



YORK CITY  
Fresh  
Food  
Fund

Everything you need and want to know.



Mayor C. Kim Bracey  
City Hall  
101 South George Street  
York PA 17401



PeoplesBank  
Codus Valley Corporate Center  
105 Leader Heights Road  
York, PA 17403

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City Hall  
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PeoplesBank  
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105 Leader Heights Road  
York, PA 17403

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**Dear Prospective and existing Restaurateurs and proprietors of York City fresh food establishments:**

Based on a grant from the United States of Department of Agriculture and seed money provided by the City of York Redevelopment Authority, The York City Fresh Foods Fund (FFF) is a revolving loan fund that has been created to modestly assist the development of new and existing restaurants and other food service establishments in the community. Our goal are to help entrepreneurs and business owners start and expand successful businesses in an effort to bring jobs and economic prosperity to the City.

To reach this goal, FFF loans will be provided to qualifying applicants through PeoplesBank. The intent of the FFF coincides with the mission of the Department of Economic Development to create the conditions that build a diversely vibrant economy throughout York City. Please note that there are limits to the total capitalization of the loan fund. The city respects and thanks each and every eatery, restaurant, market vendor, and food vendor that does business in our city.

The program administer is based on the objective procedures and criteria explained below. The FFF will make loans to a variety of food service establishments that, for many reasons, do not qualify for additional bank financing and support. The typical borrower the FFF anticipates serving is ineligible for the conventional lending products due to an insufficient operating history, inadequate collateral or poor credit.

Many eateries within the City will be able to apply for revolving loan funds for a variety of purposes, including:

- a) Equipment and inventory purchases
- b) Building improvements and tenant fit-outs
- c) Facade improvement and signage
- d) Gap financing for business development projects
- e) Fixed assets

Under this program, please note that only eateries and restaurants, defined as those food-service operations that provide sit-down seating, and food vendors at Central Market or the Farmers' Market Company are eligible. Carry out establishments are not eligible for this program.

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Under no circumstances will personal loans be made to individuals and loans will not be made to support mortgage payments, to support rent, or to satisfy tax or sewer liens.

**Applications may be immediately disqualified if the applicant owes back payments or penalties towards rent, mortgage, taxes or sewer/refuse.**

The advisory council, comprised of representatives from PeoplesBank, Community First Fund, the City of York Department of Economic Development and Downtown Inc will evaluate each applicant on a case-by-case basis based on objective evaluation criteria noted below. The advisory council shall review the loan applications and make recommendation to the Redevelopment Authority Board for approval.

As part of the approval process, the advisory council will review individual applications. An application checklist appears on page 7.

The Redevelopment Authority's aim is to build a modest portfolio of borrowers. PeoplesBank will be responsible for maintaining the program and account balances. With time, the success of this program may permit a second round of applications.

#### **Advisory Council Evaluation Criteria**

- 1) Comprehension and Strength of Application (1, 2, 3 or 4 points)
- 2) Strength of Business Plan or Business Concept (1, 2 or 3 points)
- 3) Impact Based on Proposed Use of Funds (i.e job creation, visibility, neighborhood impact) (1, 2 or 3 points)
- 4) Strength of Financial Statement & Likelihood of Loan Repayment (1, 2 or 3 points)
- 5) Strength of Private Commitment and Leveraging (1, 2 or 3 points)
- 6) Duration of Business Hours (e.g. Is Business open on Sundays?) (1 point)
- 7) Minority Owned Enterprise (1 point)
- 8) Requested Loan Amount (3 points for \$1,000-\$9,999, 2 points for \$10,000-\$19,999, 1 point for \$20,000-\$39,999, 0 points for \$40,000-\$50,000) The maximum amount is \$50,000.
- 9) New Business Impact. Is the applicant a currently existing, established eatery business that is relocating to the City? (3 points) Is the applicant a first-time business start-up that will provide a new eatery to the city? (2 Points) Is the applicant a currently existing, established city business that is opening a new city eatery in addition to existing city eatery? (1 Point)

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## York City Fresh Food Fund (FFF) Overview

Administered by PeoplesBank and the Redevelopment Authority of the City of York, the York City Fresh Foods Revolving Loan Fund is available to food service businesses currently located, or planning to locate, in the City of York, Pennsylvania. Food services business is defined as a sit down eatery or restaurant or a food vendor at Central or Farmers' Market. The fund is capitalized by the U.S. Department of agriculture, Rural Business Enterprise Grant, is operated under guidelines established by USDA, and administered in partnership with PeoplesBank. The following is a summary of Program elements and requirements.

### 1. Borrower Eligibility

- a) The FFF funded activity must be located within the corporate limits of the City of York, Pennsylvania.
- b) FFF funded activities must create or retain year-round job(s) within the City of York. If the Loan is based upon the retention of jobs, the borrower must clearly demonstrate that the job(s) would be lost with out the presence of the FFF funds.
- c) A borrower is not eligible for FFF financing if credit is otherwise available on terms and conditions that would permit completion and/or the successful operation or accomplishment of the project activities to be financed.
- d) Public, quasi-public or non-profit organizations are not eligible for FFF financing.

### 2. Ineligible Activities

- a) Acquire an equity position in a private business.
- b) Subsidize interest payments on an existing loan.
- c) Provide the equity contribution required of borrowers under the Federal Loan Programs.
- d) Enable a FFF Borrower to acquire an interest in a business.
- e) Refinance existing debt.

- 
- f) Invest in interest bearing accounts.
  - g) Fund more than 20% of the down payment cost towards the purchase of real property for business.
  - h) Fund mortgage payments, rent or satisfy tax or sewer liens.

### 3. Interest Rate

The interest rate shall be fixed at prime rate or prime rate minus 50 basis points as quoted by PeoplesBank at the time of the loan approval.

### 4. Terms

The loan will be fixed term installment loan for a maximum term of five years but this may be renegotiated depending upon the loan amount, ability to repay, and other factors. If the participating applicant violates the terms of repayment, the RDA reserves the right to affix a lien to material, equipment, infrastructure, or other assets to recover its loan value.

### 5. Private Leveraging

FFF loans should be used in conjunction with private investment of at least two to four dollars for every one-dollar of FFF investment in an activity. Private Investment, to be classified as leveraged, should be made concurrently with a FFF loan as part of the same business development project and may include: Capital invested by borrower or others, Bank financing or 90 percent of the guaranteed portions of SBA 7(a) and SBA 504 debenture loans.

Private Investments do not include equity build-up in a borrower's assets or prior to capital investments by the borrower unless made within nine months of the FFF loan and with the concurrence of the FFF screening Committee. Full documentation will be required in verification of other financing sources. Exceptions may be made to this requirement, if, as a minimum, the following three conditions are met:

- a) The project will provide significant job creation benefits for the City.
- b) It can be documented that no other funds are available for the project.
- c) Borrower will secure the loan with real estate.

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## 6. Maximum Loan Amount.

The program may offer cash-secured term loans between \$1,000 and \$50,000, not to exceed \$50,000. The maximum loan amount to any one Borrower will depend upon the following:

- a) The amount of FFF base capital currently available for lending
- b) The number of year-round full time jobs or their equivalent to be created and/or retained by the borrower
- c) The total project cost, bearing in mind that in most instances the FFF will only fund a percentage of this amount.

## 7. Loan Fees.

In rare instances, additional costs may be added to the amount of the loan approved at the discretion of the loan committee. These costs may include costs associated with the acquisition of real property (e.g. deed recording, satisfaction costs). Appraisals for real estate or business assets will be arranged by the lender and paid by the applicant at the time of the appraisal. If the underwriter requires an environmental study, the applicant will pay that cost at the time of the study. If the collection proceedings are necessary, any costs will be born by the borrower.

## 8. Repayment

PeoplesBank will determine and coordinate all repayment terms and conditions. The City of York Redevelopment Authority will charge an interest rate approximating the prevailing prime rate on the entire loan amount. This interest assessment is directed towards administrative costs associated with the Fresh Food Revolving Loan Fund. Additional funds remaining will be reapplied to the Fresh Food Revolving Loan Fund account to ensure the funds continuance.





York City Fresh Foods Fund Checklist of Requirements.

- Application.
- Itemized Budget for Improvements that show basis of requested loan amount.
- Personal Financial Statement.
- Prior two tax return filings.
- Business Plan.
- Valid Address. Please note if you are a current city resident or city taxpayer.
- Proof of Identification.
- Application Fee of \$100.

Layout, Design, Logo and Pictures all done by Michele Lombardo

# PeoplesBank Financial Statement

## Fresh Foods Revolving Loan Fund (FFF)

This program was officially approved by the Redevelopment Authority Board of the City of York on October 18, 2006. Applications will be reviewed on a revolving basis, and loan dollars will be available to the first accepted and approved applications, as funds are available. Once the initial round of funding has been expended, applications will no longer be accepted until such a date as the Redevelopment Authority deems appropriate to accept new applications based on sufficient payments being received.

### Business Information

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Name (under which taxes are filed)

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Business Tax ID Number

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Trade/DBA (if different)

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Percentage Ownership

---

Existing Business Address

---

Date of Birth

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City State Zip

---

Business Address (to which the application applies)

---

City State Zip

---

Telephone

---

Fax

---

Email

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Website

## Business Structure

Sole Proprietorship     Partnership     Corporation     S     C     LLC

\_\_\_\_\_  
State of Business Registration or Incorporation

\_\_\_\_\_  
Description/Nature of Business

\_\_\_\_\_  
Number of Employees of existing  
business, if applicable

\_\_\_\_\_  
Number of Employees projected if applicant receive Fresh Food Funds

\_\_\_\_\_  
Name of Banking Institution

\_\_\_\_\_  
Annual Sales (last full year)

\_\_\_\_\_  
Net Profit (last full year)

**Please Answer All Questions: If you answer "Yes" to questions 1, 2 or 3 please explain.**

1. Is the business or any principal currently involved in any litigation or other legal claims?

No     Yes \_\_\_\_\_

2. Has the business or any principal ever declared bankruptcy?

No     Yes    Date: \_\_\_\_\_

3. Are any Business, Payroll, Personal, or Real Estate taxes currently past due?

No     Yes    Amount: \_\_\_\_\_

4. Is the company in good standing with the Commonwealth Secretary of State?

No     Yes



Requested Loan Amount

Cash On Hand

Project Description (Please provide typed description or an attachment)

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Project Budget (Please provide typed description on ar attachment)

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The following form is intended for use in any commercial lending transactions.

PERSONAL FINANCIAL STATEMENT AS OF \_\_\_\_\_

PERSONAL INFORMATION

APPLICANT NAME:			CO-APPLICANT NAME:		
Employer			Employer		
Address of Employer			Address of Employer		
Business Phone #	# Of Years	Title/Position	Business Phone #	# Of Years	Title/Position
Name of Previous Employer and Position (if current employer less than 3 years)		# Of Years	Name of Previous Employer and Position (if current employer less than 3 years)		# Of Years
Home Address:			Home Address:		
Home Phone #	Social Security #	Date of Birth	Home Phone #	Social Security #	Date of Birth

Balance Sheet As of \_\_\_\_\_

ASSETS	AMOUNT (\$)	LIABILITIES	AMOUNT (\$)
Cash In Bank			
Readily Marketable Securities (Schedule A)		Notes Payable to Others (Schedule E) Secured	
Non- Readily Marketable Securities (Schedule A)		Notes Payable to Others (Schedule E) Unsecured	
Accounts and Notes Receivable		Accounts Payable (Including Credit Cards)	
Net Cash Surrender Value of Life Insurance (Schedule B)		Margin Accounts	
Residential Real Estate (Schedule C)		Notes Due: Partnership (Schedule D)	
Real Estate Investments (Schedule C)		Taxes Payable	



Schedule D - Partnerships (Less than Majority Ownership for Real Estate Partnerships)						
Type of Investment	Date of Initial Investment	Cost	Percent Owned	Current Market Value	Balance Due on Partnerships; Notes, cash call	Final Contribution Due
Business/Professional (Indicate Name):						

Schedule E - Notes Payable								
Due To	Type of Loan (Term Loan/Line of Credit)	Original Amount	Secured		Collateral	Interest Rate	Monthly Payment	Unpaid Balance
			Yes	No				

The information contained in this statement is provided to induce you to extend or to continue the extension of credit to the undersigned or to others upon the guarantee of the undersigned. The undersigned acknowledge and understand that you are relying on the information provided herein in deciding to grant or continue credit or to accept a guarantee thereof. Each of the undersigned represents, warrants and certifies that the information provided herein is true, correct and complete. Each of the undersigned agrees to notify you immediately and in writing of any change in name, address or employment and of any material adverse change (1) in any of the information contained in this statement or (2) in the financial condition of any of the undersigned or (3) in the ability of any of the undersigned to perform its (or their) obligations to you. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. If the undersigned fail to notify you as required above, or if any of the information herein should prove to be inaccurate or incomplete in any material respect, you may declare the indebtedness of the undersigned or the indebtedness guaranteed by the undersigned, as the case may be, immediately due and payable. You are authorized to make all inquiries you deem necessary to verify the accuracy of the information contained herein and to determine the credit-worthiness of the undersigned. The undersigned authorize any person or consumer-reporting agency to give you any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. As long as any obligation or guarantee of the undersigned to you is outstanding, the undersigned shall supply annually an updated financial statement. This personal financial statement and any other financial or other information that the undersigned give you shall be your property.

Other	Yes	No	Amount
Are you a guarantor, co-maker, or endorser for any debt of an individual, corporation or partnership?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any suits or legal actions pending against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you obligated to pay alimony or child support?	<input type="checkbox"/>	<input type="checkbox"/>	
Are any of your tax obligations past due? (Real estate, payroll, income, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Have (either of) you or any firm in which you were a major owner ever declared bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	When:
Do (either of) you have a personal line of credit or unused credit facility at any other institutions? If so, please provide details in schedule E.	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever had a financial plan prepared for you?	<input type="checkbox"/>	<input type="checkbox"/>	

\_\_\_\_\_ Initial here, if all individuals signing below are applying for joint credit or are guaranteeing a loan jointly.

Representations and Warranties

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature (If you are requesting the financial accommodation jointly)

CITY OF YORK  
CREDIT REPORT AUTHORIZATION AND PRIVACY DISCLOSURE FORM

I hereby authorize and instruct the **Department of Economic and Community Development** to obtain and review my credit report. My credit report will be obtained from a credit-reporting agency chosen by **Department of Economic and Community**. I understand and agree that **Department of Economic and Community** intends to use the credit report for the purpose of evaluating my financial readiness for a loan.

My signature below also authorizes the release to credit reporting agencies of financial or other information that I have supplied to **Department of Economic and Community** in connection with such evaluation. Authorization is further granted to the credit reporting agency to use a copy of this form to obtain any information the credit reporting agency deems necessary to complete my credit report.

In addition, in connection with determining my ability to obtain a loan, I

authorize  
 do not authorize

**Department of Economic and Community** to share with potential mortgage lenders and/or counseling agencies my credit report and any information that I have provided, including any computations and assessments that have been produced based upon such information. These lenders may contact me to discuss loans for which I may be eligible, and these counseling agencies may contact me to discuss counseling services.

I understand that I may revoke my consent to these disclosures by notifying **Department of Economic and Community** in writing.

\_\_\_\_\_  
Client's Name (Print)

\_\_\_\_\_  
Client's Name (Print)

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Client's Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EMPLOYMENT INQUIRY RELEASE

In connection with your application for/continued employment with \_\_\_\_\_, on their behalf, CBY Systems Inc. will make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, residence, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination of past employments.

In compliance with the Fair Credit Reporting Act (FCRA), you are entitled to be informed if an offer of employment is withheld because of information obtained from CBY Systems Inc. and, in that event, upon your written request, we will provide a copy of the report we receive and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act".

Please complete and sign the form which follows, authorizing, without reservation, any party, including, but not limited to, employers, consumer reporting agencies, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by CBY System Inc. to furnish any or all of the above mentioned information. Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.

PRINT FULL NAME \_\_\_\_\_ \*DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DRIVER LICENSE # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

MAIDEN OR OTHER NAMES USED \_\_\_\_\_

GRADUATION DATE: HIGH SCHOOL \_\_\_\_\_ COLLEGE \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Date of birth is being requested only for the purposes of identification in obtaining accurate retrieval of records and it will not be used for discriminatory purposes. Revised 10/2012

CITY OF YORK  
CREDIT REPORT AUTHORIZATION AND PRIVACY DISCLOSURE FORM

I hereby authorize and instruct the Department of Economic and Community Development to obtain and review my credit report. My credit report will be obtained from a credit-reporting agency chosen by Department of Economic and Community. I understand and agree that Department of Economic and Community intends to use the credit report for the purpose of evaluating my financial readiness for a loan.

My signature below also authorizes the release to credit reporting agencies of financial or other information that I have supplied to Department of Economic and Community in connection with such evaluation. Authorization is further granted to the credit reporting agency to use a copy of this form to obtain any information the credit reporting agency deems necessary to complete my credit report.

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I understand that I may revoke my consent to these disclosures by notifying Department of Economic and Community in writing.

\_\_\_\_\_  
Client's Name (Print)

\_\_\_\_\_  
Client's Name (Print)

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Client's Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EMPLOYMENT INQUIRY RELEASE

In connection with your application for/continued employment with \_\_\_\_\_. on their behalf, CBY Systems Inc. will make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, residence, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination of past employments.

In compliance with the Fair Credit Reporting Act (FCRA), you are entitled to be informed if an offer of employment is withheld because of information obtained from CBY Systems Inc. and, in that event, upon your written request, we will provide a copy of the report we receive and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act".

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PRINT FULL NAME \_\_\_\_\_ \*DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DRIVER LICENSE # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

MAIDEN OR OTHER NAMES USED \_\_\_\_\_

GRADUATION DATE: HIGH SCHOOL \_\_\_\_\_ COLLEGE \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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