

**261—61.4(15E) Application procedures.**

**61.4(1) *Application required.*** To access program funds, an application must be submitted in the format specified by the department. Applications will be accepted from a city or county on behalf of the city or county, a nonprofit local development corporation, publicly owned utility, private utility, private developer or redeveloper. A business may also submit an application on its own behalf. Applicants other than a city or county shall obtain formal support from the city or county where the project is to be located.

**61.4(2) *Application contents.*** Applications shall include the following:

*a.* A project description including the private activity involved and the physical infrastructure affected.

*b.* A description of the consistency of the proposed project with state and local policies and plans for development. Project coordination with other physical infrastructure projects in the area shall also be included in this project description.

*c.* An identification of the number of jobs to be created or retained as a result of the project and an explanation of why they are considered quality, high-wage jobs. The explanation shall include the job classifications, pay ranges, and benefits to be provided to the employees.

*d.* An identification of the amount, terms, and sources of all proposed public and private investments that the project will leverage and a statement concerning whether the other financing has been secured or is still to be arranged.

*e.* Cost estimates for all project activities.

*f.* A time frame within which the project will be completed.

*g.* A description of the immediate (within 24 months) impacts as a result of the project.

*h.* A description of the long-term (beyond 24 months), speculative impacts as a result of the project.

*i.* A description of statewide impacts as a result of the project.

*j.* An explanation as to why the project could not be entirely assisted through, or is not eligible for, financial assistance from other existing private, local, or state funds or programs.

*k.* The type of financing (e.g., loan, forgivable loan) sought and the amount of assistance requested.

*l.* Signed acknowledgements from the city or county, or both, and the business stating that the project is supported and will occur if PIAP funding is provided.

*m.* Current company financials.