

# CITY OF ROCHESTER NEW HAMPSHIRE

## **JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM**

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## JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM

### **OVERVIEW OF JOB LOAN PROGRAM**

- I] **PROGRAM OVERVIEW:** The City of Rochester, New Hampshire, through its Community Development Block Grant Program, offers financial assistance to eligible firms located, expanding or relocating within the boundaries of the City of Rochester, including East Rochester and Gonic. The program guidelines are outlined below.

The JOB Loan Program is designed to increase job opportunities through the creation and/or retention of jobs for Rochester City residents. Eligible activities are limited to land and building acquisition and expansion, the purchase of machinery and equipment, and working capital.

- II] **LOAN APPLICATION:** The City of Rochester, through its Department of Planning and Development, may conduct preliminary telephone inquiries and office visits with qualified representatives of the business. Clearly ineligible applicants will be promptly notified. Those applicant businesses that appear to meet the basic eligibility criteria of the loan program will be invited to apply.

The application package must include a fact sheet, loan application, checklist, and other items necessary to the formal loan application. Once applicant screening is completed and the project structured (i.e., other funding sources identified and loan commitments obtained), the borrower may formally submit an application.

Upon receipt of the completed application and a NON-REFUNDABLE fee, the staff will analyze it for presentation to the Loan Review Committee for final action.

- III] **PROGRAM ADMINISTRATION:** The program is administered by the City of Rochester, through its Department of Planning and Development. Staff perform such functions as applicant interviews and screening, analysis of financial statements, preparation of documentation for the Loan Review Committee, discussions with private lending institutions, loan closings, credit verification, collection, and other administrative services.

- IV] **LOAN PROCESSING AND APPROVAL:** Loans will be presented to the Loan Review Committee after a written certification by the Department that the proposal meets all HUD eligibility tests. This review will include a determination that the applicant firm has the ability to repay the requested loan as well as all other outstanding debts. Written evidence of private sector participation in the project (e.g. bank commitment letter) must be provided. The decision of the Loan Review Committee will be promptly communicated to the applicant in writing. If the loan request is approved, the applicant will be sent appropriate documentation including a commitment letter which must be signed and returned to the Department of Planning and Development within ten (10) days. Upon receipt of the signed commitment letter a closing date will be established.

- V] LOAN REVIEW COMMITTEE: All loan applications recommended by Planning and Development staff are submitted to the Loan Review Committee for final action. The Loan Review Committee shall meet upon call of the Chairperson. Committee membership shall be comprised of up to five (5) members: the City Manager, up to two Rochester residents with banking or financial analysis expertise, and up to two members of the Rochester banking community.
- VI] LOAN CLOSING: Department of Planning and Development staff prepare all loan closing documentation and forward it to the City Solicitor for review. Upon approval by the City Solicitor, the Department of Planning and Development disburses funds according to provisions of the loan authorization. The borrower shall be responsible for maintaining insurance on property and/or item(s) to be used as security. Proof of such insurance shall be provided at time of loan closing by the borrower. The amount of insurance obtained shall be at least equal to the principle amount of the loan from the City of Rochester, plus the amount of any loan having priority over the City's loan. The City of Rochester shall be named a loss payee of such insurance policy as its interest may appear.

For more information or to obtain an application contact:

Department of Planning and Development  
City Hall - 2nd Floor  
31 Wakefield Street  
Rochester, New Hampshire 03867-1917  
(603) 335-1338

# JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM

## PROGRAM DESCRIPTION

### I. DESCRIPTION

The JOB Loan Program is designed to provide employment opportunities through the creation and/or retention of permanent jobs within businesses located within the boundaries of the City of Rochester, including East Rochester and Gonic. Where funding is utilized to create jobs, the business must document that at least 51 percent of the new jobs are filled by low and moderate income persons (see Section 16). Where funding is used to retain jobs, the business must document (e.g. bankruptcy filing) that the jobs will actually be lost without the CDBG assistance and that either or both of the following conditions apply with respect to at least 51 percent of the jobs at the time the CDBG assistance is provided:

- A. the job is known to be held by a low to moderate income person (see Section 15); or,
- B. the job can reasonably be expected to turn over within the following two (2) years and that steps will be taken to ensure that it will be filled by a low or moderate income person upon turnover.

Jobs created or retained are considered to be available to low and moderate income persons only if:

- A. special skills that can only be acquired with substantial training or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and,
- B. the business agrees to take actions to ensure that low and moderate income persons receive first consideration for filling job openings.

### II. APPLICANT ELIGIBILITY REQUIREMENTS FOR JOB LOAN PROGRAM

The following criteria is required in order to apply for a JOB Loan:

- A. Type of business:
  - for profit corporation
  - partnership
  - proprietorship
- B. Businesses specifically excluded from participation in the program as borrowers include:
  - non-profit organizations
  - lending institutions
  - gambling institutions
  - businesses not in specified location

- C. **Business Size:** To be eligible for assistance under this program the applicant firm must have annual sales below \$3 million dollars.
- D. **Location:** The applicant must be located, relocating or expanding within the boundaries of the City of Rochester, including Gonic and East Rochester.
- E. **Additional Requirements:** If borrower is a property owner, all taxes due must be paid in full or acceptable arrangements be made with the City Manager and Tax Collector of the City of Rochester. If the borrower is a lease holder, written documentation of the lease must be submitted with the application.

The borrower must be current on all Federal employment and income taxes and on all State taxes.

### III. ELIGIBLE ACTIVITIES

The JOB Loan Program eligible activities include acquisition of land and buildings, expansion, and the purchase of machinery and equipment. Lease hold improvements may be considered.

### IV. STRUCTURES ELIGIBLE FOR INCLUSION ON THE NATIONAL REGISTER OF HISTORIC PLACES

The rehabilitation work on any structure determined to be potentially eligible for inclusion on the National Register of Historic Places shall meet the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic buildings.

### V. FINANCING

The JOB Loan Program requires the participation of a bank or other financing institution and an equity contribution of at least 10% of the total project cost. The intent of the program is to fill gaps that occur with traditional financing sources and to tailor the assistance to the specific needs of the business.

Typical loan package characteristics include:

Principal:	\$5,000 to \$50,000
Term:	
Working Capital	1 - 3 years
M&E	3 - 5 years
Land & Buildings	negotiated
Amortization schedule:	Same as term
Interest rate:	Prime
Initial Grace Period:	None

Security:	First or second position (mortgage or lien) on collateral. Other personal property if business assets inadequate. Assignment of leases, specific contracts, and/or Life Insurance. Cross collateralization of machinery and equipment and other assets.
Guarantees:	Personal guarantee by all owners with 10% or more interest in business. Corporate guarantee.
Drawdown:	Owner equity and financing is used first.

The typical package may be modified if the business can demonstrate why the modification is necessary and how the interests of the JOB loan program are protected.

## VI. JOB LOAN PAYBACK PROVISION

When a loan is accepted by a business, and/or property owner(s), the applicant shall agree in writing to repay the City of Rochester, through the Department of Planning and Development, the entire amount of the loan, including principal and interest, until the entire indebtedness is fully paid. Compliance with payback provisions is secured by a mortgage and/or equivalent security instrument, as approved by the City of Rochester. The business owner(s), and/or property owner(s), must demonstrate to the satisfaction of the Loan Review Committee that sufficient cash flow will be generated from operations to meet the requirements of this loan and all other debts.

Such a determination is based upon an evaluation of the following documentation:

- three-year operating statements and balance sheets (if available)
- interim operating statement and balance sheet
- not older than 90 - 180 days
- information for similar period of previous year if available
- narrative statement of the history of the business
- pro-forma operating statements and balance sheets for the next two years
- a current and complete business outline or business plan

## VII. PREPAYMENT OF NOTE

Applicant may prepay any and all outstanding principal to the City of Rochester, through the Department of Planning and Development, at any time and without penalty. Prepayment of any portion of the applicant's outstanding private loans must be matched by a proportionate prepayment of the JOB Loan.

## JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM

### AGREEMENT AND UNDERSTANDING WITH LOAN APPLICANTS

The City of Rochester, through its Community Development Block Grant Program, administers a Job Opportunity Benefit (JOB) Loan Program that can provide financial assistance to eligible business owner(s) and/or property owner(s).

Your indicated interest in this program has prompted us to send you the enclosed application. To allow us to determine your eligibility, it is necessary for you to complete and return these forms.

It is important to note that if your JOB Loan application is approved by the City, the loan will be secured by a mortgage on property described in this application and/or similar security instrument. A subordinate lien may be acceptable, upon approval of the Loan Review Committee.

This memorandum of understanding outlines the City of Rochester's Job Opportunity Benefit (JOB) Loan Program and includes specific responsibilities of both your company and the City. Please read the following carefully and provide the information requested. If you need clarification, contact the Department of Planning and Development at 335-1338. After you have completed the information, please sign and return this memorandum in its entirety to the City of Rochester's Department of Planning and Development with a NON-REFUNDABLE check for One Hundred Twenty Five Dollars (\$125.00) to cover application processing fees.

It is understood that the Job Opportunity Benefit (JOB) Loan Program was established to offer financial assistance to eligible firms expanding, relocating or located in the City of Rochester. Eligible activities utilizing the program funds include land and building acquisition and expansion, the purchase of machinery and equipment, and working capital.

Under the JOB Loan Program, the City will provide financing up to an amount not to exceed \$50,000, except where such limit is waived by the Loan Review Committee. The actual amount provided is only that amount determined necessary to make the project feasible. Private sources (i.e., a bank and/or owner equity) must provide a significant portion of project financing with the remaining financing provided by the JOB Loan Program.

The main advantage of the JOB Loan Program is its flexibility with respect to terms. Our goal is to create a package tailored to your specific needs.

### EMPLOYMENT OPPORTUNITIES

In accepting financial assistance from the JOB Loan Program, the applicant recognizes that one of the primary goals of this program is the creation and/or retention of employment opportunities for City residents who are low and moderate income. Accordingly, the applicant(s) hereby agrees to adopt and work toward the goal that the maximum feasible number of new jobs created as a result of this project shall be filled by residents of the City of Rochester.

APPLICATION INFORMATION

In order to evaluate your proposal and prepare the loan, please complete and sign the attached application form with the additional information requested on that form.

FEES

The application fee is \$125.00. A check for One Hundred Twenty Five Dollars (\$125.00) is to be included with the completed and signed application (make check payable to the City of Rochester, CDBG Program). This NON- REFUNDABLE fee covers the costs associated with processing and reviewing your application.

There is no Legal Fee. However, the applicant firm is responsible for all legal costs incurred by the JOB Loan Program pursuant to this loan. This cost is payable at the closing.

It is understood that the City of Rochester, through its Department of Planning and Development, will use its best efforts in assisting the applicant firm in obtaining financing. However, the City of Rochester does not guarantee in any manner that it shall obtain such financing. The applicant agrees to hold the City of Rochester, acting by and through its Department of Planning and Development, harmless from any and all loss which may arise in connection with the applicant' s ability or inability to obtain such financing.

I understand and accept the terms of this agreement and agree to abide by its terms.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

CITY OF ROCHESTER  
NEW HAMPSHIRE

JOB OPPORTUNITY BENEFIT (JOB)  
LOAN PROGRAM

APPLICATION PACKAGE

CITY OF ROCHESTER  
JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM

I. THE PROGRAM

It is understood that the City of Rochester' s Job Opportunity Benefit (JOB) Loan Program is established to offer financial assistance to eligible firms located, expanding, or relocating within the boundaries of the City of Rochester. Eligible uses of loan proceeds are limited to land and building acquisition and expansion, the purchase of machinery and equipment, and working capital.

II. INFORMATION

In order to evaluate your proposal, please complete this application and submit it with all information requested. It is understood that the applicant must comply with applicable local, State, and Federal statutes, regulations and requirements.

Please submit application to the following address:

Department of Planning and Development  
City Hall - 2nd Floor  
31 Wakefield Street  
Rochester, New Hampshire 03867-1917

III. GENERAL INFORMATION

Company Name:	
Address:	
Applicant Name:	
Title:	Telephone: (    )
Type of Business:	
Date Established:	Employer I.D. #
Business Bank #1:	
Address:	
Type of Loan:	
Loan Officer:	Telephone: (    )
Business Bank #2:	
Address:	
Type of Loan:	
Loan Officer:	Telephone: (    )

IV. IMPACT OF PROJECT ON JOBS:

Number existing as of \_\_\_\_\_, 20\_\_ \_\_\_\_\_  
 + Number created as of \_\_\_\_\_, 20\_\_ \_\_\_\_\_  
 + Number retained as of \_\_\_\_\_, 20\_\_ \_\_\_\_\_  
 = TOTAL \_\_\_\_\_

Will the JOB Loan result in a relocation of jobs? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please identify how many and the old location \_\_\_\_\_

V. FINANCING SOURCES AND USES TABLE:

USES/SOURCES	Equity	Bank	JOB Loan	TOTAL
Land	\$	\$	\$	\$
Building	\$	\$	\$	\$
Machinery and Equipment	\$	\$	\$	\$
Working Capital	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

VI. BRIEF DESCRIPTION OF EACH USE:

Land: \_\_\_\_\_

\_\_\_\_\_

Building: \_\_\_\_\_

\_\_\_\_\_

M&E: \_\_\_\_\_

\_\_\_\_\_

Working Capital: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VII. BANK FINANCING TERMS

Interest: \_\_\_\_\_

Term: \_\_\_\_\_

Payment Schedule: \_\_\_\_\_

Other: \_\_\_\_\_

VIII. SOURCE(S) OF EQUITY

Individual: \_\_\_\_\_ Amount: \_\_\_\_\_

Individual: \_\_\_\_\_ Amount: \_\_\_\_\_

IX. EMPLOYMENT OPPORTUNITIES

In accepting financial assistance from the JOB Loan Program, the applicant firm recognizes that one of the primary goals of this program is the creation/retention of job opportunities for City residents - particularly those of low and moderate income. Accordingly, the applicant agrees to adopt and work toward the goals that at least 51% of the jobs created/retained will be filled by low or moderate income persons, and the maximum feasible number of jobs created as a result of this project shall be filled by residents of the City of Rochester.

X. AGREEMENTS, CERTIFICATIONS, TERMS AND CONDITIONS

A. I/we certify:

1. I/we have not paid anyone connected with the JOB Loan Program or the City Government for assistance in obtaining the requested loan;
2. All information in this Application and supporting documentation is true and complete to the best of my/our knowledge and is submitted to the City of Rochester, through its Department of Planning and Development, in order for the City to determine if the preliminary application can be approved. I/we agree to pay for or reimburse the City of Rochester, through its Department of Planning and Development, for the cost of any surveys, title or mortgage examination, appraisals, etc., performed by non- City personnel provided I/we have given my/our consent;
3. I/we give the assurance that I/we will comply with Section 112 and 113 of Volume 13 of the Code of Federal Regulations, prohibiting discrimination on the grounds of race, color, sex, religion, marital status, handicap, age or national origin by recipients of Federal financing assistance and will provide appropriate reports and access to books and records. These requirements are binding on all makers, sureties, guarantors, and their successors and assigns. I/we realize that if I/we do not comply with non-discrimination requirements, the City of Rochester, through its Department of Planning and

Development, can call, terminate, or accelerate repayment on my/our loan. I/we understand that I/we must comply with all applicable local, State, and Federal statutes, regulations and requirements.

- B. Privacy Act of 1974 Information: Certain information such as personal balance sheets are used to evaluate your application. Such information may be given to Federal, State, or local agencies for law enforcement purposes. Omission of any item means your application may not receive full consideration. Whoever makes any statement knowing it to be false, or whoever willfully over values any security for the purpose of obtaining for him/herself or for an applicant any loan, or extension thereof by renewal, deferment of action, or otherwise, or the acceptance, release, or substitution of security therefore, or for the purpose of influencing in any way the action of the City of Rochester, through its Department of Planning and Development, or for the purpose of obtaining money, property, or anything of value, will face legal action under appropriate local, State, and Federal statutes. Whoever knowingly and willfully falsifies, conceals, or covers up a material fact by any trick, scheme or device, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry will be prosecuted to the extent permitted by law.

## XI. SUPPORTING DOCUMENTATION

Submit each of the following as applicable:

- A. A history and description of the business.
- B. A current and complete business plan.
- C. A statement of the anticipated benefits from the proposed financing and identifying community impact
- D. A copy of existing or proposed lease or purchase agreements and other financing arrangements.
- E. An appraisal report prepared by an outside independent source and reflecting "as it will be" valuations.
- F. Preliminary plans and specifications and estimates of cost covering construction and/or machines and equipment.
- G. Bank letter stating the terms and conditions of its loan participation.
- H. Balance sheets and Profit and Loss statements for the previous three (3) years.
- I. A current balance sheet and a current operating statement not older than ninety (90) days. (See Section 6)
- J. A pro forma balance sheet and a projected operating statement for two (2) years. (See Section 6)
- K. If a start-up, a monthly cash flow for the first twelve (12) months of operation or three (3) months beyond the breakeven point. (See Section 6)
- L. Schedule of outstanding obligations.
- M. The names of affiliates and/or subsidiary firms.
- N. If business is a franchise, include a copy of the franchise agreement.
- O. Resumes of the principals and top management.
- P. Current Personal Financial Statement to be executed for each proprietor, partner, officer and each stockholder with at least 20% or more ownership interest in the firm (See Section 5).

- Q. A true attested copy of the By-Laws of the firm, where applicable.
- R. Resolution of the Board of Directors of the applicant business firm (See Section 7).
- S. Listing of collateral to be offered as security for the loan (See Section 8).

**XII. APPLICATION FEE**

A NON-REFUNDABLE fee of One Hundred Twenty Five Dollars (\$125.00) is charged to cover the costs associated with processing your application. Please make check payable to "City of Rochester, CDBG Program". The applicant is also responsible for all legal costs incurred by the JOB Loan Program pursuant to this loan. The cost for the JOB Loan Program' s attorney is payable at closing.

I understand that the City of Rochester, through its JOB Loan Program, agrees to use its best efforts in assisting the applicant to obtain financing. However, the JOB Loan Program does not guarantee in any manner that it shall obtain such financing. I agree to hold the City of Rochester, through it' s JOB Loan Program, harmless from any and all loss which may arise in connection with my ability or inability to obtain such financing. I understand and accept the terms of this agreement and agree to abide by its terms.

If Applicant is a proprietor or a general partner, sign below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

If Applicant is a Corporation, sign below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

The following PERSONAL FINANCIAL STATEMENT as of \_\_\_\_\_, 20\_\_ is submitted in connection with the loan application of \_\_\_\_\_.

I am completing this form because I am a:

- \_\_\_\_\_ Proprietor
- \_\_\_\_\_ General partner
- \_\_\_\_\_ Limited partner owning at least a 20% interest
- \_\_\_\_\_ Stockholder owning at least 20% voting stock
- \_\_\_\_\_ Corporate officer or director
- \_\_\_\_\_ Person or entity providing a guaranty on the loan

PART I: GENERAL INFORMATION

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Previous Address (if less than 2 years at current address): \_\_\_\_\_

\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Business/Profession (of person submitting statement): \_\_\_\_\_

\_\_\_\_\_

**PART II: PERSONAL FINANCIAL INFORMATION (NOTE: A personal financial statement completed as part of a bank loan application is acceptable.)**

Personal Assets as of \_\_\_\_\_, 20\_\_\_\_:

Cash on Hand	\$
Cash in Checking Account	\$
Savings Accounts	\$
Government Bonds (Sch. 1)	\$
Accounts and Notes Receivable (Sch. 1)	\$
Life Insurance (Cash Surrender Value Only) (Sch. 2)	\$
Other Stocks and Bonds (Sch. 3)	\$
Real Estate (Sch. 4)	\$
Automobile(s)(Present Value)(Sch. 9)	\$
Other Personal Property (Sch. 5)	\$
Other Assets (Sch. 6)	\$
<b>TOTAL PERSONAL ASSETS</b>	<b>\$</b>

**Personal Liabilities:**

Accounts Payable (Sch. 7)	\$
Notes Payable to Banks (Sch. 8)	\$
Notes Payable to Others (Sch. 8)	\$
Auto Loans Payable (Sch. 9)	\$
Other Installment Accounts (Sch. 10)	\$
Loans on Life Insurance (Sch. 2)	\$
Mortgages on Real Estate (Sch. 4)	\$
Unpaid Taxes (Sch. 11)	\$
Other Liabilities (Sch. 12)	\$
Net Worth	\$
<b>TOTAL PERSONAL LIABILITIES AND NET WORTH</b>	<b>\$</b>

Name(s) and Address(es) of bank(s) where personal bank account(s) is (are) kept:

Bank and Address	Type of Account	Balance
		\$
		\$
		\$
		\$

**SOURCES OF PERSONAL INCOME (explain below)**

Salary	\$
Net investment Income	\$
Real Estate Income	\$
Other Income*	\$

\*Disclosure of alimony or child support payments in "Other Income" is not necessary unless it is desired to have such payments counted toward total income.

**CONTINGENT LIABILITIES (explain below)**

As Endorser or Co-Maker	\$
Legal Claims and Judgments	\$
Provision for Income Taxes	\$
Other Special Debt	\$

Description of items listed above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART II-A: SCHEDULES**

Schedule 1: Details of Government Bonds, Accounts, and Notes Receivable. (Use additional sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Schedule 6: Other Assets. (Include pension, annuity, retirement accounts, etc.). (Use additional sheets if necessary).

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Schedule 7: List Personal Accounts Payable. (Use additional sheets if necessary).

To	Amount	To	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL			\$

Schedule 8: Notes Payable to Banks and Others. (Use additional sheets if necessary).

Name of Holder	Address	Orig. Amount	Present Amount

Schedule 9: Automobile(s) and Loan(s). (Use additional sheets if necessary).

Year/Make/Model	Present Value	Loan Holder & Amount	Original Balance	Present Monthly Payment

Schedule 10: Other Installment Accounts. (Use additional sheets if necessary).

To	Present Balance	Monthly Payment

Schedule 11: Unpaid Taxes. (Use additional sheets if necessary).

Type of Tax	Payable To	Due	Amount

List any tax liens


Schedule 12: Other Liabilities. (Use additional sheets if necessary).

Payable To	Amount	Due Date	Describe

PART II-B: PERSONAL WORK EXPERIENCE

Employer	Position	From	To	Annual Earnings

I (WE) AUTHORIZE THE CITY OF ROCHESTER' S DEPARTMENT OF PLANNING AND DEVELOPMENT TO MAKE INQUIRIES AS NECESSARY TO VERIFY THE ACCURACY OF THE STATEMENTS MADE TO DETERMINE MY (OUR) CREDIT WORTHINESS.

I (WE) CERTIFY THE ABOVE AND THAT THE STATEMENTS CONTAINED IN THIS PERSONAL FINANCIAL STATEMENT AND ALL SCHEDULES HEREIN ARE A TRUE AND ACCURATE STATEMENT OF MY (OUR) FINANCIAL CONDITION AS OF THE DATE STATED HEREIN.

THESE STATEMENTS ARE MADE FOR THE PURPOSE OF OBTAINING A JOB LOAN. I (WE)  
UNDERSTAND FALSE STATEMENTS WILL RESULT IN FORFEITURE OF BENEFITS AND  
POSSIBLE PROSECUTION.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM

BUSINESS FINANCIAL STATEMENTS

The following BUSINESS FINANCIAL STATEMENTS for the past three years beginning in FY and covering the period through \_\_\_\_\_, \_\_\_\_\_ and projections for the next two years are submitted in connection with the loan application for

**(NOTE: Business financial statements completed as part of a bank loan application are acceptable.)**

<b>PART I: BALANCE SHEET</b>	<b>-3 Yr</b>	<b>-2 yr</b>	<b>Last yr</b>	<b>+1 yr</b>	<b>+2 yr</b>
Cash & Marketable Securities					
Receivables					
Inventory					
Notes Receivable					
Prepaid Expenses					
<b>CURRENT ASSETS</b>					
Net Fixed Assets					
Intangibles					
Other Assets					
<b>TOTAL ASSETS</b>					
Short Term N/P - Bank					
Notes Payable - Other					
Accounts Payable					
Accruals					
Taxes (Income)					
Current Portion LTD					
<b>CURRENT LIABILITIES</b>					
Long Term Debt					
Subordinated (Officer) Debt					
<b>TOTAL LIABILITIES</b>					
Common Stock					
Capital Surplus					
Retained Earnings					
(Less) Treasury Stock					
Total Net Worth					
<b>TOTAL LIABILITIES &amp; NET WORTH</b>					
Contingent Liabilities					

<b>PART II: PROFIT &amp; LOSS STATEMENT</b>	<b>-3 Yr</b>	<b>-2 yr</b>	<b>Last yr</b>	<b>+2 yr</b>	<b>+1 yr</b>
Sales					
COGS					
SGAE					
Officer(s) Salary					
Depreciation Expense					
Interest Expense					
Rent					
Other Income					
Income Tax					

I (WE) AUTHORIZE THE CITY OF ROCHESTER' S DEPARTMENT OF PLANNING AND DEVELOPMENT TO MAKE INQUIRIES AS NECESSARY TO VERIFY THE ACCURACY OF THE STATEMENTS MADE TO DETERMINE MY (OUR) CREDIT WORTHINESS.

I (WE) CERTIFY THE ABOVE AND THAT THE STATEMENTS CONTAINED IN THIS BUSINESS FINANCIAL STATEMENT ARE A TRUE AND ACCURATE STATEMENT OF THE BUSINESS FINANCIAL CONDITION AS OF THE DATE STATED HEREIN.

THESE STATEMENTS ARE MADE FOR THE PURPOSE OF OBTAINING A JOB LOAN. I (WE) UNDERSTAND FALSE STATEMENTS WILL RESULT IN FORFEITURE OF BENEFITS AND POSSIBLE PROSECUTION.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF

\_\_\_\_\_  
Name of Corporation

- I. RESOLVED, that the officers of this corporation named below in Section II hereof, or any one of them, be and they are hereby authorized and empowered in the name of and on behalf of this corporation and under its seal, are hereby authorized empowered to do any acts, included but not limited to the mortgage, pledge, or hypothecation of any or all assets of this corporation to secure payment of a loan from the City of Rochester in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).
- II. FURTHER RESOLVED that the officers referred to in the foregoing resolutions are as follows:

Printed Name	Title	Signature

- III. FURTHER RESOLVED, that the City of Rochester is authorized to rely upon the aforesaid resolution until receipt of written notice of any change. \_\_\_\_\_  
\_\_\_\_\_ (Name of Company) will supply the City of Rochester with financial statements.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution regularly presented to and adopted by the Board of Directors of \_\_\_\_\_ (Name of Company) at a meeting duly called and held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which a quorum was present and voted, and that such resolution is duly recorded in the minutes of this corporation; that the officers named in said resolution have been duly elected or appointed to, and are the present incumbents of the respective offices set after their respective names; and that the signature set opposite their respective names are their true and genuine signatures.

\_\_\_\_\_  
Date Secretary

(CORPORATE SEAL)

COLLATERAL LISTING

Check all appropriate items:

\_\_\_\_\_ Machinery and Equipment acquired with loan proceeds (First/Second/Third lien position)

\_\_\_\_\_ Mortgage on land and buildings at \_\_\_\_\_ (location)  
(First/Second/Third mortgage)

\_\_\_\_\_ Personal guarantee of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Corporate guarantee of: \_\_\_\_\_

\_\_\_\_\_ Assignment of Leases dated \_\_\_\_\_ covering properties at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

CITY OF ROCHESTER  
JOB OPPORTUNITY BENEFIT LOAN PROGRAM

COMMITMENT LETTER

Dear :

I am pleased to notify you that your Loan Application to the JOB Loan Program has been approved. We are pleased to offer financing to you under the following terms and conditions:

Loan to:

Amount:

Term:

Amortization schedule:

Interest Rate:

Purpose: This loan is being made to provide employment opportunities within the boundaries of the City of Rochester. Your Loan Application indicated that \_\_\_\_ FTE jobs would be created and/or \_\_ FTE jobs would be retained for low to moderate income people by this loan. Should you substantially not meet these employment projections, the terms and conditions of this loan may be subject to renegotiation, or the loan may be declared in default and would become due and payable. You will be required to periodically provide information on employment statistics to the Department of Planning and Development.

Collateral: *(If you have pledged machinery or equipment as collateral for the loan, the relocation of any of the machinery or equipment out of the Rochester city limits, without written approval from the Department of Planning and Development, during the term of the loan is a condition of default and the full loan amount is due and payable in full.)*

Financial Statements/Reporting Requirements:

Hazard Insurance Requirements:

Estimated Legal Costs:

Loan Closing Date: \_\_\_\_\_

Projected Disbursement of Funds:

Other Requirements:

If the above terms and conditions are satisfactory to you, please sign this letter and return the original to the Department of Planning and Development within 15 days. We suggest that you review this Commitment Letter with your attorney or other professional advisors prior to signing and returning it. A copy of this letter is enclosed for your files. Once we have received the signed letter from you, we will consider it as your authorization for us to have our attorney proceed with the preparation of the necessary loan documentation. Please ask your attorney to contact the Department of Planning and Development concerning any items that might be needed for this loan.

We have enjoyed working with you on your financing request, and are pleased that we are able to participate in the growth and continued success of \_\_\_\_\_. Best wishes to you and your firm.

Please call if you have any questions or if we can be of any further assistance.

Sincerely,

for the City of Rochester

Kenneth N. Ortmann  
Director, Planning and Development



The terms and conditions contained in this Commitment Letter are acceptable to us. Please have the necessary loan closing documents prepared.

Company Name \_\_\_\_\_

BY:

\_\_\_\_\_

\_\_\_\_\_

*Name/Title*

Date: \_\_\_\_\_

CITY OF ROCHESTER  
JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM

PROMISSORY NOTE  
UCC

Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: NH Zip Code: \_\_\_\_\_

FOR VALUE RECEIVED, the undersigned \_\_\_\_\_ promises to pay to the CITY OF ROCHESTER, of 31 Wakefield Street, Rochester, New Hampshire, the principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), with interest on the unpaid balance until paid in full at a rate of \_\_\_\_% per annum, payable as set forth in the payment schedule below.

ANNUAL PERCENTAGE RATE	AMOUNT FINANCED
The cost of my credit as a yearly rate.	The amount of credit provided to me or on my behalf.
%	\$

FINANCE CHARGE	TOTAL OF PAYMENTS
The dollar amount the credit will cost me if I make all payments as scheduled.	The amount I will have paid after I have made all payments as scheduled.
\$	\$

My Payment Schedule will be:

No. of Payments	Amount of Payments	Payments Due

Principal and interest shall be payable at \_\_\_\_\_ or at such other place as the Note Holder may designate in \_\_\_\_\_ consecutive monthly installments of said dollars commencing \_\_\_\_\_. Such monthly installments shall continue until the entire indebtedness by this Note is paid fully.

If any monthly installment under this Note is not paid when due and remains unpaid after a date specified by a notice to Borrower, the entire principal amount outstanding and accrued interest thereon shall at once become due and payable at the option of the Note Holder. The date specified shall not be less than thirty (30) days from the date such notice is mailed. The Note Holder may exercise this option to accelerate during any default by Borrower regardless of any prior forbearance. If suit is brought to collect this Note, the Note Holder shall be entitled to collect all reasonable costs and expenses of suit, including, but not limited to, reasonable attorney' s fees.

Borrower may prepay the principal amount outstanding in whole or in part. The Note Holder may require that any partial prepayments (i) be made on the date monthly installments are due, and (ii) be in the amount of one or more monthly installments which would be applicable to principal. Any partial prepayment shall be applied against the principal amount of such installments, unless the Note Holder shall otherwise agree in writing.

Presentment, notice of dishonor, and protest are hereby waived by all makers, sureties, and guarantors and endorsers hereof. This Note shall be the joint and several obligations of all makers, sureties, guarantors, and endorsers, and shall be binding upon them and their successors and assigns.

Any such notice to Borrower provided for in this Note shall be given by mailing such notice by certified mail addressed to Borrower at the address stated above, or to such other address as Borrower may designate by the Note Holder. Any notice to the Note Holder shall be given by mailing such notice certified mail, return receipt requested, to the Note Holder at the address stated in the first paragraph of this Note, or at such other address as may have been designated by notice to Borrower.

The indebtedness evidenced by this Note is secured by a Uniform Commercial Code dated \_\_\_\_\_ to be recorded in the City of Rochester, Strafford County, New Hampshire.

If Borrower is a Proprietorship or Partnership, sign below:

_____	_____
Witness	Borrower/Title
_____	_____
Witness	Borrower/Title

If Borrower is a Corporation, sign below:

_____	_____
Corporate Name and Seal	Signature of President

Attested by: \_\_\_\_\_  
Signature of Corporate Secretary

STATE OF NEW HAMPSHIRE  
Strafford, ss.

Before me, the undersigned, a Notary Public, in and for said County and State this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing Uniform Commercial Code. In witness whereof, I have hereunto subscribed my name and affixed my seal.

My Commission Expires: \_\_\_\_\_

Notary Public

\_\_\_\_\_ residing in Strafford County.

POWER OF SALE  
REAL ESTATE MORTGAGE

KNOW ALL MEN BY THESE PRESENTS that \_\_\_\_\_  
of/owning property located at \_\_\_\_\_  
in Rochester, County of Strafford, State of New Hampshire, for consideration paid, grants and  
warrants to the City of Rochester, County of Strafford, State of New Hampshire, having a mailing  
address of 31 Wakefield Street, Rochester, New Hampshire 03867-1917, with mortgage  
covenants to secure the timely payment of that certain promissory note in the amount of \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_) of even date herewith and in favor of the  
City of Rochester, New Hampshire, for a loan, including any renewal or extension thereof, and all  
future advances and including rights as to acceleration of the indebtedness represented by said  
note, the following real estate in Rochester, County of Strafford, State of New Hampshire, to wit:

This mortgage is upon the statutory conditions for any breach of which the mortgagee shall have  
the statutory power of sale. The mortgage is further given upon the condition that:

- 1) Insurance: Mortgagor shall keep all buildings and improvements on said premises,  
now or hereafter erected thereon, insured against loss or damage by fire, windstorm,  
and extended coverage in such sums and with such insurers as may be approved by  
Mortgagee as a further security for said indebtedness, which insurance policy shall  
name the City of Rochester as Co-insured;
- 2) Receiver: In the event of such foreclosure, the Mortgagee, or his/her assigns, may  
apply for the appointment of a receiver, which receiver is hereby authorized to take  
possession of the said real estate, collect rents, income or profit, in money or in kind,  
and hold the proceeds subject to the order of the Court for the benefit of the  
Mortgagee pending foreclosure proceedings. Said Receiver may be appointed  
irrespective of the value of the mortgaged property or its adequacy to secure or  
discharge the indebtedness due or to become due;
- 3) Successors: All terms of this Mortgage shall be binding on each and all successors  
in ownership of said real estate, as well as upon all heirs, executors, administrators  
or Mortgagor or successors in ownership.
- 4) Other covenants: All terms of the promissory note secured by this Mortgage are  
incorporated herein and shall be binding on the parties hereto as if fully set forth and  
for any breach of which the mortgagee shall have the Statutory Power of Sale.

The mortgagee shall, in the exercise of its Statutory Power of Sale, be entitled to collect all  
reasonable costs and expenses therein incurred, including, but not limited to, reasonable  
attorney' s fees. The proceeds of any foreclosure sale shall be applied in the following order a) to  
all reasonable costs and expenses of the sale, including, but not limited to, reasonable attorney' s  
fees and costs; b) to all sums secured by this Mortgage; c) the excess, if any, to the person or  
persons legally entitled thereto.

\_\_\_\_\_, said mortgagor(s), release to the  
mortgagee all rights and interest in the mortgaged premises.

WITNESS \_\_\_\_\_ hand(s) this day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_

STATE OF NEW HAMPSHIRE  
Strafford, ss.

Before me, the undersigned, a Notary Public, in and for said County and State this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing Uniform Commercial Code. In witness whereof, I have hereunto subscribed my name and affixed my seal.

My Commission Expires: \_\_\_\_\_

Notary Public

\_\_\_\_\_ residing in Strafford County.

## JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM

### JOB CREATION AGREEMENT

\*\*\*\*\*

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_, (hereinafter the "Borrower"), the business receiving the JOB Loan, and the City of Rochester, New Hampshire.

The Borrower understands that the JOB Loan Program is designed to provide employment opportunities through the creation of permanent jobs within small businesses located within the boundaries of the City of Rochester, including East Rochester and Gonic. JOB Loan proceeds will be utilized to create full time, permanent jobs. The borrower must document that at least 51 percent of the jobs will be held by, or will be available to, low and moderate income persons.

Jobs will be considered to be available to low and moderate income persons for these purposes only if:

- 1) special skills that can only be acquired with substantial training or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and,
- 2) the business must take actions to ensure that low and moderate income persons receive first consideration for filling such jobs.

For the purposes of this Agreement, the term "low and/or moderate income" refers to income limits for the Portsmouth-Dover-Rochester Metropolitan Statistical Area as determined by HUD. These limits are updated annually, and these new limits will be binding as of the date of their issuance.

Understanding the above, the Borrower agrees to the following:

- 1) The Borrower understands and agrees to submit a list of all jobs created to the Department of Planning and Development staff 45 days after the closing of the loan. This list will identify the targeted jobs and will become a part of this agreement. The Borrower is given until \_\_\_\_\_, 20\_\_ to create the targeted jobs. The borrower will maintain an updated list of all jobs created throughout the next two years.
- 2) All targeted jobs created must be made available to individuals having low and/or moderate income.
- 3) "Made available to" means low and/or moderate income persons receive first consideration for filling such jobs. In order to demonstrate that first consideration is given, the Borrower agrees to keep on file interview forms (see Section 16) which document the income level of all the applicants interviewed. For each position identified as a targeted job, low and/or moderate income applicants must be interviewed. The Borrower will then note which applicants are hired;
- 4) To document the number of and types of jobs which become vacant;
- 5) To list all vacancies with the NH Department of Employment Security;

- 6) To submit to the Department of Planning and Development staff a description of the hiring process used for these positions;
- 7) The Borrower understands that if it does not meet the job creation goals within the timeframe given, the Borrower will be in default of the loan, and the loan will become immediately due and payable in full.
- 8) The Borrower agrees to comply with the following Federal requirements:
  - a) Title VIII of the Civil Rights Act of 1968 which bars discrimination upon the basis of race, color, religion, sex or national origin in the sale, lease, rental, use or occupancy of the Borrower' s property;
  - b) Executive Order 11246 which requires that there be equal employment opportunities, to wit: no person shall be discriminated against on the basis of race, color, religion, sex or national origin in any phases of employment-upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation and selection for training and apprenticeship;
  - c) The Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above.

\_\_\_\_\_ for the City of Rochester  
 Kenneth N. Ortmann  
 Director, Planning and Development

\_\_\_\_\_ for \_\_\_\_\_  
 Owner of Business Business Name

# JOB OPPORTUNITY BENEFIT (JOB) LOAN PROGRAM

## JOB RETENTION AGREEMENT

\*\*\*\*\*

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between \_\_\_\_\_  
\_\_\_\_\_ (hereinafter the "Borrower"), the business  
receiving the JOB Loan, and the City of Rochester, New Hampshire.

The Borrower understands that the JOB Loan Program is designed to provide employment opportunities through the retention of permanent jobs within small businesses located within the boundaries of the City of Rochester, including East Rochester and Gonic. JOB Loan proceeds will be utilized to retain full time permanent jobs. The borrower must document (e.g. bankruptcy) that the jobs would actually be lost without the CDBG assistance and that either or both of the following conditions apply with respect to at least 51 percent of the jobs at the time the CDBG assistance is provided:

- 1) the job is known to be held by a low to moderate income person; or,
- 2) the job can reasonably be expected to turn over within the following two (2) years and that steps will be taken to ensure that it will be filled by, or made available to a low or moderate income person upon turnover.

For the purposes of this Agreement, the term "low and/or moderate income" refers to income limits for the Portsmouth-Dover- Rochester Metropolitan Statistical Area as determined by HUD. These limits are updated annually, and these new limits will be binding as of the date of their issuance.

Understanding the above, the Borrower agrees to the following:

- 1) The Borrower agrees to survey its current employees to determine the number of people (and their positions) who currently meet the low and moderate income guidelines as defined by the Department of Housing and Urban Development (see Section 15);
- 2) The Borrower agrees to submit to the Department of Planning and Development staff a list of all positions in the business 45 days after the closing of the loan. The Borrower shall note on this list which of these positions are available to individuals of low or moderate income. If any of the jobs which can be considered by people of low and/or moderate income become vacant in the next two years, these jobs will become targeted jobs. The Borrower will be given until \_\_\_\_\_  
\_\_\_\_\_, 20\_\_ to fill the targeted jobs with individuals of low and/or moderate income. The Borrower will maintain an updated list of these jobs throughout the term of the loan;
- 3) The Borrower agrees that if all other qualifications are equal the low and/or moderate income applicant will be hired for all targeted jobs. The Borrower also agrees:
  - a) that "Made available to" means that: low and/or moderate income persons will receive "first consideration" for filling such jobs. In order to demonstrate that first consideration is given, the Borrower agrees to keep on file interview forms (see Section 16) which document the income level of all applicants

interviewed. For each position identified as a targeted job, low and/or moderate income applicants must be interviewed. The Borrower will then note which applicants that are interviewed are actually hired;

- b) to document the number of and types of jobs which become vacant;
  - c) to list all vacancies with the NH Department of Employment Security;
  - d) to submit to the Department of Planning and Development staff a description of the hiring process used for these positions;
- 4) The Borrower understands that if it does not meet the job retention goals within the timeframe given, the borrower will be in default of this loan, and the loan will become immediately due and payable in full.
- 5) The Borrower agrees to comply with the following Federal requirements:
- a) Title VIII of the Civil Rights Act of 1968 which bars discrimination upon the basis of race, color, religion, sex or national origin in the sale, lease, rental, use or occupancy of the Borrower' s property;
  - b) Executive Order 11246 which requires that there be equal employment opportunities, to wit: no person shall be discriminated against on the basis of race, color, religion, sex or national origin in any phases of employment-upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation and selection for training and apprenticeship;
  - c) The Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above.

\_\_\_\_\_ for the City of Rochester  
Kenneth N. Ortmann  
Director, Planning and Development

\_\_\_\_\_ for \_\_\_\_\_  
Owner of Business                      Name of Business

## RETENTION COMPLIANCE LETTER

Dear :

As you know, certain Job Retention activities are a condition of your JOB Loan. The following is a list of these activities and some forms to facilitate your compliance.

1. A list of all existing positions at your business with notations specifying which jobs are available to people of low and moderate income must be submitted to the Department of Planning and Development. These jobs should be those for which no special skills are required or jobs for which training will be provided. These must be jobs which are expected to be filled or are currently filled by people with low or moderate incomes as defined by the U.S. Department of HUD. Please use either the attached form, or provide the same information in your own format.
2. The attached or a similar survey should be distributed to all current employees and returned to our department. This enables us to determine how many positions are currently filled by people of low or moderate income. Employees should just complete the form and drop it in the mail.
3. A description of the interviewing and hiring process used by the business must be submitted to the Department of Planning and Development.
4. All job vacancies must be listed with the NH Department of Employment Security. A copy of the notice that is provided to the NH Department of Employment Security must be forwarded to the Department of Planning and Development for our records.
5. An interview form must be completed for all applicants interviewed for jobs identified in #1 (See Section 16). These forms must be retained by the business until all job retention activities have been completed. The forms are necessary to demonstrate that people were interviewed for the targeted positions identified in #1.

Items #1, 2, and 3 must be submitted to the Department of Planning and Development within 45 days of the loan closing.

If you have any question regarding any of the above mentioned conditions, please feel free to contact the Department of Planning and Development at 335-1338. Thank you for your cooperation.

Sincerely,

Kenneth N. Ortmann  
Director, Planning and Development

# ROCHESTER JOB LOAN PROGRAM INTERVIEW FORM

Current Position:

This Company is using funding, available in whole or in part, through assistance from the Rochester Community Development Block Grant program. The program requires that the following verification must be completed by those we interview. If you have questions, please contact the Rochester Community Development Block Grant program by calling 335-1338. Your assistance in the completion of this form is greatly appreciated. It will be held in strict confidence, and used only to verify that we are meeting the requirements of the grant program.

## INSTRUCTIONS

Please choose the column which represents your family size and put an  in the box that best describes your family income; either above, between or below the number in the column. Family income includes wages and salaries, interest, net business income, social security, pensions, alimony received, VA Benefits, and educational benefit. Alimony paid may be deducted. The easiest way to figure your gross family income is by adding the "wages, tips, other compensation" (box 10 on your W2 form) plus any other income, i.e. interest, alimony, social security. This verification form should reflect your current family income.

EXAMPLES: You are married and have one child. Both you and your spouse work, and each of you have gross wages reported on your W2' s of \$20,000. You and your spouse are not receiving any Social Security, VA, or educational benefits. Your total family income would be \$40,000 and you would find the column for a 3-person family and put an  in the "BETWEEN" box. If your spouse made \$34,250, you made \$13,000 and received a \$2,000 Veteran' s benefit, your family income would be \$49,250 and you would put an  in the "ABOVE" box.

### FAMILY SIZE - NUMBER OF MEMBERS

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
ABOVE									ABOVE
	\$37,500	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,450	\$70,750	
MY INCOME IS: BETWEEN									BETWEEN
	\$23,450	\$26,800	\$30,150	\$33,500	\$36,200	\$38,850	\$41,550	\$44,200	
BELOW									BELOW

Please check the appropriate racial, ethnic, familial status, age, and handicapped category that applies to yourself.

White not Hispanic

Hispanic

Elderly (62+ yrs.)

Black not Hispanic

Asian or Pacific Islander

Handicapped

American Indian or Alaskan Native

Single Female Head of Household

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date