

Inter-Agency Public Financing Programs

The following is a compilation of public financing program opportunities currently available within Jefferson County.

Please contact the agency listed for each financing program for more information regarding project eligibility and application process

An Application for Financial Assistance is enclosed.

Applicant (Company) Name: _____

Applicant Address: _____

Phone: _____

E-mail: _____

Application Date: _____

Internal Use Only

Staff Signature and Date of Submission: _____

Revised Date: _____, Revision #: _____

Completed Application Date: _____

Document Date: June 10, 2025

Application for Financial Assistance

Date of Application: _____

Applicant (Company) Information:

Applicant Name: _____

Amount Requested: _____

Applicant Address: _____

Phone: _____ Fax: _____

Website: _____ E-mail: _____

Federal ID# or Social Security Number if Sole Proprietor: _____

State and Year of Incorporation/Organization: _____

List of stockholders, members, or partners of Applicant: _____

Individual Completing Application:

Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Company Counsel (if applicable):

Name of Attorney: _____

Firm Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Company Acknowledgment and Certification: The contents contained in this Application to the best of my knowledge and belief are true, accurate and complete.

Print Name

Signature

Title

Date

Internal Use Only:

Signature of Agency Representative

Date

Revised Date: _____, Revision #: _____

Document Date: June 10, 2025

Description of items required in the business plan

Business Name and Form

Indicate legal name: _____

Address: _____

Telephone number: _____

Federal Employment Identification Number (if available): _____

Indicate form of Business (corporation, partnership, sole proprietorship): _____

Year of organization: _____

Federal Tax Identification Number: _____

New York State Unemployment Insurance Identification Number: _____

Standard Industry Classification (SIC) Code: _____

Principals and Officers

Indicate names and addresses including percentage of ownership of all principals and officers.

| |
|---|
| Empty space for listing principals and officers |
|---|

Resumes

Attach resumes of principals including date of birth, business experience, length of association with business, salary, other compensation and outside directorships and business affiliations.

Personal Financial Statements (Schedule Included) & Tax Returns, Including All Supporting Data

Provide personal financial statements for each proprietor, partner, officer, and stockholder with ten percent or more ownership in the business. Also, include copies of personal tax returns for the 1st and 2nd page of most recent for each personal financial statement.

Bankruptcy, Litigation, Felony History (Schedule Included)

Describe any bankruptcy history, litigation history having a material effect on the business solvency, or convicted felony activity associated with the owners, management, or officers of the business.

Revised Date: _____, Revision #: _____

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Business Plan Narrative

A detailed narrative explaining your business and what you plan to do with the funds and how it will benefit your business as well as covering these additional topics; Physical Location, Management Team and their experience, Market Analysis, Personnel and if there any specific skillsets that are needed if any. (Add additional pages with details)

| |
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Employment Plan (Schedule Included)

Information regarding the types, number and wage levels of current and anticipated positions must be provided for new and existing businesses.

Project Costs and Financing Sources

Provide details on total project costs and sources of financing. All costs associated with the project should be supported by third party quotations, purchase offers, appraisals, contractors estimates or similar documentation as appropriate. Explain how each component of the project will be financed, including the use of a loan through these programs. Indicate the order of lien preference and all sources of financing (include participants, amounts, percent of total, interest rate, and term). IN ALL CASES, where other lenders are proposed in the capital structure of the project, attach commitments from banks or other lending institutions. Where funding from these programs are the only lending source, provide documented evidence of the unavailability of other funding.

Example:

Sources

| | |
|-------------------------|---------------|
| Bank | \$ 60,000 |
| WLDC | 30,000 |
| Equity (Minimum of 10%) | <u>10,000</u> |
| Total: | \$100,000 |

Uses

| | |
|--------------------|---------------|
| Leasehold Buildout | \$ 30,000 |
| Equipment | 60,000 |
| Working Capital | <u>10,000</u> |
| Total: | \$100,000 |

| Sources | | Uses | |
|-------------------------|--|-------|--|
| Bank | | | |
| WLDC | | | |
| JCIDA | | | |
| DANC | | | |
| NCA | | | |
| Equity (Minimum of 10%) | | | |
| Total: | | Total | |

Revised Date: _____, Revision #: _____

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Profit and Loss Statements/Balance Sheets

For existing businesses, provide profit and loss statements and balance sheets for the last three (3) fiscal years. Statements must include or be accompanied by separate expense schedules for Cost of Goods Sold, Selling and General Administrative Expenses, including depreciation, salaries, and dividends. **If the most recent available statements are more than ninety (90) days old, interim statements must be provided. Where the request represents a refinancing, or where the business exhibits a degree of financial distress, an aging of accounts payable and receivable must be provided.** Provide business income tax returns for the last three (3) years.

Projected Profit and Loss Statements

Provide projected profit and loss statements for three (3) years. Statement must include projected interest payments and depreciation expenses. Describe assumptions on which projections were based. The projections should be supported by and be relevant to the narrative. *Note: Different programs require projections for different numbers of years into the future. It is important to consult program representatives before investing in the development of financial projections.*

Security Collateral

List any additional collateral (such as land, buildings, machinery, equipment) available for security. Indicate cost, net book value (cost less depreciation), an estimate of present market value and present loan balance. **For each item of collateral listed, provide a description of all associated liens thereon.**

State Environmental Quality Review (SEQR)

Does the project require site plan approval by the appropriate planning board or department? Yes____ No____

If YES, please describe the status of any approvals or pending approvals: (please also include any site plans)

Has another entity been designated lead agent under the State Environmental Quality Review Act (SEQRA)? Yes____ No____

- If YES, please name the lead agency and describe the current status and timeline for completion:
- If NO, please complete the attached SEQR Short Form and include it with your loan application.

If your project is exempt from SEQR, please indicate the reason. (click on this link https://extapps.dec.ny.gov/docs/permits_ej_operations_pdf/part617seqr.pdf and scroll to page 11 to see Type II actions)

Revised Date: _____, Revision #: _____

Document Date: June 10, 2025

Schedule A

Personal Financial Statement

As of: _____, 20 _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 10% or more interest and each general partner, or (3) each stockholder owning 10% or more of voting stock and each corporate officer and director, or (4) any other person or entity providing a guaranty on the loan.

| | |
|---|--------------------------------|
| Name _____ | Business Phone () _____ |
| Residence Address _____ | Residence Phone: () _____ |
| City, State, & Zip Code _____ | |
| Business Name of Applicant/Borrower _____ | |

| ASSETS | (Omit Cents) | LIABILITIES | (Omit Cents) |
|--|-----------------|-----------------------------------|-----------------|
| Cash on hands & in Banks | \$ _____ | Accounts Payable | \$ _____ |
| Savings Accounts | \$ _____ | Notes Payable to Banks and Others | \$ _____ |
| IRA or Other Retirement Account | \$ _____ | (Describe in Section 2) | |
| Accounts & Notes Receivable | \$ _____ | Installment Account (Auto) | \$ _____ |
| Life Insurance-Cash Surrender Value Only | \$ _____ | Mo. Payment \$ _____ | |
| (Complete Section 8) | | Installment Account (other) | \$ _____ |
| Stocks and Bonds | \$ _____ | Mo. Payment \$ _____ | |
| (Describe in Section 3) | | Loan on Life Insurance | \$ _____ |
| Real Estate | \$ _____ | Mortgages on Real Estate | \$ _____ |
| (Describe in Section 4) | | (Describe in Section 4) | |
| Automobile-Present Value | \$ _____ | Other Liabilities | \$ _____ |
| Other Assets | \$ _____ | (Describe in Section 7) | |
| (Describe in Section 5) | | Total Liabilities | \$ _____ |
| | | Net Worth | \$ _____ |
| Total | \$ _____ | Total | \$ _____ |

| Section 1. Source of income | Contingent Liabilities |
|--------------------------------|----------------------------------|
| Salary | As Endorser or Co-Maker. |
| Net Investment Income | Legal Claims & Judgments |
| Real Estate Income | Provision for Federal Income Tax |
| Other Income (Describe below)* | Other Special Debt |

Description of Other Income in Section 1.

Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others.

| Name and Address of Noteholder(s) | Original Balance | Current Balance | Payment Amount | Frequency | Collateral |
|-----------------------------------|------------------|-----------------|----------------|-----------|------------|
| | | | | | |
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Revised Date: _____, Revision #: _____

Document Date: June 10, 2025

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

| Number of Shares | Name of Securities | Cost | Market Value Quotation/Exchange | Date of Quotation/Exchange | Total Value |
|------------------|--------------------|------|------------------------------------|-------------------------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |

Section 4. Real Estate Owned.

(List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

| | Property A | Property B | Property C |
|--------------------------------------|------------|------------|------------|
| Type of Property | | | |
| Name & Address of Title Holder | | | |
| Date Purchased | | | |
| Original Cost | | | |
| Present Market Value | | | |
| Name & Address of Mortgage Holder | | | |
| Mortgage Account Number | | | |
| Mortgage Balance | | | |
| Amount of Payment per Month/Year | | | |
| Status of Mortgage | | | |

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency).**Section 6. Unpaid Taxes.** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).**Section 7. Other Liabilities.** (Describe in detail).**Section 8. Life Insurance Held.** (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries).

I authorize the Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan.

Signature: _____ Date: _____

Social Security Number: _____

Signature: _____ Date: _____

Social Security Number: _____

Revised Date: _____, Revision #: _____

Document Date: June 10, 2025

Schedule B

Bankruptcy, Litigation and Felony History

Describe any bankruptcy history, litigation history having a material effect on the business solvency, or convicted felony activity associated with the owners, management, or officers of the business.

- | | YES | NO |
|---|-------|-------|
| 1. Are any of the officers, owners, or management of the business presently under indictment, on parole, or probation? If yes, describe below: | _____ | _____ |
| _____ | | |
| _____ | | |
| _____ | | |
| 2. Have any of the owners, officers, or management of the business ever been charged with or arrested for any criminal offense other than a minor traffic infraction? If yes, describe below. | _____ | _____ |
| _____ | | |
| _____ | | |
| _____ | | |
| 3. Have any of the owners, officers, or management of the business ever been convicted of any criminal offense, other than a minor traffic infraction? If yes, describe below. | _____ | _____ |
| _____ | | |
| _____ | | |
| _____ | | |
| 4. Has the business, its present owners, officers, or management ever been the subject of bankruptcy proceedings? If yes, describe below. | _____ | _____ |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |

Signature

Date

Printed Name and Title

Schedule C

Confirmation Documentation:

The applicant understands and agrees that if the Project receives assistance from the Agency/Corporation---either tax incentives or loans---the applicant agrees to provide the Agency/Corporation, if requested, with a copy of their 'Annual Report' , their 'Annual Audit Report', their corporate or personal tax returns and/or their New York State Form 'NYS-45' (Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return), as appropriate, throughout the period that benefits are provided the company. These reporting requirements---specifically identified in Closing Documents, Loan Documents or other project specific agreements---may be used by the Agency/Corporation to assist us in verifying that commitments made as part of this application--- regarding stated goals for employment or capital investment in the project---are being achieved.

Signature of Applicant

Date

Schedule D

Employment Plan

| (A) | (B) | (C) | (D) | (E) | (F) | (G) |
|-----------|------------------------------------|-----------------------------------|------------------------------|------------------------------|--------------------------------|--------------------------------|
| Job Title | Annual or Hourly Wages \$ | Current Number of Positions | Jobs Created: Year One | Jobs Created: Year Two | Jobs Created: Year Three | Total Jobs to be Created |
| | \$ | | | | | |
| | \$ | | | | | |
| | \$ | | | | | |
| | \$ | | | | | |
| | \$ | | | | | |
| | \$ | | | | | |
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| TOTALS: | | | | | | |

Instructions:

- Column A:** Insert the job titles that exist within the company at the time of application, as well as any job titles that will be established as a result of the project.
- Column B:** Indicate the entry level wage for each listed job title either in terms of hourly pay or annual salary.
- Column C:** For each listed job title insert the number of positions that exist at the time of application.
- Column D:** Insert the number of jobs to be created during year one of the project for each listed job title.
- Column E:** Insert the number of jobs to be created during year two of the project for each listed job title.
- Column F:** Insert the number of jobs to be created during year three of the project for each listed job title.
- Column G:** Indicate the total number of jobs to be created for each listed title as a result of the project. (Column D + Column E + Column F = Column G)

Use as many copies of this form as necessary.

Certification and Authorization to Release Credit Information

_____, being duly sworn, deposes and says: that (s)he is the president of _____, the Project occupant (the Company) described in the foregoing application; that (s)he has read the foregoing application and knows the contents thereof; that the same is true to his/her own knowledge except as to the matters stated therein to be alleged upon his/her information and belief, and as to those matters (s)he believes it to be true; that to the best of her/his knowledge (s)he is in compliance with all federal and state legislation dealing with the hiring of illegal aliens and equal employment opportunity; and that the execution of this application has been duly authorized by the board of directors of the Company; and authorizes the lender to investigate and obtain a report concerning my (our) credit for the purpose of processing and underwriting my (our) loan application. Debtor agrees for credit to share credit report with other participating agencies.

Signature of President, Project Occupant

Applicant's Full Legal Name

Applicant's Street Address

City/State (Province)/Country, Postal Code

Current Place of Employment

Current Employment Address

Previous Employer

Previous Employer Address

Applicant's SS# or SIN#

Applicant's Date of Birth

Spouse's Name

Internal Use:

Credit Reporting Agency

Date of Credit Report

Staff Signature

Background Checks

All applicants may be subject to background checks.

In the interest of insuring that 'public' benefits provided to any applicant for either tax incentives, loans or a combination of both is being provided to an individual or company of good reputation, the Agency reserves the right, and the applicant hereby acknowledges the Agency's right, to conduct a thorough background check using whatever methods the Agency deems appropriate.

Signature of Applicant

Date

Photo Release

The Applicant and Owners shall cooperate with the Agency to help raise positive awareness of the Agency's programs and its impacts on the applicant through means including displaying program emblems/signs, tagging the Agency on social media posts related to the project, and providing reasonable assistance to other marketing efforts by the Agency.

Signature of Applicant

Date

Short Environmental Assessment Form

Part 1 - Project Information

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 |
| <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 |
| <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | | | | |

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| 5. Is the proposed action, a. A permitted use under the zoning regulations? | NO | YES | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape? | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action? | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area? | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | |
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban | | | |
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Is the project site located in the 100 year flood plain? | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | |
| | | | |

| | | |
|---|---|--|
| 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 <input type="checkbox"/> | YES <input type="checkbox"/> |
| 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 <input type="checkbox"/> | YES <input type="checkbox"/> |
| 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 <input type="checkbox"/> | YES <input type="checkbox"/> |
| I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____ | | |

North Country Alliance

Regional Revolving Loan Fund

Your business ally in Northern New York State.

The North Country Alliance is a not-for-profit consortium of economic development and community organizations, private businesses, healthcare, educational institutions, media, etc. assisting business development in the North Country. Counties include Jefferson, Lewis, St. Lawrence, Clinton, Franklin, Essex and Hamilton.

Applicants:

Private for-profit businesses and not-for-profit organizations with 100 or fewer full time employees.

Loan Amounts:

The lesser of \$225,000 or 40% of the project cost.

Loan Terms:

Working Capital - up to 5 years
Fixed Asset Financing - up to 15 years

Interest Rate:

Interest rates are set at prime. The interest rate is set at closing.

Use of Funds:

The Regional Revolving Loan Fund will make loans to rural business and community development projects. Rural area is defined as including all territory of a State that is not within the outer boundary of any city having a population of 25,000 or more.

Loan funds are expected to:

1. Finance the establishment of a new business, or
2. Finance the expansion of existing business, or
3. Finance community development projects.
4. Result in the creation of new employment.

Eligible ultimate recipients (business) must be:

- Owned by U.S. citizens or permanent residents in this country
- Located in rural areas
- Unable to obtain adequate financing from other sources.
- Not have a conflict of interest with the North Country Alliance.
- Not be delinquent on any Federal or State debt.

Eligible Uses of Funds:

1. Working Capital
2. Real Estate
3. Machinery and Equipment
4. Furniture and Fixtures
5. Accounts Receivable
6. Inventory

Ineligible Use of Funds

1. Agricultural production
2. Churches and Fraternal Organizations
3. Community antenna television sources or facilities
4. Any illegal activity
5. Golf courses, racetracks, or gambling facilities.
6. Lending and investment institutions.

Collateral:

The NCA typically takes a subordinate position behind the banks, secured by business, and/or personal assets. Personal guarantee and key man life insurance are required.

Fees:

A \$100 non-refundable application fee and a commitment fee equal to the greater of \$500 or 1% of loan. Closing costs are the responsibility of the borrower.

Regional Revolving Loan Fund Conditions

- Minimum bank or non-public sector financing of 50% of the project.
- Minimum equity investment of 10%. (5% cash, 5% equity).
- Federal/State environmental clearance must be obtained.

Loan Sponsors:

- Applications available from loan sponsors.
- List of loan sponsors available online at www.northcountryalliance.org/ or by calling the phone number below.

Contact:

Matthew R. Siver
Project Development Specialist
Development Authority of the North Country
(315)661-3200
msiver@danc.org

"This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."

Development Authority of the North Country (DANC) Community Development Loan Fund

| | |
|--------------------------------|---|
| Purpose: | The loan fund targets projects that positively affect the region or enhance particular business sectors. |
| Area of Availability: | Businesses in Jefferson, Lewis and St. Lawrence Counties, with priority given to projects of regional significance to the North Country. |
| Eligible Activities: | Manufacturing, warehousing and distribution, industrial reuse, downtown/commercial revitalization, infrastructure facilities, and selected agricultural projects. |
| Employment Eligibility: | Project specific basis. |
| Funding Uses: | Real estate, machinery and equipment, and working capital. |
| Funding Limitations: | Limited to a maximum of 50% of the project costs. |
| Equity Participation: | Cash equity participation of at least ten percent of the total project costs. |
| Interest Rate: | A target rate of six to eight percent has been established, however will be reviewed on a case by case basis. |
| Repayment Terms: | Flexible and primarily driven by the project need and useful life of the assets being financed. |
| Administered By: | Development Authority of the North Country Dulles State Office Building 317 Washington Street Watertown, New York 13601 |
| Application: | The completed loan application, including schedules and attachments, must be submitted. |
| Application Deadline: | Must be submitted 30 days prior to the bi-monthly Board meeting, which is typically held the first week of the month. |
| Application Fee: | None. |
| Point of Contact: | Matthew Siver, DANC, 315-661-3200 |

Jefferson County Industrial Development Agency (JCIDA) Microenterprise Loan Fund

| | |
|--------------------------------|--|
| Purpose: | The loan fund targets small businesses to create and retain job opportunities, for low to moderate-income residents, in all sectors of the local economy. The program provides equal access to public loan funds and stimulates small business development activity, through start-up and expansion projects. |
| Area of Availability: | Businesses in Jefferson County. |
| Eligible Activities: | Business owners must be income eligible or plan to create jobs that will be held by income eligible individuals. |
| Employment Eligibility: | Businesses having five (5) or less employees including the owner(s). |
| Funding Uses: | Acquisition of machinery and equipment, working capital, furniture, fixtures, and real property. |
| Funding Limitations: | Loans can be up to \$40,000 (including any amounts provided for technical assistance), and will not exceed 40% of total project costs, which ever is less. Multiple loans can be made with a maximum aggregate amount not to exceed \$120,000. |
| Equity Participation: | Equity participation of at least ten (10) percent of the total project costs. |
| Interest Rate: | Generally, interest rates range from Prime minus 3% to Prime plus 2%. Rates determined on a project specific basis and reviewed after five years. |
| Repayment Terms: | <p>Amortization of the loan shall not exceed 12 years. The loan will be amortized over a 12 year period to include a balloon payment at the end of a five (5) year period equal to the remaining principal and interest charges.</p> <p>Applicant agrees to provide timely repayment of any loan associated with this application according to the terms and conditions found in Loan Documents and as agreed to by participating parties. Staff reserves the right to submit any delinquency to a nationally accredited Credit Reporting Agency if a delinquency has not been cured within 30 days following transmittal of a default letter.</p> |
| Loan Fund Requirements: | Start-up and existing business owners (20% or more ownership) are suggested they reach out to the New York Small Business Development Center northcentralsbdc.org or call 315-782-9262, for free assistance with business planning and financial projections. |
| Application: | A fully completed loan application, including schedules and attachments, and 3 years of financial statements or tax returns must be submitted. Also, financial projections for 3 to 5 years are required with the application. |
| Application Deadline: | Should be submitted 30 days prior to the Loan Review Committee meeting, which is held on the fourth Wednesday of each month. |
| Fees: | Application fee of \$100.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any loan modification request is due at the time of request. |
| Point of Contact: | CEO, 800 Starbuck Ave, Watertown, NY 13601 315-782-5865 |

Jefferson County Industrial Development Agency (JCIDA) Revolving Loan Fund (RLF)

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| Purpose: | The loan fund targets manufacturing and eligible service businesses. |
| Area of Availability: | Businesses in Jefferson County. |
| Eligible Activities: | Manufacturing businesses either start-up or expanding; however, deviation for service based businesses will be addressed on a case by case basis. Also, entities that will enhance the community and economic development initiatives of the County. |
| Employment Eligibility: | None. |
| Funding Uses: | Fixed assets, working capital, inventory, and real property. |
| Funding Limitations: | Loans generally range from \$25,000 to \$250,000 or 40% of the total project costs, whichever is less. Multiple loans can be made with a maximum aggregate amount not to exceed \$500,000. |
| Equity Participation: | Equity participation of at least ten (10) percent of the total project costs. |
| Interest Rate: | Generally, interest rates range from Prime minus 3% to Prime plus 2%. Rates determined on a project specific basis and reviewed after five years. |
| Repayment Terms: | <p>Loans shall be amortized as follows: Working capital – up to five (5) years; Equipment 7 to 10 years; and Real Estate 10 to 20 years. The loan will include a balloon payment at the end of a five (5) year period equal to the remaining principal and interest charges.</p> <p>Applicant agrees to provide timely repayment of any loan associated with this application according to the terms and conditions found in Loan Documents and as agreed to by participating parties. Staff reserves the right to submit any delinquency to a nationally accredited Credit Reporting Agency if a delinquency has not been cured within 30 days following transmittal of a default letter.</p> |
| Application: | A fully completed loan application, including schedules and attachments, and 3 years of financial statements or tax returns must be submitted. Also, financial projections for 3 to 5 years are required with the application. |
| Application Deadline: | Should be submitted 30 days prior to the Loan Review Committee meeting, which is held the fourth Wednesday of each month. |
| Fees: | Application fee of \$250.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any modification request is due at the time of request. |
| Point of Contact: | <p>Chief Executive Officer 800 Starbuck Avenue, Suite 800 Watertown, NY 13601 315-782-5865</p> |

Jefferson County Local Development Corporation (JCLDC) Revolving Loan Fund (RLF)

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| Purpose: | The loan fund targets manufacturing and eligible service businesses. |
| Area of Availability: | Businesses in Jefferson County. |
| Eligible Activities: | Manufacturing businesses either start-up or expanding; however, deviation for service based businesses will be addressed on a case by case basis. Also, entities that will enhance the community and economic development initiatives of the County. |
| Employment Eligibility: | None. |
| Funding Uses: | Fixed assets, working capital and inventory. |
| Funding Limitations: | Loans generally range from \$25,000 to \$250,000 or 40% of the total project costs, whichever is less. Multiple loans can be made with a maximum aggregate amount not to exceed \$500,000. |
| Equity Participation: | Equity participation of at least ten (10) percent of the total project costs. |
| Interest Rate: | Generally, interest rates range from Prime minus 3% to Prime plus 2%. Rates determined on a project specific basis. |
| Repayment Terms: | Will be determined on a case by case basis. Amortization of the loan shall not exceed five (5) years. Applicant agrees to provide timely repayment of any loan associated with this application according to the terms and conditions found in Loan Documents and as agreed to by participating parties. Staff reserves the right to submit any delinquency to a nationally accredited Credit Reporting Agency if a delinquency has not been cured within 30 days following transmittal of a default letter. |
| Application: | A fully completed loan application, including schedules and attachments, and 3 years of financial statements or tax returns must be submitted. Also, financial projections for 3 to 5 years are required with the application. |
| Application Deadline: | Should be submitted 30 days prior to the Loan Review Committee meeting, which is held the fourth Wednesday of each month. |
| Fees: | Application fee of \$250.00 is payable to the JCLDC at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any modification request is due at the time of request. |
| Point of Contact: | Chief Executive Officer 800 Starbuck Avenue, Suite 800 Watertown, NY 13601 315-782-5865 |

Watertown Economic Growth Fund (WEGF)

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| Purpose: | The loan fund targets eligible businesses in all sectors. |
| Area of Availability: | Businesses located within the Watertown City Limits. |
| Eligible Activities: | All business sectors are eligible to apply. |
| Employment Eligibility: | None. |
| Funding Uses: | Fixed assets and working capital. |
| Funding Limitations: | Limited to a maximum of 40% of the total project costs or \$250,000 whichever is less. |
| Equity Participation: | Equity participation of at least ten (10) percent of the total project costs. |
| Interest Rate: | Rates are determined on an individual project basis and reviewed after five years. |
| Repayment Terms: | <p>Loans shall be amortized as follows: Working capital - up to five (5) years; Equipment 7 to 10 years; and Real Estate 10 to 20 years. The loan will include a balloon payment at the end of a five (5) year period equal to the remaining principal and interest charges.</p> <p>Applicant agrees to provide timely repayment of any loan associated with this application according to the terms and conditions found in Loan Documents and as agreed to by participating parties. Staff reserves the right to submit any delinquency to a nationally accredited Credit Reporting Agency if a delinquency has not been cured within 30 days following the transmittal of a default letter.</p> |
| Application: | A fully completed loan application, including schedules and attachments, and 3 years of financial statements or tax returns must be submitted. Also, financial projections for 3 to 5 years are required with the application. |
| Application Deadline: | Should be submitted 30 days prior to the Loan Review Committee meeting, which is held the fourth Wednesday of each month. |
| Fees: | Application fee of \$250.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any modification request is due at the time of request. |
| Point of Contact: | <p>Chief Executive Officer 800 Starbuck Avenue, Suite 800 Watertown, NY 13601 315-782-5865</p> |

Watertown Local Development Corporation (WLDC) Revolving Loan Fund

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| Purpose: | The loan fund targets eligible businesses situated in or having an economic impact on the City of Watertown. |
| Area of Availability: | Business in the City of Watertown. |
| Eligible Activities: | Business must be a for-profit, private firm with a demonstrated need for financing from the WLDC. The project must create or retain employment and must be a net economic benefit to the City of Watertown. |
| Funding Uses: | Real estate, working capital, machinery and equipment. |
| Funding Limitations: | Maximum loan amounts are limited to 40% of the total project costs or 10% of total WLDC's cash, whichever is lower. |
| Equity Participation: | Cash equity participation of 10% to 20% of total eligible project costs. |
| Interest Rate: | Interest rates will be determined by the Board of Directors and will normally be on a fixed rate basis. |
| Repayment Terms: | Real estate - 10 to 20 years; Machinery and equipment - 1 to 10 years. |
| Administered By: | Watertown Local Development Corporation (WLDC) 259 JB Wise Place, Suite 100 Watertown, New York 13601 |
| Application: | A fully completed loan application, including schedules and attachments, 2 years of financial statements or tax returns must be submitted. <u>Also</u> , financial projections of three to five years are required with the application. |
| Application Deadline: | Must be submitted 30 days prior to the Loan Review Committee meeting, which is usually held the second Wednesday of each month. |
| Fees: | Application fee of \$250 is payable to the Watertown Local Development Corporation at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. |
| Point of Contact: | Kylee McGrath, CEO, WLDC, 315-786-3494 |

Watertown Local Development Corporation (WLDC) Microenterprise Loan Fund

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| Purpose: | Loan fund available to manufacturing, retail or service industries. The program provides access to public loan funds designed to stimulate small business development through start up and expansion projects. |
| Area of Availability: | Business in the City of Watertown. |
| Eligible Activities: | All projects that facilitate the creation or retention of jobs or provide capital investment in existing businesses in the City of Watertown. |
| Funding Uses: | Fixed assets, working capital, leasehold improvements and real estate. |
| Funding Limitations: | <p>Loans can be up to \$40,000 and will require at least equity of 10% of the project cost. Loans of \$10,000 or less will require only the submission of personal financial statements and a clean credit history. Loans may be made without bank participation.</p> <p>CEO has the authority to make loans under \$10,000 based on approved underwriting criteria.</p> <p>There will be a limit of two outstanding Micro enterprise loans per client.</p> |
| Interest Rate: | Interest rates will be determined by the Board of Directors and will normally be on a fixed rate basis. |
| Repayment Term: | Terms shall not exceed 10 years; loans \$10,000 or less, terms shall not exceed 5 years. |
| Administered By: | <p>Watertown Local Development Corporation (WLDC) 259 JB Wise Place, Suite 100 Watertown, New York 13601</p> |
| Collateral: | Collateral shall be determined on a case by case basis. Unsecured loans will be considered. |
| Loan Fund Requirements: | Prospective and existing business owners are encouraged to contact the New York Small Business Development Center at northcentralsbdc.org or by phone at 315-782-9262 for free assistance with business planning and financial projections. |
| Application: | A fully completed loan application, including schedules and attachments, 2 years of financial statements or tax returns must be submitted. <u>Also</u> , financial projections of three to five years are required with the application. |
| Application Deadline: | Must be submitted 30 days prior to the Loan Review Committee meeting, which is usually held the second Wednesday of each month. |
| Fees: | Application fee of \$100 is payable to the Watertown Local Development Corporation at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. |
| Point of Contact: | Kylee McGrath, CEO, WLDC, 315-786-3494 |

Sackets Harbor Local Development Corporation (SHLDC) Micro-Enterprise Loan Fund

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| Purpose: | The loan fund targets projects that encourage the development of new businesses, the expansion of existing business and the development of human resources benefiting the Village of Sackets Harbor. |
| Area of Availability: | Greater Sackets Harbor Area. |
| Eligible Activities: | Businesses, either start-up or expanding, will be addressed on a case by case basis. |
| Employment Eligibility: | Creation or Retention of Jobs. |
| Funding Uses: | Acquisition of machinery and equipment, working capital, furniture, fixtures, and real property. |
| Funding Limitations: | Loans can be up to \$35,000 (including any amount provided for technical assistance), and will not exceed 40% of the total project costs, whichever is less. |
| Equity Participation: | Equity participation of at least ten (10) percent of the total project costs. |
| Interest Rate: | Generally, interest rates range from Prime minus 2% to Prime plus 2%. Rates determined on a project specific basis. |
| Repayment Terms: | Generally 5 to 7 years. |
| Administered By: | Sackets Harbor Local Development Corporation. |
| Application: | One copy of the completed loan application, including schedules and attachments must be submitted. |
| Application Deadline: | None. Loan applications are considered upon submission. |
| Fees: | Application fee of \$100.00 is payable to the SHLDC at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any modification request is due at the time of the request. |
| Additional Comments: | Start-up and existing business owners (20% or more ownership) are suggested they reach out to the New York Small Business Development Center northcentralsbdc.org or call 315-782-9262, for free assistance with business planning and financial projections. |
| Point of Contact: | Eric Constance (315)646-3516 or (315)408-4822 |