



**CITY OF SHAWNEE  
11110 JOHNSON DRIVE  
SHAWNEE, KANSAS 66203  
(913) 742-6263**

**APPLICATION FOR PUBLIC FINANCIAL PARTICIPATION REQUEST FOR  
INDUSTRIAL REVENUE BONDS (IRB)**

**Shawnee Economic Development Council**

Ann Smith-Tate  
President/CEO  
[asmithtate@shawneekschamber.com](mailto:asmithtate@shawneekschamber.com)  
913-631-6545

**City of Shawnee**

Steve Hauck  
Business Liaison  
[shauck@cityofshawnee.org](mailto:shauck@cityofshawnee.org)  
913-742-6214

City Manager  
Nolan Sunderman  
[nsunderman@cityofshawnee.org](mailto:nsunderman@cityofshawnee.org)  
913-742-6200

Finance Director  
Don Cawby  
[dcauby@cityofshawnee.org](mailto:dcauby@cityofshawnee.org)  
913-742-6263

**Kutak Rock – Bond Counsel**

Joe Serrano  
[joseph.serrano@kutakrock.com](mailto:joseph.serrano@kutakrock.com)  
816-502-4658

**I. APPLICANT GENERAL INFORMATION**

***Firm and Primary Contact Information:***

_____ NAME OF APPLICANT FIRM	_____ DATE OF REQUEST
_____ FIRM ADDRESS	_____ PHONE NUMBER
_____ CONTACT PERSON NAME	_____ PHONE NUMBER
_____ CONTACT PERSON TITLE	_____ CONTACT EMAIL

***Names and addresses of the principal owners, officers and directors of the firm requesting the Industrial Revenue Bonds:***

_____ NAME	_____ TITLE	_____ ADDRESS
_____ NAME	_____ TITLE	_____ ADDRESS
_____ NAME	_____ TITLE	_____ ADDRESS

***Names and Addresses of Other Firm Contacts:***

_____ NAME	_____ ADDRESS	_____ PHONE	_____ EMAIL
_____ NAME	_____ ADDRESS	_____ PHONE	_____ EMAIL
_____ NAME	_____ ADDRESS	_____ PHONE	_____ EMAIL

***Names and Addresses of Support Team/Consultants:***

_____ APPLICANT'S ATTORNEY	_____ PHONE NUMBER	_____ EMAIL
_____ APPLICANT'S UNDERWRITER (OR PURCHASER)	_____ PHONE NUMBER	_____ EMAIL
_____ APPLICANT'S ENGINEERING FIRM	_____ PHONE NUMBER	_____ EMAIL
_____ OTHER	_____ PHONE NUMBER	_____ EMAIL

## II. PROPOSED USE

1. Describe the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Location of the proposed facility: \_\_\_\_\_
3. Size of the proposed facility (include size of building and amount of real property): \_\_\_\_\_  
\_\_\_\_\_
4. Name the Architect and Contractor if designated (name, address and phone).  
\_\_\_\_\_  
\_\_\_\_\_
5. What business is proposed by the applicant at this location? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. List the products or services to be rendered. (Include details of the nature and scope of the operation of the business): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What percentage of the facility will be occupied by the Applicant? (If less than 100%, please specify other occupants): \_\_\_\_\_
8. Describe type and cost of building construction proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Current zoning: \_\_\_\_\_
10. Anticipated date of completion: \_\_\_\_\_

### III. NATURE OF PROJECT FINANCING

**The applicant and/or applicant's attorney must work with the City's Bond Counsel to complete this section and other bond documents required for the IRB process. The applicant may coordinate with Shawnee Economic Development staff or Finance Director to arrange a meeting with Bond Counsel, or contact Bond Counsel directly. Bond counsel contact information is listed on page 1.**

1.           New bond issue  
              Refunding issue
  
2.   Nature of financing requested (check all that apply):  
          Property tax abatement  
          Sales tax exemption  
          Conduit debt
  
3.   Is the proposed project a new facility, expansion, or replacement of another existing facility? \_\_\_\_\_  
\_\_\_\_\_
  
4.   Please state the reason for the establishment of the new facility, expansion or replacement of the existing facility: \_\_\_\_\_  
\_\_\_\_\_
  
5.   Describe the proposed security for the bonds (i.e. pledge of collateral, corporate/ personal guarantees, debt service reserve fund, credit enhancements, etc.).  
\_\_\_\_\_  
\_\_\_\_\_

**IV. ORGANIZATIONAL**

1. Describe the organizational structure of the firm (proprietorship, partnership, subsidiary, corporation, not-for-profit, etc.) \_\_\_\_\_  
\_\_\_\_\_

2. Is the applicant's stock publicly held? \_\_\_\_\_

If so, which stock exchange? \_\_\_\_\_

3. In what state is the applicant incorporated? \_\_\_\_\_

4. Please attach proof that the firm is authorized to do business in the State of Kansas.

5. Date of incorporation? \_\_\_\_\_

6. Indicate applicant's principal bank? \_\_\_\_\_

7. CPA firm performing accounting/audit? \_\_\_\_\_

CONTACT PERSON

ADDRESS

TELEPHONE/FAX

8. Please indicate what company will be performing the environmental audit. \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON

ADDRESS

TELEPHONE/FAX

9. Describe any pending or threatened litigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Total employment of applicant: \_\_\_\_\_

11. How many locations does applicant currently have? \_\_\_\_\_

List locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. MEASURE OF ECONOMIC GROWTH AND BENEFIT**

**The applicant and/or applicant's attorney must work with the Shawnee Economic Development Council staff to complete this section and provide other information needed for the statutory cost-benefit analysis. Please contact one of the Shawnee Economic Development Council staff contacts listed on page 1 directly.**

1. Number of expected new additional employees to be hired at this site:

Major Job Types	Year 1	Year 2	Future	Average Salary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Describe the economic benefits to the City's economy if the transaction is completed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. COST BENEFIT ANALYSIS WORKSHEET**

1. Applicant's six-digit NAICS code \_\_\_\_\_
2. Capital Investment for land, building & improvements, and furniture and equipment \_\_\_\_\_  
\_\_\_\_\_
3. Projected annual sales? \_\_\_\_\_ Percentage of Sales subject to Sales tax? \_\_\_\_\_
4. Projected annual purchases of goods and services for this facility? \_\_\_\_\_
5. Estimated annual expense for utilities (i.e. water, sewer, natural gas)? \_\_\_\_\_
6. Of new employees, how many will move to the City, county state? \_\_\_\_\_
7. How many out-of-town visitors will the facility have during the year? \_\_\_\_\_

**VII. POTENTIAL CONFLICTS**

Please describe any known circumstances that would create a conflict of interest.

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**PLEASE NOTE:** Any potential conflicts as disclosed above do not necessarily negate the approval of the Issue, but are pertinent for determining those conflicts for the purpose of public disclosure.

**VIII. OTHER INFORMATION**

Specify below any other data or information you deem pertinent for the City's consideration in passing upon the approval of the proposed project or financing:

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**IX. PROCESSING**

Electronic submission of this application is encouraged. Please submit the application to Don Cawby, Finance Director at [dcawby@cityofshawnee.org](mailto:dcawby@cityofshawnee.org) (913 742-6263).

Applicant may attach supplemental documents to the application rather than typing the answers on the form. The supplemental documents must be in the same order as the requested information.

The City must receive a payment of \$2,000 for your application fee in order to process this request. Please make checks payable to "City of Shawnee."

Depending on the nature of the proposed purchaser of the bonds, the City may require additional financial information from the applicant, to be provided directly to the City's financial advisor. If the applicant plans to buy their own bonds, this will not be necessary.

**X. APPLICANT'S AGREEMENT**

In consideration for the City's acceptance, processing and consideration of this application, applicant agrees, represents and warrants that:

1. There is submitted herewith a non-refundable application fee of \$2,000 to reimburse the City for its cost of processing this application.
2. Any lease entered into between the City and the applicant or its assign will provide that in addition to paying the application fee, applicant will pay all expenses incurred by the City including but not limited to fees of Bond Counsel, the City Attorney and other professionals acting on behalf of the City incurred in regard to issuance of the bonds.
3. In the event the bonds are issued the applicant will pay to the City of Shawnee an administrative/origination fee to be used by the City exclusively for economic development activities, as follows: \$15,000 plus 0.30% of the bond principal issued, with a maximum total fee of \$250,000.

Applications will be approved by the governing body for a period of one (1) year or for such time as is provided in any inducement resolution adopted by the governing body. Failure to proceed with the project or to issue bonds within the time provided in the inducement resolution will require the applicant to resubmit an application for consideration by the governing body.

Partial completion of this application is permitted, however, prior to the adoption of the bond ordinance, the remaining supplementary information may be required. Additional information may also be required by Bond Counsel and the Financial Advisor.

It is understood and agreed the information required by Section IX or any other information will be disclosed to the financial team and may be disclosed to the public.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE