing/sales agent, LEED certifications, etc.). • Names, addresses, photos and a brief description of recent projects completed by the development team of similar type and size to that proposed in this application.
Yes ___ No ___	<p><u>Owner Financial Strength</u></p> <ul style="list-style-type: none"> • Current personal financial statement from all 20% or more owners of applicant entity (form available upon request).
Yes ___ No ___	<p><u>Financial Information</u></p> <ul style="list-style-type: none"> • Real Estate Projects: <ul style="list-style-type: none"> ○ Provide spreadsheet of 10 year cash flow projection and list all project assumptions (rent rates, revenue & expense growth, etc). Provide budget that details total project investment (reference Section III of application). These documents may be requested in Excel format • Business Lending/Economic Development: <ul style="list-style-type: none"> ○ Annual income statements, including profit & loss statement and balance sheet for past three fiscal years; ○ Current business financial statement (less than 90 days old); ○ Business financial projections for three fiscal years (privately held companies only); ○ 4) Business financial information for the last three fiscal years on affiliate businesses when appropriate.
Yes ___ No ___	<p><u>Sources of Funds</u></p> <ul style="list-style-type: none"> • For all sources included in the sources and uses provided in #4 above, please attach documentation: <ul style="list-style-type: none"> ○ Conditional bank commitment and/or term sheet ○ List of any additional grant requests pending or committed ○ Tax credits allocated or being applied for ○ Financing Projections ○ Other
Yes ___ No ___	<p><u>Cost Verifications</u></p> <ul style="list-style-type: none"> • Cost verifications and/or third party cost estimates. If third party estimates are not available, explain your methodology for arriving at your project budget. Please include: <ul style="list-style-type: none"> ○ Purchase agreements for any acquisitions ○ Contractor Estimates or bids for new construction and/or rehabilitation ○ Architectural Contract ○ Other
Yes ___ No ___	<p><u>Environmental</u></p> <ul style="list-style-type: none"> • Summary Review / Statement

Yes ___ No ___	Market Information <ul style="list-style-type: none"> • Summary of appraisal, market study, Real Estate comps and industry information with sources. • Include a copy of any third-party or in-house market analysis completed for the preparation of financial projection assumptions (sales or lease prices, absorption and capture rates, vacancy rates, expense escalators, etc.).
Yes ___ No ___	Proposed Project Timeline <ul style="list-style-type: none"> • Anticipated milestones – Please provide in Gantt format if available.

Developer Certifications

Has the applicant:

Yes ___ No ___	Been convicted of a felony?
Yes ___ No ___	Been convicted of or enjoined from any violation of state or federal securities law?
Yes ___ No ___	Been a party to any consent order or entry with respect to an alleged state or federal securities law violation?
Yes ___ No ___	Owe any delinquent taxes to the State of Ohio or a political subdivision of the State?
Yes ___ No ___	Owe any monies to the State or a state agency for the administration or enforcement of any environmental laws of the State?
Yes ___ No ___	Owe any monies to the State, a state agency, or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not?
Yes ___ No ___	Received Township development assistance and/or enacted development Agreements with the Township within the past 5 years?
Yes ___ No ___	If Yes to above, are the Applicant and its affiliates currently in compliance to said Agreement(s)?
Yes ___ No ___	If Yes to the above, have the Applicant and its affiliates had any agreements with Deerfield Township or other political subdivision of the State of Ohio terminated for non-compliance?

Additional Certifications by Applicant

- The Applicant acknowledges that to be eligible for assistance from Deerfield Township, the subject property must be located within Deerfield Township.
- The Applicant acknowledges that no offer of Township assistance is binding until the execution of a funding agreement by both parties.
- The Applicant agrees to supply additional information upon request.

Please initial that you have read the above. _____

I declare under the penalties of falsification that this application, including all enclosed documents and statements, has been examined by me, and to the best of my knowledge and belief is true, correct, and complete.

Signature of Applicant: _____ Date: _____

Printed Name: _____ Title (if signed as officer): _____