

# Lorain County Port Authority

## Project Application

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Mission Statement:

The mission of the Lorain County Port Authority is to promote economic development by assisting private industry initiatives; by encouraging development and redevelopment; and by promoting investment in business, industrial and transportation projects.

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Project Type:

- Retention
- Expansion
- Start-Up

Type of Assistance Desired, if known:

- Lorain County Port Authority Bond Fund
- Stand-alone project financing

Time Frame:

Projected Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

*Please return two (2) originals to:*

Ronald F. Twining, Acting Director

Lorain County Port Authority

216 Third Street

Elyria, Ohio 44035

Phone: (440) 328-2323

FAX: (440) 328-2334

*Please include the \$1000.00 application fee*

**I. Applicant Company/User**

\_\_\_\_\_  
Federal Tax Identification Number

\_\_\_\_\_  
Name of Company/User

\_\_\_\_\_  
Name of Borrower (if different from user)

\_\_\_\_\_  
Relationship of Borrower to Company/User

\_\_\_\_\_  
Street Address of Company

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
County

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

**II. Principal Officers/Owners (10% or more ownership)**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Percent of Ownership

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

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Percent of Ownership

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

(Attach additional information, if necessary)

**III. Information on Existing Business**

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Principal Product/Service

\_\_\_\_\_  
Date Established

\_\_\_\_\_  
Number of Employees

**IV. Name of bank with which business has existing accounts**

1. \_\_\_\_\_  
Bank Name Contact  
\_\_\_\_\_  
Telephone

2. \_\_\_\_\_  
Bank Name Contact  
\_\_\_\_\_  
Telephone

**V. Proposed Project Description**

Street address (if known), including County:

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

If relocation, from where: \_\_\_\_\_

**VI. Project Narrative**

Please indicate the product/service that will be provided and measurable project outcomes; i.e. construction of 30,000 sq. ft. building. (Attach additional pages, if necessary):

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

**VII. Job Projections**

Current number of employees: \_\_\_\_\_ full-time \_\_\_\_\_ part-time  
Projected number of jobs to be created (if applicable): \_\_\_\_\_ full-time \_\_\_\_\_ part-time  
Projected number of jobs to be retained (if applicable): \_\_\_\_\_ full-time \_\_\_\_\_ part-time

**VIII. Project Budget – Source & Use of Funds**

Project Budget-Source & Use of Funds			
<b>Source of Funds</b>			
Owner Equity			
Port Authority Financing			
Other (if applicable)			
<b>Total Source of Funds</b>	\$0.00		
<b>Use of Funds</b>			
Land			
Building			
Machinery/Equipment			
Other (if applicable)			
<b>Total Use of Funds</b>	\$0.00		

\*This is a Microsoft Excel spreadsheet \* If you are completing this application electronically - double click to edit\*

**IX. The following information must be submitted with your Project Application to receive consideration:**

- Three years of Historical, Audited Financial Statements (Balance sheet, P&L);
- Most current Interim Financial Statements (not more than 90 days old);
- History of existing business – attach annual reports, brochures, newsletters, etc.;
- Site Plan or expansion plan, if available;
- Description and projected budget of project;
- Resumes of Officers and Key Management Personnel;
- Structuring and pricing objectives;
- Any other information that you feel will assist in the review of your project.

**X. Affirmative Action**

The Borrower will exercise its best efforts to utilize certified Minority Business Enterprise (MBE) and Female Business Enterprise (FBE) businesses in construction. It is the intent of the Port Authority to comply with the requirements of the law in utilization of MBEs and FBEs. MBE and FBE participation in construction will be monitored by the Port Authority’s affirmative action manager to verify MBE and FBE involvement.

Assistance will be provided by the Port Authority in identifying certified MBEs and FBEs for potential use in projects.

**XI. Prevailing Wage**

Any construction within the project will be subject to the State of Ohio's Prevailing Wage Rate.

**XII. Application Fee**

An application fee of \$1000.00 (payable to the Lorain County Port Authority) is required and is to be included with the application at the time of submission.

**XIII. Required Documentation**

The following is a list of documentation that must be submitted as a project moves forward for a bond sale: property appraisal, title insurance, environmental study (Phase I/Phase II) and other items that may be requested.

**XIV. Submission Acknowledgment**

As an authorized agent of the Applicant Company, I hereby submit this Initial Project Information Record. I understand that any false statement in this record may subject the Applicant Company and signer to criminal prosecution. I understand that this is not a formal application for financial assistance. When formal application is requested, I understand that additional information will be required. I also understand that this document in no way constitutes a commitment of funds by the Lorain County Port Authority and any of its loan programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title Date