

## Economic Development/Small Business Supporting Documents List:

Each of the items listed below are associated with an individual question within the CFA Portal.

### REQUIRED

#### Business Information:

- Business plan, with resumes of principals, market analysis, marketing strategy, and impact on local competitors.
- A written commitment from the business that it will make at least 51% of the jobs on a FTE basis available to LMI persons as well as a commitment of the equity contribution proposed in the budget.
- A description of the hiring process when indicating that at least 51% of the jobs will be “*taken by*” LMI persons.

#### Business Financial Information:

- Business financial statements for each of the past three years (balance sheets and income statements), including all notes and disclosures.
- Past three years business federal income tax returns, complete copies.
- Current business financial statements (less than 60 days old).
- Current business debt schedule (corresponds to current balance sheet).
- Projected business debt schedule (with CDBG and other new debt).
- Monthly cash flow projections for two years, with and without CDBG.
- Balance sheet and profit and loss statement for three years with and without CDBG (five years for start-up operations and businesses less than three years old).

#### Personal Financial Information:

- Current personal financial statement of principal(s) with 20 percent or more ownership less than 60 days.
- Past three years personal federal tax return (complete copies) for each principal with 20 percent or more ownership.

\*\*Personal financial information may be submitted to OCR by email at [HCR\\_CFA@nyshcr.org](mailto:HCR_CFA@nyshcr.org)

#### Source Documents:

- Commitment Letter(s) from all other funding sources, including proposed terms.
- Third party cost estimates, including documentation of the cost of real property, acquisition, construction/rehabilitation, and/or equipment costs.
- Engineering Report (for public infrastructure projects only).

#### Documentation of State Environmental Quality Review (SEQR) Compliance:

- 2-3A Certificate of State Environmental Quality Review Act (SEQR) Classification.
- Short Environmental Assessment Form if classified as an Unlisted Action.
- Full Environmental Assessment Form if classified as a Type I Action.

Compliance with Citizen Participation requirements:

- Copies of public hearing notices to demonstrate compliance with Citizen Participation requirements.
- Affidavit of Publication, Meeting Minutes, and List of Attendees

Civil Rights

- Fair Housing Statement/Documentation
- Section 3 Plan

Certifications:

- Applicant Certification
- Certification of Business

ADDITIONAL PROGRAM REQUIREMENT (ATTACH AS REQUIRED)

- If jobs will be retained as a result of CDBG assistance, provide documentation of clear and objective evidence that those jobs would be lost without CDBG assistance.
- A cooperation agreement and a resolution authorizing an Applicant to submit an application on behalf of a unit of local government, if applicable.
- Green Checklist (for applications to assist a small business only if requesting to certify the project as "green" to reduce the required equity commitment).
- Appraisals of real property.
- Evidence of Site Control.
- Draft Lease Agreement(s) (if applicable).
- Letters of Support.
- Program Income Report
- Documentation of attempts to pursue non-CDBG funding