

FY 2005
LOUISIANA
Community Development
Block Grant Program
Application Package

*** Economic Development ***



DIVISION OF ADMINISTRATION
Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095
Phone (225)342-7412
Louisiana Relay Service
Information (800)333-0605
Voice User (800)947-5277
TDD User (800)846-5277

Several of the forms that are contained in the LCDBG Application Package are on the Economic Development Spreadsheet; which can be downloaded from this site.

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The spreadsheet contains the forms that are subject to the most quantitative analysis and are interlocking.

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For Example:

The information that is provided on the program schedule for private investment should be consistent with the information on the projected balance sheet and the project cost form.

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The Program Schedule
page 85;

Statutory Benefit form

Page 107;

Project Cost Form

pages 112- 113;

Operating/Income

Statement page 116;

Balance Sheet page 117;

Engineer's Cost Estimate
pages 134-36

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Are all on the spreadsheet

FY 2005
LOUISIANA
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*** Economic Development ***



Eco Dev Forms

Are all on the spreadsheet



Eco Dev Forms

▶ | HISTSTMT | INFRSTRSchd | BALSHTSchd | INCStmtLMBnft |

Are all on the spreadsheet



A sheet for
Historical
Financial
Information

A sheet for
Private
Investment,
LCDBG Loan
and Projected
Balance Sheet

A sheet for
projected LM
and Non LM
Jobs and
Projected
Income
Statement

A sheet for the
Engineer's Cost
Estimate and Program
Schedule for
Infrastructure
Projects

Historical Financial Statements





**This spreadsheet provides
for OCD's analysis of a
project's historical financial
background**



Previously, private sector participants would submit their financial statements and the OCD staff would enter the information for financial analysis

Income Statement	Years			
	enter earliest year			
cells	31-Dec	31-Dec	31-Dec	31-Dec
0	2001	2002	2003	2004
Sales	14,226	14,019	-	-
COGS	4,785	4,602	-	-
<i>Cost of Goods Sold</i>				
Gross Profit	9,441	9,417	-	-
Oper Expenses	7,830	7,767	-	-
<i>Operating Expenses</i>				
EBITDA	1,611	1,650	-	-
Depreciation Exp	393	402	-	-
Amort Exp	90	90	-	-
Tot Depr & Amort	483	492	-	-
Tot Interest	27	12	-	-
Other Inc/Exp	315	333	-	-
<i>Income/Expense</i>				
Prft B4 Tax	1,416	1,479	-	-
Taxes	564	594	-	-
Net Income	852	885	-	-
<i>Depreciation expense should be excluded from COGS and operating expenses</i>				

Balance Sheet	Years			
	31-Dec	31-Dec	31-Dec	31-Dec
cells	2001	2002	2003	2004
0				
Cash	2,166	2,526	-	-
Accts Receivable	2,025	2,064	-	-
Inventory	2,031	2,016	-	-
Other	471	435	-	-
Current Assets	6,693	7,041	-	-
Land	-	-	-	-
Building	5,803	5,386	-	-
Machinery/Equipment	-	-	-	-
Other	-	-	-	-
Intangible	450	357	-	-
Depr+Amort	(3,052)	(2,650)	-	-
Total Assets	9,894	10,134	-	-
Accts Payable	879	909	-	-
Short Term Debt	444	468	-	-
Other Short Term	1,554	1,464	-	-
Current Liabilities	2,877	2,841	-	-
LT Debt Fin Inst /Cmmrl	288	288	-	-
LT Non FI Debt	1,608	1,548	-	-
Retained Earnings	4,335	4,671	-	-
Capital Stock Equity	786	786	-	-
Total Liabilites NW	9,894	10,134	-	-

The private sector participant can expedite the application process by providing the historical financial information ready for analysis.

Income Statement	Years	Years	Years	Years
	enter earliest year			
cells	31-Dec	31-Dec	31-Dec	31-Dec
0	2001	2002	2003	2004
Sales	14,226	14,019	-	-
COGS	4,785	4,602	-	-
Cost of Goods Sold				
Gross Profit	9,441	9,417	-	-
Oper Expenses	7,830	7,767	-	-
Operating Expenses				
EBITDA	1,611	1,650	-	-
Depreciation Exp	393	402	-	-
Amort Exp	90	90	-	-
Tot Depr & Amort	483	492	-	-
Tot Interest	27	12	-	-
Other Inc/Exp	315	333	-	-
Income/Expense				
Prft B4 Tax	1,416	1,479	-	-
Taxes	564	594	-	-
Net Income	852	885	-	-
<i>Depreciation expense should be excluded from COGS and operating expenses</i>				

	Years	Years	Years	Ye
Balance Sheet				
cells	31-Dec	31-Dec	31-Dec	31-
0	2001	2002	2003	20
Cash	2,166	2,526	-	
Accts Receivable	2,025	2,064	-	
Inventory	2,031	2,016	-	
Other	471	435	-	
Current Assets	6,693	7,041	-	
Land	-	-	-	
Building	5,803	5,386	-	
Machinery/Equipment	-	-	-	
Other	-	-	-	
Intangible	450	357	-	
Depr+Amort	(3,052)	(2,650)	-	
Total Assets	9,894	10,134	-	
Accts Payable	879	909	-	
Short Term Debt	444	468	-	
Other Short Term	1,554	1,464	-	
Current Liabilities	2,877	2,841	-	
LT Debt Fin Inst /Cmmrl	288	288	-	
LT Non FI Debt	1,608	1,548	-	
Retained Earnings	4,335	4,671	-	
Capital Stock Equity	786	786	-	
Total Liabilites NW	9,894	10,134	-	

The spreadsheet provides for analysis of up to five years of a company's historical information

Income Statement	Years	Years	Years	Years
	enter earliest year			
cells	31-Dec	31-Dec	31-Dec	31-Dec
0	2001	2002	2003	2004
Sales	14,226	14,019	-	-
COGS	4,785	4,602	-	-
<i>Cost of Goods Sold</i>				
Gross Profit	9,441	9,417	-	-
Oper Expenses	7,830	7,767	-	-
<i>Operating Expenses</i>				
EBITDA	1,611	1,650	-	-
Depreciation Exp	393	402	-	-
Amort Exp	90	90	-	-
Tot Depr & Amort	483	492	-	-
Tot Interest	27	12	-	-
Other Inc/Exp	315	333	-	-
<i>Income/Expense</i>				
Prft B4 Tax	1,416	1,479	-	-
Taxes	564	594	-	-
Net Income	852	885	-	-
<i>Depreciation expense should be excluded from COGS and operating expenses</i>				

Balance Sheet	Years	Years	Years	Ye
	31-Dec	31-Dec	31-Dec	31-
cells	2001	2002	2003	20
0				
Cash	2,166	2,526	-	
Accts Receivable	2,025	2,064	-	
Inventory	2,031	2,016	-	
Other	471	435	-	
Current Assets	6,693	7,041	-	
Land	-	-	-	
Building	5,803	5,386	-	
Machinery/Equipment	-	-	-	
Other	-	-	-	
Intangible	450	357	-	
Depr+Amort	(3,052)	(2,650)	-	
Total Assets	9,894	10,134	-	
Accts Payable	879	909	-	
Short Term Debt	444	468	-	
Other Short Term	1,554	1,464	-	
Current Liabilities	2,877	2,841	-	
LT Debt Fin Inst /Cmmrl	288	288	-	
LT Non FI Debt	1,608	1,548	-	
Retained Earnings	4,335	4,671	-	
Capital Stock Equity	786	786	-	
Total Liabilites NW	9,894	10,134	-	

The income statement and balance sheet format contains the minimum basic information common to most companies

hyprtxtlink	COGS	4,785	4,602
	Cost of Goods Sold		
	Gross Profit	9,441	9,417
hyprtxtlink	Oper Expenses	7,830	7,767

hyprtxtlink	Cash	2,166	2,526
→	Accts Receivable	2,025	2,064
hyprtxtlink	Inventory	2,022	2,016
hyprtxtlink	Other	471	435
	Current Assets	<u>6,684</u>	<u>7,041</u>

Because different projects' historical financial information differ in the detail contained in their financial reports, this spreadsheet provides subsidiary schedules for items that require additional detail.

hyprtxtlink	COGS	4,785	4,602
	<i>Cost of Goods Sold</i>		
	Gross Profit	9,441	9,417
hyprtxtlink	Oper Expenses	7,830	7,767

hyprtxtlink	Cash	2,166	2,526
hyprtxtlink	Accis Receivable	2,025	2,064
hyprtxtlink	Inventory	2,022	2,016
hyprtxtlink	Other	471	435
	Current Assets	<u>6,684</u>	<u>7,041</u>

These subsidiary schedules can be accessed by ...

Income Statement			enter earliest year	
do not enter data	in colored	cells	31-Dec 2001	31-Dec 2002
		0		
Enter Data for Sales	→	Sales	14,226	14,019
Click on <u>COGS</u>	hypertextlink	COGS	4,785	4,602
		Cost of Goods Sold		
Data Calculated		Gross Profit	9,441	9,417
Click on <u>Oper Exp</u>	hypertextlink	Oper Expenses	7,830	7,767
		Operating Expenses		

...by clicking on the hypertext link; additional detail for some of the income statement items can be provided

Supporting Schedules				
Income Statement	← HprtLink BACK			
do not enter data	in colored	cells	2001	2002
COGS				
Cost of Goods Sold				
		Begin Inventory	-	-
		Materials Purchase	2,475	2,5
Production related payroll		Direct Labor	1,851	2,4
Payroll taxes, health ins, etc		Other Labor Exp	202	-
Power,Fuels, Transport etc		Overhead	-	-
	item#	Freight in	145	(4
	item#	Contract Labor	112	-
	item#		-	-
	item#		-	-
Data Calculated			4,785	4,6

Income Statement		enter earliest year	
do not enter data	in colored cells	31-Dec 2001	31-Dec 2002
		0	
Enter Data for Sales	→	Sales	14,226 14,019
Click on <u>COGS</u>	hypertextlink	COGS	4,785 4,602
		Cost of Goods Sold	
Data Calculated		Gross Profit	9,441 9,417
Click on <u>Oper Exp</u>	hypertextlink	Oper Expenses	7,830 7,787
		Operating Expenses	

By clicking on the [hypertext link](#), additional detail for some of the income statement items can be provided

Opererating Expenses		2001
non-production wage/salary	Salaries:	
	Officer	1,224
	Sales Gen Admin	850
	Other Salaries	12
Payroll taxes, health ins, etc	Other Employee Comp	45
Data Calculated	Total Employee	2,131
Advertising, legal, insurance etc	Professional Services	653
Non-production fuel/energy cost	Utilities	342
Equipment, Buildings incl leases, etc.	Rentals	123
	Business Taxes/Licenses	55
Other Major Expense Items	Other Expenses:	-
item#	research & Development	279
item#	Other Expenses:	477
item#	Marketing & Advertising	2,123
item#		-
item#		-
summarize all other minor items	All other Expenses	1,647
Data Calculated	Total Oper Expenses	7,830

Years	
Balance Sheet	
cells	31-Dec
Acme Mfg GmbH	2001
Cash	2,166
Accts Receivable	2,025
Inventory	2,022
Other	471
Current Assets	6,684
Land	-
Building	5,803

By clicking on the hypertext link additional detail for some of the balance sheet items can be provided

Assets	
Balance Sheet	← HprtxtLink BACK
do not enter data	in colored cells
Cash	2001
	Cash
	Cash on Hand
	Short Term Investments
	Bank Account(s)
Data Calculated	Total Cash
	166
	1,504
	496
	2,166
Balance Sheet	
Inventories	← HprtxtLink BACK
Inventories	Inventories
	Finished goods
	Work In process
	Raw Materials
Data Calculated	Total Inventory
	500
	1,201
	321
	-
	2,022

→	Land	30,000	30,000
hypertextlink	Building	9,653	9,711
hypertextlink	Machinery/Equipment	5,002	5,450

← HprtxtLink BACK			
	Buildings Detail	2002	2003
Bldg#1	Production Facility	5,803	5,836
	Accum depreciation	(3,052)	(2,650)
Bldg#2	Main Office	1,200	1,225
	Accum depreciation	(325)	(346)
Bldg#3	Warehouse	2,200	2,200
	Accum depreciation	(456)	(502)
Bldg#4	Retail Office	450	450
		(126)	(151)
	Total Building	9,653	9,711
	Building Depreciation	(3,959)	(3,649)

Entering the historical financial information will greatly facilitate the review by the OCD staff.

→	Land	30,000	30,000
hypertextlink	Building	9,653	9,711
hypertextlink	Machinery/Equipment	5,002	5,450

← HprtxtLink BACK			
	Buildings Detail	2002	2003
Bldg#1	Production Facility	5,803	5,836
	Accum depreciation	(3,052)	(2,650)
Bldg#2	Main Office	1,200	1,225
	Accum depreciation	(325)	(346)
Bldg#3	Warehouse	2,200	2,200
	Accum depreciation	(456)	(502)
Bldg#4	Retail Office	450	450
		(126)	(151)
	Total Building	9,653	9,711
	Building Depreciation	(3,959)	(3,649)

Each applicant can provide the level of detail that conforms with their particular financial reporting.

Infrastructure Schedule



Infrastructure Schedule



**This spreadsheet contains the
Engineer's Cost Estimate and the
Program Schedule for Infrastructure
grants**

LCDBG Economic Development Program

APPLICANT NAME: **Town of No hope**

[Engineer's Cost Estimate and Infrastructure Program Schedule](#) [hyprtxtlink](#)

Town of No hope

ENGINEERS COST ESTIMATE

Public Facilities / Infrastructure Cost Determination

	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	Public Infrastructure Non LCDBG Costs
Infrastructure: LAND ACQUISITION					
Appraisal Costs	5	hours @	200.00	1,000	
Land Acquisition Cost	1	parcel @	5,000.00	5,000	0
Surveying Costs	4	hours @	50.00	200	
Legal Costs	4	hours @	50.00	200	
Other Acquisition Costs				100	
TOTAL Acquisition Cost				6,500	-
Infrastructure: BUILDING ACQUISITION					
Building Acquisition Cost				150,000	0
Appraisal Costs	5	hours @	200.00	1,000	

This sheet provides for several items normally contained in the Engineer's Cost Estimate

Infrastructure: LAND ACQUISITION

Infrastructure: BUILDING ACQUISITION

Infrastructure: BUILDING CONSTRUCTION/RENOVATION

Infrastructure: PUBLIC FACILITIES CONSTRUCTION Item One

Infrastructure: PUBLIC FACILITIES CONSTRUCTION Item Two

Infrastructure: PUBLIC FACILITIES CONSTRUCTION Item Three

Infrastructure: Engineering Services

Infrastructure: Other Project Costs

Infrastructure: Administration

**These are the categories
available for the Engineer's
Cost Estimate**

Infrastructure: PUBLIC FACILITIES CONSTRUCTION Item One

Infrastructure: PUBLIC FACILITIES CONSTRUCTION Item Two

Infrastructure: PUBLIC FACILITIES CONSTRUCTION Item Three

**Includes space for up to three
separate public works items:
Sewer, Water, Roads,
Drainage etc.**

Infrastructure: PUBLIC FACILITIES CONSTRUCTION						Item One
DESCRIPTION: Item One	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	Non LCE	
enter item						
1						
2						
3						
4						
5	-		-	-		

Identify the type of public works and fill in this space

Infrastructure: PUBLIC FACILITIES CONSTRUCTION					
DESCRIPTION: Item One		QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
	Sewer				
1	8" force main				
2	6" Sewer force Main				
3	Manholes				
4	Pump Station				

Fill in the different cost items

Infrastructure: PUBLIC FACILITIES CONSTRUCTION					
DESCRIPTION: Item One		QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
	Sewer				
1	8" force main	2,000.00	Ln Ft		
2	6" Sewer force Main	2,800	Ln Ft		
3	Manholes	31	each		
4	Pump Station	1	each		

Fill in the quantity of each item and

The appropriate unit of measure

Infrastructure: PUBLIC FACILITIES CONSTRUCTION					
DESCRIPTION: Item One		QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
	Sewer				
1	8" force main	2,000.00	Ln Ft	50.00	
2	6" Sewer force Main	2,800	Ln Ft	33.00	
3	Manholes	31	each	4,000.00	
4	Pump Station	1	each	25,000.00	

Then, fill in the unit price



The individual cost items will be calculated...

Infrastructure: PUBLIC FACILITIES CONSTRUCTION Item One				
DESCRIPTION: Item One	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
Sewer				
1 8" force main	2,000.00	Ln Ft	50.00	100,000
2 6" Sewer force Main	2,800	Ln Ft	33.00	92,400
3 Manholes	31	each	4,000.00	124,000
4 Pump Station	1	each	25,000.00	25,000
5	-		-	-
30	0		0	-
Subtotal				341,400
Contingencies			10.0%	34,140
Total Estimated Construction Cost				375,540

...and totaled for the entire cost category

LCDBG Economic Development Program

APPLICANT NAME: **Town of No hope**

[Engineer's Cost Estimate and Infrastructure Program Schedule](#) hypertextlink

Town of No hope

ENGINEERS COST ESTIMATE

Public Facilities / Infrastructure Cost Determination

	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	Public Infrastructure Non LCDBG Costs
Infrastructure: LAND ACQUISITION					
Appraisal Costs	5	hours @	200.00	1,000	
Land Acquisition Cost	1	parcel @	5,000.00	5,000	0
Surveying Costs	4	hours @	50.00	200	
Legal Costs	4	hours @	50.00	200	
Other Acquisition Costs				100	
TOTAL Acquisition Cost				6,500	-
Infrastructure: BUILDING ACQUISITION					
Building Acquisition Cost				150,000	0
Appraisal Costs	5	hours @	200.00	1,000	

Once all the cost items have been entered, the program schedule is ready to be completed. Find the program schedule by clicking on the hypertext link




Town of No hope				
Amounts to be projected from the Cost Estimate	LCDBG PROGRAM INFRASTRUCTURE TIME SCHEDULE			
		Quarter 1	Quarter 2	Quarter 3
6,500	Land Acquisition	300	3,000	-
156,200	Building Acquisition	-	6,200	150,000
90,000	Building Construction/ Renovation	-	-	-
		-	-	-
375,540	Sewer	-	-	10,000
55,000	Water	-	-	-
88,000	Road	-	-	-
61,032	Engineering Services	-	495	20,000
5,000	Other Project Costs	-	5,000	-
837,272				
	Non LCDBG Infrastructure Costs	Quarter 1	Quarter 2	Quarter 3
-	Acquisition	-	-	-
-	Construction	-	-	-
-	Professional Services and Other	-	-	-
37,550	LCDBG Administration	550	-	7,000

The **total amounts** from the engineer's cost estimate should be entered according to the projected quarter

3rd Year				total	balance to
Quarter 9	Quarter 10	Quarter 11	Quarter 12	projected on schedule	be projected on schedule
-	-	-	-	3,300	3,200
-	-	-	-	156,200	-
-	-	-	-	90,000	-
-	-	-	-	-	-
-	50,000	-	-	210,000	165,540
-	-	-	-	55,000	-
20,000	-	-	-	88,000	-
2,500	2,500	-	-	30,495	30,537
-	-	-	-	5,000	-
Quarter 9	Quarter 10	Quarter 11	Quarter 12		



Continue to project the cost items until the funds are completely used

3rd Year				total projected on schedule	balance to be projected on schedule
Quarter 9	Quarter 10	Quarter 11	Quarter 12		
-		1,600	1,600	6,500	-
-	-	-	-	156,200	-
-	-	-	-	90,000	-
-	-	-	-		
-	50,000 	160,000	5,540	375,540	-
-	-	-	-	55,000	-
20,000	-	-	-	88,000	-
2,500	2,500 	20,537	10,000	61,032	0
-	-	-	-	5,000	-
Quarter 9	Quarter 10	Quarter 11	Quarter 12		

Continue to project the cost items until the funds are completely used

ENGINEERS COST ESTIMATE

Public Facilities / Infrastructure Cost Determination

	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	Public Infrastructure Non LCDBG Costs
Infrastructure: LAND ACQUISITION					
Appraisal Costs	5	hours @	200.00	1,000	
Land Acquisition Cost	1	parcel @	5,000.00	5,000	5,000
Surveying Costs	4	hours @	50.00	200	
Legal Costs	4	hours @	50.00	200	
Other Acquisition Costs				100	
TOTAL Acquisition Cost				6,500	5,000
Infrastructure: BUILDING ACQUISITION					
Building Acquisition Cost				150,000	-
Appraisal Costs	5	hours @	200.00	1,000	1,000
Legal Costs	4	hours @	50.00	200	200
Other Building Acquisition Costs				5,000	5,000
TOTAL Building Acquisition Cost				156,200	6,200

In the event that some public infrastructure costs will be financed by some other entity, enter the estimated amount of other funds by category

Town of No hope

Amounts to be projected from the Cost Estimate	LCDBG PROGRAM INFRASTRUCTURE TIME SCHEDULE		
	Quarter 1	Quarter 2	Quarter 3
1,500	300	-	1,200
150,000	-	-	150,000
90,000	-	-	-
375,540	-	-	10,000
55,000	-	-	-
88,000	-	-	-
61,032	-	495	20,000
5,000	-	5,000	-
826,072			
	Quarter 1	Quarter 2	Quarter 3
11,200	200	5,000	6,000
-	-	-	-
-	-	-	-
37,550	550	-	7,000

The other funds will be subtracted from the amounts displayed next to the program schedule and appear in the appropriate

Non LCDBG category

Professional Services and Other	-	-	-	-
LCDBG Administration	550	-	7,000	-
1st Yr				
Total Annual LM from INCMStmntLMBnft	LM			7
Total Annual NON LM from INCMStmntLMBnft	Non LM			4
1st Year				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Employment				
Low to Moderate Income	2	2	2	1
Above LMI	1	0	0	3
Cumulative	3	5	7	11

At the bottom of the program schedule is a quarterly Employment projection

		1st Yr			
Total Annual LM from INCMStmtLMBnft		LM		7	
Total Annual NON LM from INCMStmtLMBnft		Non LM		4	
		1st Year			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Employment					
Low to Moderate Income		0	0	0	0
Above LMI		0	0	0	0
Cumulative		0	0	0	0

The total annual cumulative employment from the Operating Income Statement on the...



...spreadsheet will be displayed above the cells where the entries will be made.

					1st Year				
Total Annual LM from INCMStmntLMBnft					LM	7			
Total Annual NON LM from INCMStmntLMBnft					Non LM	4			
					1st Year				
					Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Employment									
Low to Moderate Income			0	2	3	2	7		
Above LMI			0	1	1	2	4		
Cumulative			0	3	7	11			

The total for each additional hires each quarter should equal the total cumulative projected for the year.

The annual employment will be blank until the Income statement spreadsheet is completed, so you may want to come back to this section of the infrastructure afterwards.

1st Year					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Total Annual LM from INCMStmtLMBnft	LM				7
Total Annual NON LM from INCMStmtLMBnft	Non LM				4
Employment					
Low to Moderate Income	0	2	3	2	
Above LMI	0	1	1	2	
Cumulative	0	3	7	11	

The “cumulative” totals the LM and Non-LM each quarter and adds to the next quarter, keeping a running total quarter by quarter.



If the project is a loan only, it will not be necessary to use this spreadsheet

Balance Sheet and Program Schedule



Balance Sheet and Program Schedule



This sheet has a program schedule for the projected private investment by asset category, the program schedule for loan funds from the LCDBG program, the projected balance sheet form, the Project Cost Form and the Budget Cost Summary form.

LCDBG Economic Development Program

Program Schedule, Projected Balance Sheet, Project Cost Form (LCDBG Loan) and Budget Cost

Projected Balance Sheet

Private Sector and LCDBG LOAN Program Schedule

APPLICANT NAME

Town of No hope

LCDBG PROGRAM TIME SCHEDULE

	1st Year			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Private External Financing: (Loan)				
Land Acquisition	-	-	-	-
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	-	-	-
Machinery & Equipment	-	-	-	-
Net Inventory	-	-	-	-
Accounts Receivable	-	-	-	-
Operating Expenses	-	-	-	-
Private Internal Financing: (Equity)				
Land Acquisition	-	-	-	-
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	-	-	-
Machinery & Equipment	-	-	-	-
Net Inventory	-	-	-	-
Accounts Receivable	-	-	-	-
Operating Expenses	-	-	-	-

The program schedule is divided into two separate parts for the private investment

LCDBG Economic Development Program

Program Schedule, Projected Balance Sheet, Project Cost Form (LCDBG Loan) and Budget Cost

Projected Balance Sheet →

Private Sector and LCDBG LOAN Program Schedule

APPLICANT NAME →

Town of No hope

LCDBG PROGRAM TIME SCHEDULE

	1st Year			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Private External Financing: (Loan)				
Land Acquisition	-	-	-	-
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	-	-	-
Machinery & Equipment	-	-	-	-
Net Inventory	-	-	-	-
Accounts Receivable	-	-	-	-
Operating Expenses	-	-	-	-
Private Internal Financing: (Equity)				
Land Acquisition	-	-	-	-
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	-	-	-
Machinery & Equipment	-	-	-	-
Net Inventory	-	-	-	-
Accounts Receivable	-	-	-	-
Operating Expenses	-	-	-	-

One for external financing <loans>

And the other for internal or <equity> financing

For LCDBG LOAN Only For Infrastructure Projects Go To INFRSTR Schedule

LCDBG PROGRAM TIME SCHEDULE	1st Year			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
LCDBG LOAN				
Land Acquisition	-	-	-	-
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	-	-	-
Machinery & Equipment	-	-	-	-
Net Inventory	-	-	-	-
Accounts Receivable	-	-	-	-
	-	-	-	-
Administration	-	-	-	-

Below the private investment program schedule, is a similar schedule for private sector participants who are seeking to obtain a loan from the LCDBG program

LCDBG PROGRAM TIME SCHEDULE				
	Quarter 1	Quarter 2	Quarter 3	1st Year Quarter 4
Private External Financing: (Loan)				
Land Acquisition	-	-	-	-
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	200,000	50,000	-
Machinery & Equipment	-	-	-	150,000
Net Inventory	-	-	-	-
Accounts Receivable	-	-	-	-
Operating Expenses	-	-	-	-
Private Internal Financing: (Equity)				
Land Acquisition	-	-	-	-
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	-	-	-
Machinery & Equipment	-	-	-	-
Net Inventory	-	-	-	30,000
Accounts Receivable	-	-	-	-
Operating Expenses	-	-	-	-

When the projected private investment is entered on the program schedule by quarter...

PROJECTED BALANCE SHEET						
	Prior to Project	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ASSETS						
Cash	-	-	-	-	-	-
Accounts Receivable	-	-	-	-	-	-
Inventory	-	30,000	30,000	30,000	30,000	30,000
Prepaid Expenses	-	-	-	-	-	-
Other Current	-	-	-	-	-	-
TOTAL CURRENT	-	30,000	30,000	30,000	30,000	30,000
Land	-	-	-	-	-	-
Building	-	250,000	250,000	250,000	250,000	250,000
Machinery & Equipment	-	150,000	150,000	150,000	150,000	150,000
Other Tangible FA	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-
Accum Depreciation	-	-	-	-	-	-
	-	400,000	400,000	400,000	400,000	400,000
TOTAL ASSETS	-	430,000	430,000	430,000	430,000	430,000

...the amounts entered on the program schedule, through 12 quarters, will appear on the projected balance sheet for the first three years on both the Asset side...

<u>LIABILITIES</u>		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Accounts Payable	-	-	-	-	-	-
Notes Payable	-	-	-	-	-	-
Accruals	-	-	-	-	-	-
	-	-	-	-	-	-
Other Current	-	-	-	-	-	-
<u>TOTAL CURRENT</u>	-	-	-	-	-	-
Long Term Debt(s)	-	400,000	400,000	400,000	400,000	400,000
LODRG LT Debt	-	-	-	-	-	-
Other LT Liabilities	-	-	-	-	-	-
<u>TOTAL LONG TERM</u>	-	400,000	400,000	400,000	400,000	400,000
Capital Stock	-	-	-	-	-	-
Paid in Capital	-	-	-	-	-	-
Current Income	-	-	-	-	-	-
Retained Earnings	-	-	-	-	-	-
Additional Equity	-	30,000	30,000	30,000	30,000	30,000
<u>TOTAL EQUITY</u>	-	30,000	30,000	30,000	30,000	30,000
<u>TOTAL LIABILITIES&EQUITY</u>	-	430,000	430,000	430,000	430,000	430,000

...and the Liabilities and Equity side of the balance sheet

For LCDBG LOAN Only For Infrastructure Projects Go To INFRSTR Schedule

LCDBG PROGRAM TIME SCHEDULE	1st Year			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
LCDBG LOAN				
Land Acquisition	-	-	-	45,000
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	-	-	-
Machinery & Equipment	-	-	-	-
Net Inventory	-	-	-	-
Accounts Receivable	-	-	-	-

	Prior to Project	YEAR 1	YEAR 2
ASSETS			
Cash	-	-	-
Accounts Receivable	-	-	-
Inventory	-	30,000	30,000
Prepaid Expenses	-	-	-
Other Current	-	-	-
TOTAL CURRENT	-	30,000	30,000
Land	-	45,000	45,000
Building	-	250,000	250,000

		YEAR 1	YEAR 2
LIABILITIES			
Accounts Payable	-	-	-
Notes Payable	-	-	-
Accruals	-	-	-
Other Current	-	-	-
TOTAL CURRENT	-	-	-
Long Term Debt(s)	-	400,000	400,000
LCDBG LT Debt	-	45,000	45,000
Other LT Liabilities	-	-	-

The items entered on the LCDBG Loan program schedule will also appear on the projected balance sheet

For LCDBG LOAN Only For Infrastructure Projects Go To INFRSTR Schedule

LCDBG PROGRAM TIME SCHEDULE	1st Year			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
LCDBG LOAN				
Land Acquisition	-	-	-	-
Building Acquisition	-	-	-	-
Building Construction/ Renovation	-	-	-	-
Machinery & Equipment	-	-	-	-
Net Inventory	-	-	-	-
Accounts Receivable	-	-	-	-
	-	-	-	-
Administration	-	-	-	-

The infrastructure program schedule is on a different spreadsheet because the private sector participant will not be including infrastructure improvements on his balance sheet.

	Prior to Project	YEAR 1
ASSETS		
Cash	5,000	-
Accounts Receivable	120,000	120,000
Inventory	200,000	230,000
Prepaid Expenses	7,500	7,500
Other Current	2,500	2,500
TOTAL CURRENT	335,000	360,000
Land	2,000	47,000
Building	150,000	400,000
Machinery & Equipment	200,000	350,000
Other Tangible FA	10,000	10,000
Intangible Assets	50,000	50,000
Accum Depreciation	(127,000)	(127,000)
	285,000	730,000
TOTAL ASSETS	620,000	1,090,000

LIABILITIES		YEAR 1
Accounts Payable	100,000	-
Notes Payable	75,000	75,000
Accruals	50,000	50,000
		-
Other Current	-	-
TOTAL CURRENT	225,000	125,000
Long Term Debt(s)	270,000	670,000
LCDBG LT Debt		45,000
Other LT Liabilities	-	-
TOTAL LONG TERM	270,000	715,000
Capital Stock	10,000	-
Paid in Capital	25,000	-
Current Income	12,000	-
Retained Earnings	78,000	-
Additional Equity		30,000
TOTAL EQUITY	125,000	30,000
TOTAL LIABILITIES & EQUITY	620,000	870,000

For projects that are a continuation or expansion of an existing business; the existing financial position, prior to the commencement of the LCDBG project, can be entered on the "Prior to Project" balance sheet

	Prior to Project	YEAR 1
<u>ASSETS</u>		
Cash	5,000	-
Accounts Receivable	120,000	120,000
Inventory	200,000	230,000
Prepaid Expenses	7,500	7,500
Other Current	2,500	2,500
<u>TOTAL CURRENT</u>	335,000	360,000
Land	2,000	47,000
Building	150,000	400,000
Machinery & Equipment	200,000	350,000
Other Tangible FA	10,000	10,000

The "Prior to Project" will be added to the balance sheet items projected from the program schedule

Land	-	45,000	45,000	45,000	45,000
Building	-	250,000	250,000	250,000	250,000
Machinery & Equipment	-	150,000	150,000	150,000	150,000
Other Tangible FA	-	-	-	-	-
Intangible Assets	-	-	-	-	-
Accum Depreciation	-	-	-	-	-

Long Term Debt(s)	-	-	-	-	-
New Priv LT Debt		400,000	400,000	400,000	400,000
LCDBG LT Debt		45,000	45,000	45,000	45,000
Other LT Liabilities	-	-	-	-	-
TOTAL LONG TERM	-	445,000	445,000	445,000	445,000

During the 5 year projected period of the project, it is likely that some principal reduction of debt and depreciation expense will occur

Building	-	250,000	250,000	250,000	250,000
Machinery & Equipment	-	150,000	150,000	150,000	150,000
Other Tangible FA	-	-	-	-	-
Intangible Assets	-	-	-	-	-
Accum Depreciation	-	(40,000)	(80,000)	(120,000)	(160,000)
	-	405,000	365,000	325,000	285,000
TOTAL ASSETS	-	435,000	395,000	365,000	315,000
Long Term Debt(s)	-	-	-	-	-
New Priv LT Debt		400,000	378,000	353,000	325,000
LCDBG LT Debt		45,000	45,000	41,000	36,800
Other LT Liabilities	-	-	-	-	-
TOTAL LONG TERM	-	445,000	423,000	394,000	361,800

The schedule below the balance sheet can be used to adjust for principal repayment and depreciation expense

Principal Repayment:	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Private Notes Payable	-	-	-	-
Private Long Term Debt	-	(22,000)	(25,000)	(28,000)
LCDBG LT Debt	-	-	(4,000)	(4,200)
Annual Depreciation Expense	(40,000)	(40,000)	(40,000)	(40,000)

Once all the balance sheet items have been entered on the program schedule and displayed on the projected balance sheet with principal and depreciation adjustments to insure consistency ...

PROJECTED BALANCE SHEET						
	Prior to Project	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ASSETS						
Cash	-	-	-	-	-	-
Accounts Receivable	-	-	-	-	-	-
Inventory	-	30,000	30,000	30,000	30,000	30,000
Prepaid Expenses	-	-	-	-	-	-
Other Current	-	-	-	-	-	-
TOTAL CURRENT	-	30,000	30,000	30,000	30,000	30,000
Land	-	45,000	45,000	45,000	45,000	45,000
Building	-	250,000	250,000	250,000	250,000	250,000
Machinery & Equipment	-	150,000	150,000	150,000	150,000	150,000
Other Tangible FA	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-
Accum Depreciation	-	(40,000)	(80,000)	(120,000)	(160,000)	(200,000)
	-	405,000	365,000	325,000	285,000	245,000
TOTAL ASSETS	-	435,000	395,000	355,000	315,000	275,000
LIABILITIES						
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Accounts Payable	-	-	-	-	-	-
Notes Payable	-	-	-	-	-	-
Accruals	-	-	-	-	-	-
Other Current	-	-	-	-	-	-
TOTAL CURRENT	-	-	-	-	-	-
Long Term Debt(s)	-	-	-	-	-	-
New Priv LT Debt	-	400,000	378,000	353,000	325,000	294,000
LCDBG LT Debt	-	45,000	45,000	41,000	36,800	32,400
Other LT Liabilities	-	-	-	-	-	-
TOTAL LONG TERM	-	445,000	423,000	394,000	361,800	326,400
Capital Stock	-	-	-	-	-	-
Paid in Capital	-	-	-	-	-	-
Current Income	0	-	-	-	-	-
Retained Earnings	-	-	-	-	-	-
Additional Equity	-	30,000	30,000	30,000	30,000	30,000
TOTAL EQUITY	-	30,000	30,000	30,000	30,000	30,000
TOTAL LIABILITIES&EQUITY	-	475,000	453,000	424,000	391,800	356,400

The remaining items can be entered on the projected balance sheet

PROJECTED BALANCE SHEET						
	Prior to Project	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ASSETS						
Cash	-	48,000	80,000	109,000	130,800	150,400
Accounts Receivable	-	22,000	33,000	42,000	42,000	42,000
Inventory	-	30,000	45,000	60,000	60,000	60,000
Prepaid Expenses	-	-	-	-	-	-
Other Current	-	-	-	-	-	-
TOTAL CURRENT	-	100,000	158,000	211,000	232,800	252,400
Land	-	45,000	45,000	45,000	45,000	45,000
Building	-	250,000	250,000	250,000	250,000	250,000
Machinery & Equipment	-	150,000	150,000	150,000	150,000	150,000
Other Tangible FA	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-
Accum Depreciation	-	(40,000)	(80,000)	(120,000)	(160,000)	(200,000)
	-	405,000	365,000	325,000	285,000	245,000
TOTAL ASSETS	-	505,000	523,000	536,000	517,800	497,400
LIABILITIES						
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Accounts Payable	-	20,000	35,000	50,000	50,000	50,000
Notes Payable	-	-	-	-	-	-
Accruals	-	-	-	-	-	-
Other Current	-	-	-	-	-	-
TOTAL CURRENT	-	20,000	35,000	50,000	50,000	50,000
Long Term Debt(s)	-	-	-	-	-	-
New Priv LT Debt	-	400,000	378,000	353,000	325,000	294,000
LCDBG LT Debt	-	45,000	45,000	41,000	36,800	32,400
Other LT Liabilities	-	-	-	-	-	-
TOTAL LONG TERM	-	445,000	423,000	394,000	361,800	326,400
Capital Stock	-	5,000	5,000	5,000	5,000	5,000
Paid in Capital	-	-	-	-	-	-
Current Income	0	5,000	10,000	12,000	14,000	15,000
Retained Earnings	-	-	5,000	15,000	27,000	41,000
Additional Equity	-	30,000	45,000	60,000	60,000	60,000
TOTAL EQUITY	-	40,000	65,000	92,000	106,000	121,000
TOTAL LIABILITIES&EQUITY	-	505,000	523,000	536,000	517,800	497,400

		1st Year			
Total Annual LM from INCMStmntLMBnft		LM		7	
Total Annual NON LM from INCMStmntLMBnft		Non LM		4	
		1st Year			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Employment					
Low to Moderate Income		3	2	2	0
Above LMI		2	2	0	0
Cumulative		5	9	11	11

Below the LCDBG Loan Program schedule there is also a quarterly employment projection, similar to the one found on the infrastructure spreadsheet.

PROJECT COST FORM		from the INFRSTRSCHD Sheet		Private		Other Non-LCDBG	TOTAL PROJECT COSTS
	LCDBG		Lender	Equity	Infrastructure		
	Loan	Infrastructure					
Land Acquisition	45,000	6,500	-	-	5,000		56,500
Building Acquisition	-	156,200	-	-	6,200		162,400
Building Construction/ Renovation	-	90,000	250,000	-	-		340,000
Machinery & Equipment	-		150,000	-			150,000
Net Inventory			-	60,000			60,000
Accounts Receivable			-	-			-
Operating Expenses			-	-			-
							-
Sewer		375,540			-		375,540
Water		55,000			-		55,000
Road		88,000			-		
Engineering Services		61,032			-		
Other Project Costs		5,000			-		
					-		
Administration	-	37,550			-		37,550
TOTAL PROJECT COSTS	45,000	874,822	400,000	60,000	11,200		1,391,022

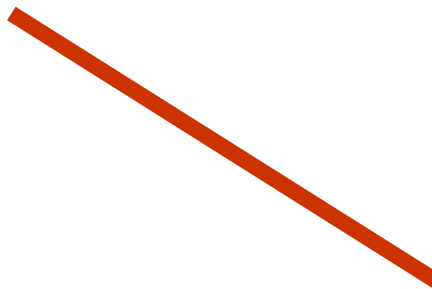
When all the items have been entered, the Project Cost Form will be completed. No entries required.

PROJECT COST FORM

from the INFRSTRSC

	LCDBG	
	Loan	Infrastructure
Land Acquisition	45,000	6,500
Building Acquisition	-	156,200
Building Construction/ Renovation	-	90,000
Machinery & Equipment	-	
Net Inventory		
Accounts Receivable		
Operating Expenses		
Sewer		375,540
Water		55,000
Road		88,000
Engineering Services		61,032
Other Project Costs		5,000
Administration	-	37,550

This includes all items entered on the Infrastructure spreadsheet.



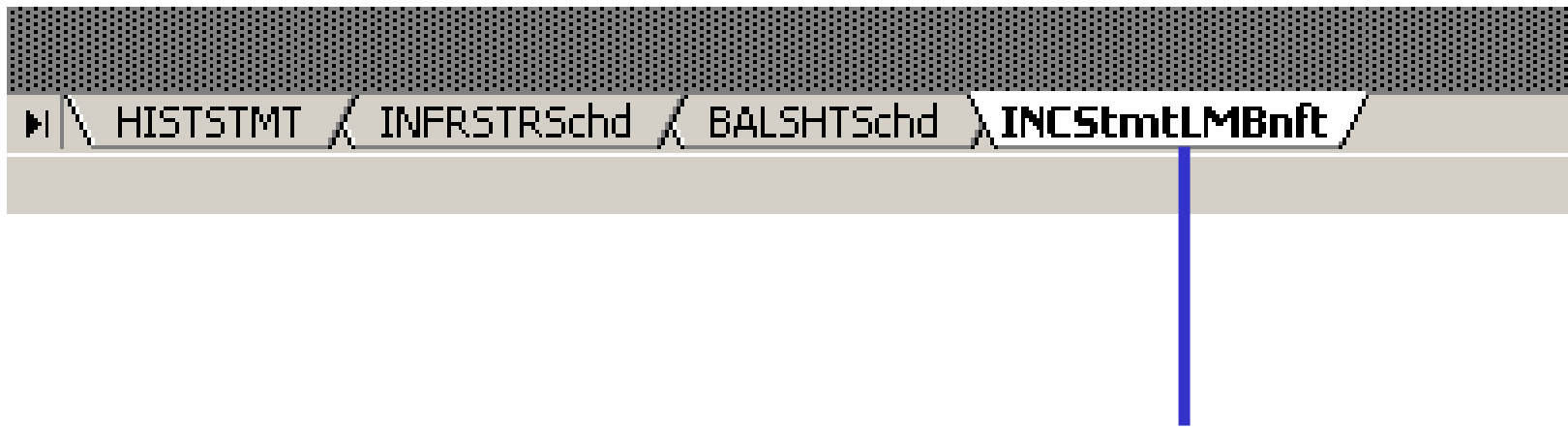
Finally, the Budget Cost Summary Form, will also incorporate the previously entered information.

LCDBG PROGRAM				
BUDGET/COST SUMMARY FORM		APPLICANT NAME		Town of No hope
1. Costs by Activity (Read Instructions Before Completing)				
(A) Activity	(B) LCDBG	C Other	(D) Total	(E) Source of Other Funds
1. Acquisition of Real Property	207,700	11,200	218,900	
2. Public Works, Facilities, Site Improv	584,572	-	584,572	
4. Loan Program Items	-	460,000	460,000	
Administration	37,550			
TOTAL	829,822	471,200	1,263,472	
For State Use Only				
I. Line Item Budget				
1. Acquisition of Real Property		162,700		
2. Public Works, Facilities, Site Improvements				
Sewer		375,540		
Water		55,000		
Road		88,000		
Engineering Services		61,032		
Other Project Costs		5,000		
3. Provision of Public Services				
4. Loan Program Items				
a. Acquisition		45,000		
b. Infrastructure Improvements		-		
c. Building Construction Improvements		-		
d. Industrial and Commercial Facilities		-		
e. Capital Equipment		-		
f. Working Capital		-		
5. Administration (Total)		37,550		
a. Pre-agreement Costs <fill in>		-		
b. Economic Development <fill in>		-		
c. Legal <fill in>		-		
d. Other <fill in>		-		
6. TOTAL		829,822		

Income Statement and Low Moderate Income Benefit



Income Statement and Low Moderate Income Benefit



This spreadsheet contains the Five Year projected income statement and the Statutory Benefit forms; designating Low Mod and Non Low Mod Jobs

Income Statement and Low Moderate Income Benefit



This spreadsheet is used to insure projected jobs and associated employee compensation are consistent with the projected income statement

For each Position provide: Occupation Weekly Hours Hourly Wage and Weeks per Year						
Production Direct /Labor Employment Positions						
A	<u>Low-Moderate Income Positions</u>					
	(enter for each position; hours per week, hourly wage and number of weeks position will be paid annually - payroll will be calculated)					
new	Direct Labor LM					
	Occupation Classification	Hours per Week	Hourly Wage		Weeks Paid	Annual Payroll
1	Machinist	40	15.00		52	31,200
2	Welder	40	15.00		52	31,200
3	Trainee	40	10.00		52	20,800
4	Clerical Draftsman	40	12.00		52	24,960

Because the statutory objective of the CDBG program is to create Low to MOD jobs, the accurate projection of employment and the associated payroll costs on the income statement are especially important.

The spreadsheet has four separate schedules for classifying jobs:

	Production Direct /Labor Employee
A	<u>Low-Moderate Income Positions</u>
new	Direct Labor LM
	Occupation Classification
	Machinist
	Welder
	Trainee
	Clerical Draftsman
5	

	Production /Direct Labor Employee
B	<u>Non- Low-Moderate Income Position</u>
new	Direct Labor Non-LM
	Occupation Classification
	Machinist/Programmer
	Machinist
	Welder

	<i>Sales, Administrative, Technical Position</i>
A	<u>Low-Moderate Income Positions</u>
new	SGA Employees LM
	Occupation Classification
	Sales clerk
	Receptionist
3	

B	<u>Non- Low-Moderate Income Position</u>
	<i>Executive, Managerial, Professional, Technical</i>
new	SGA Employees Non LM
	Occupation Classification
1	Manager
2	Production Supervisor
3	

**One for Low Mod
Direct
Labor/Production
Positions**

	Production Direct /Labor Employme
A	<u>Low-Moderate Income Positions</u>
new	Direct Labor LM
	Occupation Classification
	Machinist
	Welder
	Trainee
	Clerical Draftsman
5	

**One for Non LM
<Higher Skill>
Direct
Labor/Production
Positions**

	Production /Direct Labor Employme
B	<u>Non- Low-Moderate Income Positio</u>
new	Direct Labor Non-LM
	Occupation Classification
	Machinist/Programer
	Machinist
	Welder

One for LM
Sales/

General
Administration/
Clerical Positions

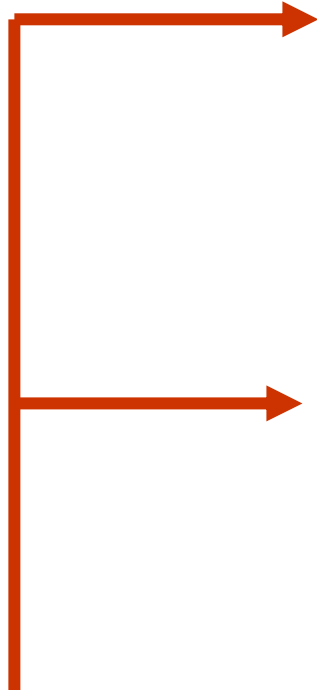
		<i>Sales, Administrative, Technical Posi</i>
	A	<u>Low-Moderate Income Positions</u>
	new	SGA Employees LM
		Occupation Classification
		Sales clerk
		Receptionist
		3

One for Non LM
Managerial/

Professional/
Supervisory
Positions

	B	<u>Non- Low-Moderate Income Positior</u>
		<i>Executive, Managerial, Professional, t</i>
	new	SGA Employees Non LM
		Occupation Classification
	1	Manager
	2	Production Supervisor
		3

Five Year Income Statement	Town of No Hope		Acme Mfg GmbH		
PROJECTED OPERATING STATEMENT					
	Year 1	Year 2	Year 3	Year 4	Year 5
SALES	1,100,000	1,350,000	1,600,000	1,850,000	2,100,000
Direct Labor	-	-	-	-	-
<u>Direct Labor Wages</u>	268,880	377,040	460,240	491,440	491,440
Other Labor Expenses	-	-	-	-	-
<u>Other Labor Expenses</u>	20,020	33,540	43,940	47,840	47,840
Non Labor Cost of Goods Sold	555,750	602,500	624,000	641,500	651,500
COST OF GOODS SOLD	719,650	883,080	988,180	1,030,780	1,040,780
Gross Profit	380,350	466,920	611,820	819,220	1,059,220
OPERATING EXPENSES					
Officer Salaries	0	0	0	0	0
SGA Employees Wages	-	-	-	-	-
<u>SGA Employees Wages</u>	40,000	40,000	40,000	40,000	40,000
Other Employee Compensation	-	-	-	-	-
<u>Other Employee Compensation</u>	4,000	4,000	4,000	4,000	4,000
Professional Services	-	-	-	-	-
additional operating expenses	211,450	214,890	219,730	235,570	251,410
Total Operating Expenses	255,450	258,890	263,730	279,570	295,410



The income statement is configured for manufacturing operations; employment and payroll are divided between direct labor (production) and administrative positions.

Entering the Information for the Statutory Benefit Forms

For each Position provide: Occupation Weekly Hours Hourly Wage and Weeks per Year					
Production Direct /Labor Employment Positions					
A	Low-Moderate Income Positions				
(enter for each position; hours per week, hourly wage and number of weeks position will be paid annually - payroll will be calculated)					
new	Direct Labor LM				
Occupation Classification	Hours per Week	Hourly Wage		Weeks Paid	Annual Payroll
1					
2					
3					
4					

Production Direct /Labor Employment Positions

Low-Moderate Income Positions

(enter for each position; hours per week, hourly wage and number of weeks position will be paid annually - payroll will be calculated)				
Direct Labor LM	Hours per Week		Hourly Wage	Weeks Paid
Occupation Classification	Hours per Week		Hourly Wage	Weeks Paid
Machinist				
Welder				
Trainee				
Clerical Draftsman				

For Each Job Classification:

Enter occupational title

Production Direct /Labor Employment Positions

Low-Moderate Income Positions

	(enter for each position; hours per week, hourly wage and number of weeks position will be paid annually - payroll will be calculated)		
Direct Labor LM			
Occupation Classification	Hours per Week	Hourly Wage	Weeks Paid
Machinist	40	15.00	52
Welder	40	15.00	52
Trainee	40	10.00	52
Clerical Draftsman	40	12.00	52

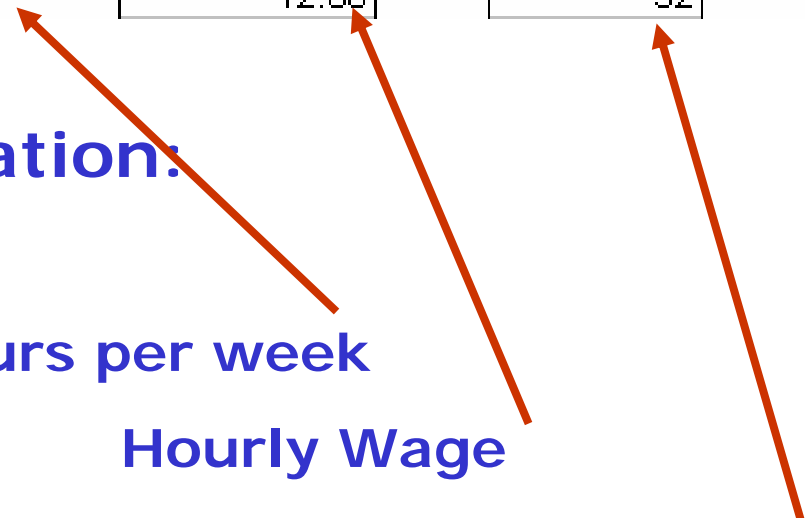
For Each Job Classification:

Enter

Number of hours per week

Hourly Wage

**Number of
Weeks Paid**



Production Direct /Labor Employment Positions

Low-Moderate Income Positions

	(enter for each position; hours per week, hourly wage and number of weeks position will be paid annually - payroll will be calculated)			
Direct Labor LM				
Occupation Classification	Hours per Week	Hourly Wage	Weeks Paid	Annual Payroll
Machinist	40	15.00	52	31,200
Welder	40	15.00	52	31,200
Trainee	40	10.00	52	20,800
Clerical Draftsman	40	12.00	52	24,960

After the data is entered the annual payroll expense will be calculated

For each position provide cumulative persons to be hired by each year

Number of New Jobs by Year
Cumulative Hiring by Position

*enter cumulative jobs by position by year ex: starting with 5 for year 1
add 1 for year 2 and 1 more for year 3 - enter five Yr1 & Yr 2 and 9 Yr 3*

Direct Labor Wages <u>Occupation Classification</u>	Year 1	Year 2	Year 3	Year 4	Year 5
Machinist					
Welder					
Trainee					
Clerical Draftsman					

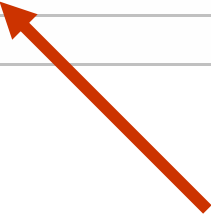
The next schedule adjacent to Job position and pay schedule, is used to project the number of jobs by year of hire.

For each position provide cumulative persons to be hired by each year

Number of New Jobs by Year
Cumulative Hiring by Position

*enter cumulative jobs by position by year ex: starting with 5 for year 1
add 1 for year 2 and 1 more for year 3 - enter five Yr1 & Yr 2 and 9 Yr 3*

<u>Direct Labor Wages</u> <u>Occupation Classification</u>	Year 1	Year 2	Year 3	Year 4	Year 5
Machinist					
Welder					
Trainee					
Clerical Draftsman					



**The job classifications
entered on the pay schedule
will appear on the job
number schedule**

For each position provide cumulative persons to be hired by each year					
Number of New Jobs by Year Cumulative Hiring by Position					
	<i>enter cumulative jobs by position by year ex: starting with 5 for year 1 add 1 for year 2 and 1 more for year 3 - enter five Yr1 8 Yr 2 and 9 Yr 3</i>				
<u>Direct Labor Wages</u> <u>Occupation Classification</u>	Year 1	Year 2	Year 3	Year 4	Year 5
Machinist	2	3	4	4	4
Welder	1	2	3	3	3
Trainee	2	3	3	3	3
Clerical Draftsman	1	2	2	2	2

For each job classification, enter the cumulative number of positions filled each year.

For example: if 2 machinists are hired the first year and 1 additional the second year and 1 additional the third year; enter 2 for Yr 1, enter 3 Yr 2, and 4 Yr 3

Total Wages and Salary Calculated by Position

Total Wage and Salary Payroll Costs
(annual payroll x number of employees by year)

Total Project Salary Costs by Position

<u>Direct Labor Wages</u> <u>Occupation Classification</u>	Year 1	Year 2	Year 3	Year 4	Year 5
Machinist	62,400	93,600	124,800	124,800	124,800
Welder	31,200	62,400	93,600	124,800	124,800
Trainee	41,600	62,400	83,200	83,200	83,200
Clerical Draftsman	24,960	49,920	49,920	49,920	49,920

The third schedule requires no entries.

Total Wages and Salary Calculated by Position

Total Wage and Salary Payroll Costs
(annual payroll x number of employees by year)

Total Project Salary Costs by Position

Direct Labor Wages Occupation Classification	Year 1	Year 2	Year 3	Year 4	Year 5
Machinist	62,400	93,600	124,800	124,800	124,800
Welder	31,200	62,400	93,600	124,800	124,800
Trainee	41,600	62,400	83,200	83,200	83,200
Clerical Draftsman	24,960	49,920	49,920	49,920	49,920

Two machinists

Three machinists

Four Machinists

This schedule calculates the wages/salaries from the first schedule multiplied by number of job positions by year from the second schedule.

**Calculate other non-Wage and Salary Compensation (fringe benefits, payroll taxes)
as percent of payroll**

Other Direct Labor Expenses (Non Wage and Salary Expenses)

fringe benefits (health insurance, retirement, legally required (payroll taxes etc.)

as a percent of payroll

Other DL Exp LM Occupation Classification		Year 1	Year 2	Year 3	Year 4	Year 5
Machinist	12.5%	7,800	11,700	15,600	15,600	15,600
Welder	12.5%	3,900	7,800	11,700	15,600	15,600
Trainee	12.5%	5,200	7,800	10,400	10,400	10,400
Clerical Draftsman	12.5%	3,120	6,240	6,240	6,240	6,240

The final schedule calculates the fringe benefit non-wage and salary employee compensation costs.

**Calculate other non-Wage and Salary Compensation (fringe benefits, payroll taxes)
as percent of payroll**

Other Direct Labor Expenses (Non Wage and Salary Expenses)

fringe benefits (health insurance, retirement, legally required (payroll taxes etc.)

as a percent of payroll

Other DL Exp LM Occupation Classification		Year 1	Year 2	Year 3	Year 4	Year 5
Machinist	12.5%	7,800	11,700	15,600	15,600	15,600
Welder	12.5%	3,900	7,800	11,700	15,600	15,600
Trainee	12.5%	5,200	7,800	10,400	10,400	10,400
Clerical Draftsman	12.5%	3,120	6,240	6,240	6,240	6,240

Enter the percent of payroll for each occupational classification and the dollar amount will be calculated by year.

Once all the jobs schedules have been completed; The wages/ Salaries, non salary employment costs and Number of jobs will be displayed on the income statement

PROJECTED OPERATING STATEMENT					
	Year 1	Year 2	Year 3	Year 4	Year 5
SALES	-	-	-	-	-
<u>Direct Labor Wages</u>	268,880	377,040	460,240	491,440	491,440
Other Labor Expenses	-	-	-	-	-
<u>Other Labor Expenses</u>	20,020	33,540	43,940	47,840	47,840
Non Labor Cost of Goods Sold	-	-	-	-	-
COST OF GOODS SOLD	288,900	410,580	504,180	539,280	539,280
Gross Profit	(288,900)	(410,580)	(504,180)	(539,280)	(539,280)
OPERATING EXPENSES					
Officer Salaries	0	0	0	0	0
SGA Employees Wages	-	-	-	-	-
<u>SGA Employees Wages</u>	40,000	40,000	40,000	40,000	40,000
Other Employee Compensation	-	-	-	-	-
<u>Other Employee Compensation</u>	4,000	4,000	4,000	4,000	4,000
Professional Services	-	-	-	-	-
additional operating expenses	-	-	-	-	-
Total Operating Expenses	44,000	44,000	44,000	44,000	44,000
EARNINGS BEFORE INT & DEPR	(332,900)	(454,580)	(548,180)	(583,280)	(583,280)
Depreciation Expense	-	-	-	-	-
Interest Expense	-	-	-	-	-
Earnings Before Tax	(332,900)	(454,580)	(548,180)	(583,280)	(583,280)
Income Taxes	-	-	-	-	-
INCOME AFTER TAXES	(233,030)	(318,206)	(383,726)	(408,296)	(408,296)
New Jobs from Project					
LM Jobs	6	10	13	14	14
Non LM Jobs	4	4	4	4	4
Total Jobs	10	14	17	18	18

Five Year Income Statement					
PROJECTED OPERATING STATEMENT					
		Year 1	Year 2	Year 3	Year 4
SALES		-	-	-	-
new	<u>Direct Labor Wages</u>	268,880	377,040	460,240	491,440
current	Other Labor Expenses	-	-	-	-
new	<u>Other Labor Expenses</u>	20,020	33,540	43,940	47,840
see below	Non Labor Cost of Goods Sold	555,750	602,500	624,000	641,500
COST OF GOODS SOLD		719,650	883,080	988,180	1,030,780

**Wage and Salary Expense
 and other Labor Expense
 from the direct
 labor/production job
 schedules are displayed as
 part of Cost of Goods Sold**

Five Year Income Statement					
PROJECTED OPERATING STATEMENT					
		Year 1	Year 2	Year 3	Year 4
SALES		-	-	-	-
new	<u>Direct Labor Wages</u>	268,880	377,040	460,240	491,440
current	Other Labor Expenses	-	-	-	-
new	<u>Other Labor Expenses</u>	20,020	33,540	43,940	47,840
<i>see below</i>	Non Labor Cost of Goods Sold	555,750	602,500	624,000	641,500
COST OF GOODS SOLD		719,650	883,080	988,180	1,030,780



The other components of Cost of Goods Sold are detailed in a separate schedule

Cost of Sales/ Goods Sold		Year 1	Year 2	Year 3	Year 4	Year 5
	Inventory at beginning of year	100,000	125,000	130,000	140,000	150,000
	Purchases (materials)	350,000	380,000	400,000	410,000	410,000
	Power/Fuels/Electric	23,500	23,500	24,000	24,500	24,500
	Transportation/Freight	35,000	32,000	34,000	32,000	32,000
other COG	Contract labor	32,000	26,000	18,000	16,000	16,000
other COG	Storage Rental	15,250	16,000	18,000	19,000	19,000
other COGS		-	-	-	-	-
Non Labor Cost of Goods Sold		555,750	602,500	624,000	641,500	651,500
current	Cost (Direct) Labor					
new	Cost (Direct) Labor	268,880	377,040	460,240	491,440	491,440
current	Other Labor Expense	-	-	-	-	-
new	Other Labor Expense	20,020	33,540	43,940	47,840	47,840
		844,650	1,013,080	1,128,180	1,180,780	1,190,780
	Inventory at end of year	125,000	130,000	140,000	150,000	150,000
Total Cost of Sales/Goods Sold		719,650	883,080	988,180	1,030,780	1,040,780

Other COGS data to be entered

Labor Costs from above, no entries required

		Five Year Income Statement			
		Year 1	Year 2	Year 3	
		SALES	-	-	-
current	Direct Labor	150,000	150,000	150,000	
<i>new</i>	Direct Labor Wages	200,000	377,040	460,240	
current	Other Labor Expenses	18,000	18,000	18,000	
<i>new</i>	Other Labor Expenses	20,000	33,540	43,940	
<i>see below</i>	Non Labor Cost of Goods Sold	555,750	602,500	624,000	
		COST OF GOODS SOLD	887,650	1,051,080	1,156,180
		Gross Profit	(887,650)	(1,051,080)	(1,156,180)
		OPERATING EXPENSES			
		Officer Salaries	0	0	0
current	SGA Employees Wages	25,000	25,000	25,000	
<i>new</i>	SGA Employees Wages	40,000	40,000	40,000	
current	Other Employee Compensation	2,200	2,200	2,200	
<i>new</i>	Other Employee Compensation	4,000	4,000	4,000	

Some projects that are expansions will have existing jobs and payroll expenses. The existing payroll expenses should be entered as Current Direct Labor etc for the first year

		Five Year Income Statement	Year 1	Year 2	Year 3
		SALES	-	-	-
current	Direct Labor	150,000	150,000	150,000	150,000
new	Direct Labor Wages	268,880	377,040	460,240	460,240
current	Other Labor Expenses	18,000	18,000	18,000	18,000
new	Other Labor Expenses	20,020	33,540	43,940	43,940
<i>see below</i>	Non Labor Cost of Goods Sold	555,750	602,500	624,000	624,000
		COST OF GOODS SOLD	887,650	1,051,080	1,156,180
		Gross Profit	(887,650)	(1,051,080)	(1,156,180)
		OPERATING EXPENSES			
		Officer Salaries	0	0	0
current	SGA Employees Wages	25,000	25,000	25,000	25,000
new	SGA Employees Wages	40,000	48,880	48,880	48,880
current	Other Employee Compensation	2,200	2,200	2,200	2,200
new	Other Employee Compensation	4,000	4,000	4,000	4,000

The entries from year one will be displayed for the next four years

INCOME AFTER TAXES	(671,195)	(785,596)	(859,166)	(888,986)
New Jobs from Project				
LM Jobs	6	10	13	14
Non LM Jobs	4	4	4	4
Total Jobs	10	14	17	18

for expansions on existing sites

Enter Current Jobs	6	6	6	6
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For expansion projects, enter the number of existing jobs for the first year in place below the income statement

		OPERATING EXPENSES				
	current	Officer Salaries	0	0	0	0
	current	SGA Employees Wages	-	-	-	-
	new	SGA Employees Wages	40,000	40,000	40,000	40,000
	current	Other Employee Compensation	-	-	-	-
	new	Other Employee Compensation	4,000	4,000	4,000	4,000
		Professional Services	-	-	-	-
	<i>see below</i>	additional operating expenses				
		Total Operating Expenses	255,450	258,890	263,730	279,570
			-	-	-	-
			-	-	-	-

All non-payroll operating expenses are also listed on separate schedule below the income statement

The major non-payroll expenses should be listed as necessary

Minor expense items can be consolidated

	Year 1	Year 2
Additional Operating Expenses		
	-	-
Marketing Expenses		
Building Rent		
Office Supplies		
Accounting Expenses		
Insurance		
Bad Debt Expense		
Fuel&Repairs Vehicles		
Subscription \$ Dues		
Travel		
Property Taxes		
License & Fees		
Franchise Taxes		
Uniforms		
Office Utilities		
All other Expenses		
	-	-
	-	-
Total Other Operating Expenses		

	Year 1	Year 2	Year 3	Year 4	Year 5
Additional Operating Expenses					
	-	-	-	-	-
Marketing Expenses	50,000	55,200	60,400	65,600	70,800
Buliding Rent	30,000	15,000	-	-	-
Office Supplies	4,000	4,250	4,500	4,750	5,000
Accounting Expenses	3,000	3,150	3,300	3,450	3,600
Insurance	6,000	6,200	6,400	6,600	6,800
Bad Debt Expense	22,000	27,000	32,000	37,000	42,000
Fuel&Repairs Vehicles	30,000	30,550	31,100	31,650	32,200
Subscription \$ Dues	750	830	910	990	1,070
Travel	2,600	3,110	3,620	4,130	4,640
Property Taxes	5,400	8,000	12,000	12,000	12,000
License & Fees	3,200	3,350	3,500	3,650	3,800
Franchise Taxes	4,100	4,350	4,600	4,850	5,100
Uniforms	1,200	1,350	1,500	1,650	1,800
Office Utilities	3,200	3,350	3,500	3,650	3,800
	-	-	-	-	-
All other Expenses	46,000	49,200	52,400	55,600	58,800
	-	-	-	-	-
	-	-	-	-	-
Total Other Operating Expenses	211,450	214,890	219,730	235,570	251,410

The five year projections are totaled and then displayed on the income statement

		OPERATING EXPENSES						
		Officer Salaries	0	0	0	0	0	0
current		SGA Employees Wages	-	-	-	-	-	-
new		SGA Employees Wages	40,000	40,000	40,000	40,000	40,000	40,000
current		Other Employee Compensation	-	-	-	-	-	-
new		Other Employee Compensation	4,000	4,000	4,000	4,000	4,000	4,000
		Professional Services	-	-	-	-	-	-
	<i>see below</i>	additional operating expenses	211,450	214,890	219,730	235,570	251,410	
		Total Operating Expenses	255,450	258,890	263,730	279,570	295,410	
		EARNINGS BEFORE INT & DEPR	124,900	208,030	348,090	539,650	763,810	



The total of non-payroll operating expenses appear on the income statement and factored into the calculation of net income.

Five Year Income Statement		
	Year 1	Year 2
SALES	1,100,000	1,350,000
Direct Labor		
<u>Direct Labor Wages</u>	268,880	377,040
Other Labor Expenses		
<u>Other Labor Expenses</u>	33,610	47,130
Non Labor Cost of Goods Sold	555,750	602,500
COST OF GOODS SOLD	733,240	896,670
Gross Profit	366,760	453,330
OPERATING EXPENSES		
Officer Salaries	0	0
SGA Employees wages	-	-
<u>SGA Employees Wages</u>	40,000	40,000
Other Employee Compensation	-	-
<u>Other Employee Compensation</u>	4,000	4,000

Not all projects are manufacturing businesses and therefore there is not always a distinction between production and administrative employees.

Five Year Income Statement	Year 1	Year 2
SALES	1,100,000	1,350,000
Direct Labor	-	-
<u>Direct Labor Wages</u>	-	-
Other Labor Expenses	-	-
<u>Other Labor Expenses</u>	-	-
Non Labor Cost of Goods Sold	555,750	602,500
COST OF GOODS SOLD	480,750	472,500
Gross Profit	669,250	877,500
OPERATING EXPENSES		
Officer Salaries	0	0
SGA Employees Wages	-	-
<u>SGA Employees Wages</u>	308,880	417,040
Other Employee Compensation	-	-
<u>Other Employee Compensation</u>	37,610	51,130
Professional Services	-	-
additional operating expenses	211,450	214,890

For projects without a meaningful distinction between production and administrative employees; just enter employment under administrative employment.



Once all items on the spreadsheet have been completed, it can be emailed to OCD in order to expedite the review of the ED application

THE END

