

## APPLICANT’S STATEMENT FOR PUBLIC DISCLOSURE

1. Attach a cover letter and the company’s business plan, with an executive summary, a company overview, information about the company’s products and/or services, market analysis, marketing plan, company organization and management, funding request, and financial projections. The Stillwater Economic Development Authority (“SEDA”) may distribute the business plan to public officials, interest parties, and the public.
2. If not included in the business plan, attach, as a separate document, an overview of the Applicant’s organization, including the legal name and contact information, history, type of ownership, legal structure, officers, and directors, and number of employees. Identify key personnel that will work on the project, providing a brief resume for each.
3. Provide three (3) years of audited financial statements.
4. Provide names, addresses, title or position, and nature and extent of the interest of the officers and principal members, partners, shareholders, and investors of any member of the Applicant, other than a government agency or instrumentality, as follows:

NAME AND ADDRESS	POSITION / TITLE	PERCENT OF INTEREST	EXTENT OF INTEREST

*[Note: If space on this form is inadequate for any requested information it should be furnished on an attached page which is referred to under the appropriate item on the form.]*

- a. If the Applicant is a corporation, provide the requested information for all officers, directors, and each stockholder owning more than ten percent (10%) of any class of stock.
- b. If the Applicant is a partnership, provide the requested information for each general and limited partner, and either the percent of interest or a description of the character and extent of interest.
- c. If the Applicant is a limited liability company, provide the requested information for each member and manager, and either the percent of interest or a description of the character and extent of interest.
- d. If the Applicant is a business association or a joint venture, provide the requested information for each participant and either the percent of interest or a description of the character and extent of interest.

- e. If the Applicant is a nonprofit or charitable institution or corporation, provide the requested information for all members who constitute the Board of Trustees, or Board of Directors, or similar governing body.
- f. If the Applicant is some other entity, provide the requested information for all officers, the members of the governing body, and each person having an interest of more than ten percent (10%).

**CERTIFICATION**

I, \_\_\_\_\_, as the authorized representative of the Applicant, certify that all statements, documentation, and information provided in and attached to this Applicant's Statement for Public Disclosure are true and correct to the best of my knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## INDIVIDUAL CONSENT TO OBTAIN CRIMINAL BACKGROUND INFORMATION

I hereby authorize and instruct STILLWATER ECONOMIC DEVELOPMENT AUTHORITY (“SEDA”) to obtain and review my criminal background information. My criminal background information will be obtained from a qualified reporting agency chosen by SEDA. I understand and agree that SEDA intends to use this information solely for the purpose of evaluating my qualifications to contract with SEDA.

*[Note: A signed consent must be submitted for each officer and key personnel (who is not an officer) of the Applicant. If the Applicant is a new entity (formed within the last 3 years), please submit a signed consent form for each officer and key personnel (who is not an officer) of the Applicant’s parent/manager. Please refer to Open Records Act and confidentiality requirements which would apply to the information obtained from the criminal background report.]*

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Legal Name

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Social Security Number (this information will be redacted from public view)

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Driver’s License # and State (this information will be redacted from public view)

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Address

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City, State, Zip Code

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Signature

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Title

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Date

## OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS

All information, documentation, data, and materials submitted to SEDA pursuant to this Request for Proposals are potentially subject to the mandates of the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. *et seq.* The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records", as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create an exception or confidential privilege, persons or entities who submit information to public bodies have no right to keep this information from public access, nor is there any reasonable expectation that this information will be kept from public access. *See* 51 Okla. Stat. § 24A.2.

If you believe that any information you will or may submit to SEDA pursuant to this Request for Proposals is or should be kept confidential under a specific state or federal statute, and therefore, not subject to public disclosure, you must comply with the following:

- a. Place said documents/records in a separate envelope marked "Confidential". DO NOT label your entire response to the Request for Proposals as "Confidential" – label only those portions of the response that you feel are made confidential by state or federal law as "Confidential". If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential. (Under the Oklahoma Open Records Act, a public entity may be obligated to produce documents for public inspection even if the documents contain only a portion of material which is confidential. However, the public entity can redact the confidential portions.)
- b. For each document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, *et seq.*

Please note that SEDA, consistent with § 24A.3(d) of the Act, acknowledges that "personal financial information, credit reports or other financial data obtained by a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or the purpose of becoming qualified to contract with a public body" is not subject to disclosure under the Act. Financial information requested by this Request for Proposals for evaluating the creditworthiness of the Applicant or the purpose of allowing SEDA to determine if the Applicant is qualified to contract with SEDA should be submitted in a separate envelope and marked as confidential financial information.

Should an Open Records request be presented to SEDA requesting information the Applicant has identified as "Confidential", the Applicant will be informed and the Applicant will be responsible for defending its position in the District Court, if needed.

If the Applicant fails to identify any records submitted as part of your proposal as "Confidential" by placing them in the "Confidential" envelope AND if the Applicant fails to identify the specific state or federal law creating such privilege, SEDA will assume that the Applicant agrees that said records are not confidential and are subject to public access.