

# MONTANA

## BOARD OF INVESTMENTS

## INFRASTRUCTURE LOAN APPLICATION

<p align="center"><b>Send Application and Exhibits To:</b>                  Infrastructure Loan Application                  Montana Board of Investments</p> <p>P.O. Box 200126                      Phone (406) 444-0001                  Helena, MT 59620-0126              Fax (406) 449-6579</p>	Board Loan #
	Date Received:
	By:
<b>Applications To Be Submitted By Local Governments</b>	

### SECTION A: LOCAL GOVERNMENT APPLICANT INFORMATION

Applicant Name						
Mailing Address						
Authorized Representative				Title		
Telephone		Fax		E-mail		
Federal Employer ID#						
Local Government Type						

#### 1. Reference/contacts

Attorney's Name			Firm Name, if applicable		
Address					
Telephone		Fax		E-mail	
Engineer			Firm Name, if applicable		
Address					
Telephone		Fax		E-mail	
Accountant's Name			Firm Name, if applicable		
Address					
Telephone		Fax		E-mail	

**2. Montana Code** – Please cite the reference to Montana code that authorizes the applicant to finance the project (90-5-1) or other. If other, describe below and attach as **EXHIBIT A**.

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### SECTION B: PROJECT INFORMATION - AS ALLOWABLE UNDER 7-15-4288 (4)

Infrastructure Project Description and Cost - Summarize below, attach specific details as **EXHIBIT B**.

Project Description	Cost

### 1. Funding/Schedule/Loan Attributes

Project Funding	Amount	Project Schedule	Date	Loan Attributes
Board of Investments		All Funding Obtained		Loan Requested Amount
Local Government		Construction/Acquisition		(Minimum \$250,000)
Other Sources (specify)		Loan Funding		(Maximum # Jobs X \$16,666)
Total Project Cost				Term (Maximum 25 Yrs)

### 2. Economic Impact – Address the following and attach as **EXHIBIT C**

Estimated Permanent Full-Time Jobs Created Within 4 years	
Impact Of Jobs On Community And State	
Corporate/Personal Tax Impact	
Current/Projected Ability of Community to provide infrastructure	
Other	

**3. Environmental Impact of Project –** Please describe the environmental impact of the proposed project, indicating whether any environmental review or permits are required to undertake the project. If permits, review, or approval are required, please indicate the type of approval required and the date on which approval is expected to be obtained. Label this **EXHIBIT D**.

**4. Approvals –** List the approvals by public agencies obtained or other conditions that have been met or satisfied, or which are required prior to the financing, acquisition, construction, or use of the project (e.g., licenses, Health Department approvals, etc.). Label this **EXHIBIT E**. If none, check here:

**5. Construction –** If the project involves construction, provide the following as **EXHIBIT F**. If none, check here:

- Detailed construction cost estimates and specifications to include architect's plans and specifications, contractor's bids or estimates, invoices, etc.
- Names and addresses of architects or contractors that have been selected.
- Date and way any contracts will be awarded.
- Proposed schedule for construction, completion, and occupancy.
- How the construction will be managed.

**6. Property –** if the loan is for the purchase of real or personal property, provide the following in **EXHIBIT G**:

If none, check here:

- An appraisal report which meets requirements established by the Board in a format consistent with standards established by the Appraisal Standards Board (ASB) of The Appraisal Foundation which publishes, **interprets and amends the Uniform Standards of Professional Appraisal Practices (USPAP)**, the appraiser must be

licensed in Montana, unless the project is specialized and requires an out of state licensed appraiser, who is a member of a commonly recognized professional appraisal organization.

- b. A copy of the purchase agreements(s), including name(s) of seller(s).
- c. Copies of earnest money receipt and agreement, option to purchase, contract to purchase, and invoice(s) or estimate(s) of cost for purchase of land, improvements, or tangible personal property related to the project.

**7. Repayment** – Provide the repayment schedule and a copy of the proposed repayment agreement as **EXHIBIT H**.

**8. Loan Security** – Check applicable box and provide appropriate detail in **EXHIBIT I**.

Assignment of Payments  Mortgage or Facility  Corporate Guaranty   
 Letter of Credit or other third-party insurance  Personal Guaranty  Other

**SECTION C: BUSINESS INFORMATION**

**1. Business Structure**

Full Business Name			Address		
City			State	Zip	
Business Representative Name			Title		
Representative Phone		Fax		E-Mail	
<b>Borrower is a(n):</b>			<b>Proposed Financing is for:</b>		
Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Individual dba sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/>			Existing business <input type="checkbox"/> New Business <input type="checkbox"/> Purchase Existing Business <input type="checkbox"/>		
State of Incorporation					
Date of Incorporation					
Date business established			Employer's I.D. Number		

**2. Ownership** – Indicate below the names and places of residence of those five persons with the greatest ownership of interest in the company. If less than five, please indicate all owners.

Name			Title		
City	State			%Ownership	
Name			Title		
City	State			%Ownership	
Name			Title		
City	State			%Ownership	
Name			Title		
City	State			%Ownership	
Name			Title		
City	State			%Ownership	

**3. History** – Describe the history of business, projects, and current business plans (please be general):

**4. Exhibits** – Please submit the following information and exhibits as indicated. All exhibits must be signed and dated by the person completing this section of the application (if applicable).

A. Furnish a current (within 90 days) dated and signed personal balance sheet for each general partner and guarantor. Label this Material **EXHIBIT J**. (Tax returns may also be required to supplement this information.)

B. Does the business, principal owners, key employees, or directors operate any closely related affiliates, subsidiaries or branches? If yes, please provide their names, relationship with the company, along with a current balance sheet and operating statement for each. Label this material **EXHIBIT K**. If none, check here:

C. Has the business or any of the officers or owners ever been involved in bankruptcy or insolvency proceedings? If so, please provide the details as **EXHIBIT L**. If none, check here:

D. Is there any pending or threatened litigation, administrative proceeding, or investigation involving the business, its officers, directors, or management acting in their official capacity, or a guarantor, that, if adversely decided, would affect the borrower's or guarantors' ability to perform their obligations under this loan or financing or the operation of the business? Has the business or any of its officers, directors, management, or guarantors ever been convicted of a felony? If yes to either of these questions, provide the details in **EXHIBIT M**. If none, check here:

E. Include the statements listed below: (a), (b), and (c) dated within ninety (90) days of filing the application, and statement (d). If statements (a), (b), (c) are not independent accountant-prepared review or audit statements, please also include complete business tax returns for the past three years. Label this material **EXHIBIT N**.

- |     |                             |     |  |
|-----|-----------------------------|-----|--|
| (a) | Balance Sheet               | (d) | Earnings Projections for three years and projected cash flow analysis for one year |
| (b) | Profit and Loss Statement   |     |  |
| (c) | Reconciliation of Net Worth |     |  |

F. Provide a brief history of the company, resumes of all officers and management personnel. Label this material **EXHIBIT O**. If the business is a partnership, also enclose a copy of the partnership agreement.

G. Provide a copy of all real estate, and/or major equipment leases, and/or franchise agreements in effect. If the business is a franchise, include a copy of the FTC disclosure statement supplied by the franchiser. Label this material **EXHIBIT P**. If none, check here:

H. Include a feasibility study of the project, if available. If one is not available, provide a narrative analysis of market conditions, including a list of major competitors and major customers or suppliers. Label this material **EXHIBIT Q**.

J. The Board reserves the right to request any other information that may facilitate the evaluation of this application.

**SECTION D. BUSINESS CERTIFICATIONS**

1. The business agrees to comply with Section 4, Article II of the Constitution of Montana, which prohibits discrimination based on race, color, sex, culture, social origin, or condition, or political or religious ideas.
2. If the loan is approved, the Board may use photographs of facilities in its Annual Report, slide presentations, or other publications.
3. As a condition of considering the application, the Board and its agents are granted the right to inspect the facilities.
4. All information in this application and the attached Exhibits are true and complete to the best of my/our knowledge and is submitted to the BOI so the BOI can decide whether to lend to the applicant.
5. If the business receives a job credit interest rate reduction on the infrastructure loan, it agrees to annually provide appropriate payroll documentation to the Board attesting to the number of jobs retained.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Business Entity\_\_\_\_\_

By:\_\_\_\_\_

Title:\_\_\_\_\_

**SECTION E. CERTIFICATION OF LOCAL GOVERNMENT APPLICANT**

The applicant agrees that any contracts to construct the project will require all contractors to give preference to the employment of bona fide Montana residents, as defined in 18-2-401 MCA, in the performance of the work on the project in their qualifications are substantially equal to those of non-residents. Substantially equal qualifications means the qualifications of two or more persons among whom the employer cannot make a reasonable determination that the qualifications held by one person are significantly better suited for the position than the qualifications held by the other person(s).

I hereby certify as preparer of this application on behalf of the applicant, that all of the information contained herein is true, accurate and complete as of the date hereof and that the local government entity has the legal authority to enter into all agreements necessitated by this loan and carry out all activities required herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Local Government Entity\_\_\_\_\_

By:\_\_\_\_\_

Title:\_\_\_\_\_