



DEVELOPMENT QUESTIONNAIRE – INITIAL REQUEST FOR CITY LOAN

GENERAL INFORMATION

Development Company Name:		Project Name:	
Development Company Address:		Project Address:	
Contact Name:		Phone Number:	
Email Address:			
What will this assistance be used for? (Check all that apply)			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Renovation/Rehabilitation	<input type="checkbox"/> Property Acquisition	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed-use	
<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Other (explain):		
Do you have a primary bank yet?		If so, which bank(s) are you using?	
Do you have a contractor?		If so, which contractor(s) are you using?	
Will you be seeking assistance from COMIDA?		If so, what type?	
How many <u>new</u> jobs will be created:		How many <u>existing</u> jobs will be retained?	

DEVELOPMENT COMPANY OWNERSHIP BREAKDOWN (please attach additional sheets if necessary)

Name	Title	Ownership Percent (%)

REAL ESTATE INFORMATION

Building Size (total square feet):		Land/Parcel Size (total acreage):	
Lease:		Own:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If lease, name of landlord:		If own, current leases with tenants (please name):	

PROJECT FUNDING SOURCES

Bank Loan	\$	%	of project
Developer Equity	\$	%	of project
*City of Rochester Requested Assistance	\$	%	of project
	\$	%	of project
	\$	%	of project
	\$	%	of project
Total	\$	%	of project

*Please note: requested assistance only refers to the assistance does not guarantee that the project will be eligible for any assistance. If the project is eligible for any assistance, further information will be required.

PROJECT TIMELINE

Property Acquisition	
Loan Closing	
Construction Commencement	
Construction Completion	
Receive Final Certificate of Occupancy	

REQUIRED ATTACHMENTS (PROJECT CANNOT BE REVIEWED WITHOUT THE FOLLOWING ITEMS)

10-Year Pro Forma (including all assumptions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sources and Uses of Funds Statement (Construction and Permanent financing periods)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commitment Letters or Term Sheets for all other sources of project funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Projected Building Area and Income Summary/Rent Matrix	<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMMUNITY BENEFIT GOALS

Acceptance of City financing will oblige the applicant to fulfill certain community benefit goals. Please check below to agree to the following:		
Minority and Women-Owned Business Enterprise (MWBE) goal of 30%. MWBE goal shall be 30% of the City loan amount.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Workforce goals of 20% minority, 6.9% female, and 25% city of Rochester residents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Twenty percent (20%) of any proposed residential units will be affordable to households earning no more than 60% of the area median income (AMI) for fifteen (15) years.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT DESCRIPTION

Provide a detailed project description that identifies as much information about the proposed project as is currently available. Please include projected unit counts and square footages of completed project. Additionally, please note in your description if the project fits within the following priorities to assist City staff in assessing the proposal:

- Projects that fit within the goals of the Rochester 2034 Comprehensive Plan.
- Projects that include energy efficient and sustainable features.
- Improving and providing high quality housing for *everyone* at *all* income levels within the City of Rochester.
- Providing a variety of housing *types*, especially those that are underrepresented by new development and rehab in Rochester.

CERTIFICATION

I certify on behalf of the Development Company that the information contained in this form, the required attachments, and the project description are true and correct.

Signature	Date
Printed Name	Title

Please return this form to:
Carol.Wheeler@CityofRochester.gov or
City of Rochester, Bureau of Business and Housing Development
Attention: Housing
30 Church Street, Room 005-A
Rochester, New York 14614

THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR UNDERWRITING IF PROJECT PROCEEDS

For the Development Company:

- 1. Accountant-prepared financial statement for past three fiscal years for the Development Company. If unavailable:
 - a) Federal income tax returns for past three years with all schedules and forms; and**
 - b) Detail of all existing debt including lender details, dates, loan terms, etc.**
(Provide interim financial statements dated within 90 days if necessary)**
- 2. Summary of Development Company history**
- 3. Profile of similar projects completed by Development Company**
- 4. Resumes of Development Company officers/principals/key project personnel**

For all Owners of 20% or More of the Development Company:

- 1. Personal federal tax returns with all schedules & forms for all owners (20% or more) of the Development Company**
- 2. Personal Financial Statements for all owners (20% or more) of the Development Company**
- 3. Schedule of Real Estate Owned for all owners (20% or more) of the Development Company**
- 4. Consent for the City to pull a credit check for all owners (20% or more) of the Development Company**

For the Project:

- 1. Market analysis**
- 2. Marketing plan**
- 3. Public benefits of project**
- 4. Site plans and renderings**

****Do not send these items until requested to do so.****