



**LOAN APPLICATION
TRI-COUNTY COUNCIL FOR WESTERN MARYLAND, INC.
REVOLVING LOAN FUND PROGRAM**

*APPLICATION PROCESSING FEE \$250.00 (application will not be accepted without payment)

**Applications must be submitted by the 10th of the month to be considered for the monthly meeting.

I. General Information

A. Applicant Information

Business Name	
Business Address	
City	
State and Zip	
Corporation ID	
Contact Person	
Phone	
Email	

Applicant Name	
Home Address	
City	
State and Zip	
Home Phone	

B. TCC Loan Fund Request

Working Capital Fixed Assets Working Cap & Fixed Assets

Term Requested Years Amount Requested \$

*TCC Loan Fund Request (5 years max working capital, 15 years max for fixed assets)

C. Business Structure (check one)

Corporation	<input type="checkbox"/>	State and Year of Incorporation	
LLC	<input type="checkbox"/>	Year Organized	
Proprietorship	<input type="checkbox"/>	Number of Years in Business	

D. Management/Ownership

Name	Social Security #	Married	Title	% Ownership	Annual Salary

If owners other than the applicant please provide current address for each below

Name	Address	City	State	Zip

E. Physical Facilities

	If Leased			If Owned
Annual Rental Cost			Annual Mortgage	
Leased From			Building Size	
Contact Name			Lot Size (in acres)	
Contact Phone			Appraised Value	

F. Business References

	Name	City, State	Phone
Legal Counsel			
Accountant			

Suppliers(3 largest)	Company	City, State	Phone

II. FINANCIAL INFORMATION

A. List all current personal and business loans, debts, or lines of credit.

Lender Name	Address	Loan Amount	Current Balance	Monthly Payment

B. As collateral is normally required for RLF approval, please list all assets which the business or any of the owners will pledge as security to obtain RLF financing.

Owner	Collateral	Appraised Value	Total Amount of Liens

When real property and/or improvements to real property are included in the project and/or constitute collateral, a current appraisal prepared by a member of a recognized professional organization and acceptable to TCC may be required at the applicant's expense. In the case of proposed renovation an after-rehabilitation appraisal may be required.

C. List any life insurance policies held on top management or owners of the business for the benefit of the applicant.

Insured Name	Insurance Company	Amount of Coverage

D. Is the business or any of the management personnel an endorser, guarantor, or co-signer for any obligations not listed on its/their financial statement?

Yes No If yes, explain on a separate sheet.

E. Is the business or any of the management personnel a party to any claim or lawsuit?

Yes No If yes, explain on a separate sheet.

F. Has the business or any of the management personnel/owners ever declared bankruptcy?

Yes No If yes, explain on a separate sheet.

G. Does the business or any of the management personnel/owners owe any taxes for prior or current years?

Yes No If yes, explain on a separate sheet.

H. Total Project Financing Information

1. Sources and Uses of Funds

Detailed Sources of Funds

	Amount	Rate	Term	Monthly Payment
TCC Loan Request				
Bank				
Total Financed				
Owners Investment				
Total				

Use of Funds by Source

	TCC-RLF	Bank	Owner			Total
Land						
Building						
Renovations						
Construction						
Equipment						
Working						
Capital						
Other						
Total						

* The total sources and uses of funds should be equal

III. EMPLOYMENT INFORMATION

To qualify for RLF funding, TCCWMD applicants are required to estimate the number of jobs which will be created or retained by the proposed project. Projects that will not have an economic impact will be considered ineligible for RLF funding. Please answer the following questions:

A. How many permanent full-time/part-time employees does your business have at present?

Full Time Part Time

B. How many permanent full-time/part-time jobs will be created by the proposed project at the time that all financing is in place (or within 36 months)?

Full Time Part Time

C. How many existing jobs will be retained? This pertains only to a situation where the applicant's business would otherwise be forced to relocate, or shut down, without TCCWMD assistance?

Jobs Being Retained

If your loan is approved, you will be required to fill out an annual Evaluation of Employment as an update to your loan file. The Evaluation of Employment will be sent to you in the Spring of each year and will be used to evaluate the numbers provided above.

IV. PRIVATE FUNDING REQUIREMENTS

A. Letter of Credit Denial

Applicants must show that total project financing can not be obtained through normal lending channels. Therefore, a letter of credit denial from a bank must be submitted. The amount denied should correspond with the "Total Amount Financed" figure shown on the previous page. The letter of credit denial should be on the bank's letterhead or standard form.

B. Private Funding Commitment

Private funding is required as a condition of the RLF eligibility; therefore, a copy of the bank's letter of commitment is required before a decision on your loan request can be made. Information regarding the rate, term and amount of private funding, along with any collateral taken, must be addressed in the letter.

*The private funding requirements must be submitted before your application can be approved. Without the above commitment your application will not be processed.

V. HISTORY OF BUSINESS/PROPOSED PROJECT

Submit a narrative history of your business, including the nature of your business and its product(s), key milestones, market characteristics, and your business strategy. Include with this an explanation, purpose and expected results of the proposed expansion project. If the project involves a start-up venture, state your goals and objectives. For start ups, much of this should be included in your business plan.

VI. DOCUMENTATION REQUESTED

Financial Statements:

- a. Annual Financial Statements and/or Tax Returns for the last three years.
- b. Latest Interim Financial Statement.
- c. Personal Financial Statements of all management/ownership personnel listed on page 1.
- d. Projected Financial Statements (three years)

VII. CONTINGENT LOAN APPROVAL

All loans approved by the RLF Loan Committee are contingent upon the submission and subsequent approval of specific Economic Development Administration forms. These forms relate to specific employment, environmental, and compliance issues. These forms are to be submitted after the RLF Loan Committee has approved your loan request, and constitutes a second level of loan approval. Copies of these forms will be provided by TCCWMD after approval.

VIII. FEES

TCCWMD charges all applicants a non-refundable application fee of \$250.00. This fee is due upon submittal of the application.

TCCWMD also charges approved applicants a loan placement fee which is equal to one and one-half percent (1.5%) of the approved loan amount. This fee is due at the settlement and can be paid directly by the applicant or deducted from the loan proceeds.

IX. AGREEMENTS AND CERTIFICATIONS

A. Agreement

1. I/We agree that the project will adhere to all local, state and federal air and water pollution standards.
2. I/We agree that the project will adhere to all local, state and federal historic preservation laws and regulations.

3. I/We agree I/We will obtain and maintain flood hazard insurance if required pursuant to National Flood Plain Policy.
4. I/We agree that if construction is financed by this loan, accessibility to the handicapped will be assured by compliance with the standard of Sub-Part 101-19.6, Title 41 of the CFR.
5. I/ We agree to provide an annual operating statement to TCCWMD within 60 days of close of the fiscal year of the applicant organization.
6. I/We agree that if TCCWMD approves this loan application, I/We will not, for at least two years, hire as an employee or consultant anyone that was employed by TCCWMD during the one year prior to the disbursement of the loan.
7. I/We agree that in the event the business is closed, fails, or is relocated to a location outside the TCCWMD region due to a management/ownership decision and the liquidation of collateral does not retire the outstanding balance, the remaining loan balance will be refinanced at an interest rate that will be equivalent to the current commercial rates in the TCCWMD region of Western Maryland. This refinanced interest rate will be reviewed periodically and will remain adjustable until the outstanding balance is paid in full.
8. I/We agree that if the information contained in the contingent EDA forms to be submitted after loan approval does not comply with all EDA regulations and guidelines, even though the loan request has been approved by the RLF Loan Committee, the loan may be deemed ineligible for RLF funding.

B.Certification:

1. I/We certify all information in this application is true and complete to the best of my/our knowledge and is submitted so the Loan Committee can decide whether to grant a loan or participate with the lending institution in a loan to me/us.
2. I/We assure that I/we will comply with Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-2000d 4), the requirements imposed by or pursuant to regulations issued for the Department of Commerce and designated as 15 CFR Sub-title A Part 8, and any amendments thereto.
I/We agree to comply with the requirements imposed by or pursuant to the regulations of the Economic Development Administration promulgated in 13 CFR Part 311 (as explained in the April 1979, EDA Civil Rights Guidelines) and any amendments thereto. I/We agree to comply with Section 504 of the Rehabilitation Act of 1973 (26 USC 794) and 15 CFR Part 8b, Subsections a, b, c and e (Regulations of the Department of Commerce implementing Section 504 of the Rehabilitation Act), and the Age Discrimination Act of 1975 (42 USC 6101). Such requirements hold that no person in the United States shall on the grounds of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Federal financial assistance has been extended.
3. I/We certify that facilities under my/our ownership, lease or supervision which will be utilized in the accomplishment of project or services financed by the Revolving Loan Fund, are not listed on the Environmental Protection's Agency (EPA) list of violating facilities pursuant to Section 15.20, Part 15 Title 40 CFR.

C. Authority to Collect Personal Information: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974).

Effect of Non-Disclosure: Omission of an item means your application might not receive full consideration.

1. I/We authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the project financing. I/We waive all claims against TCCWMD and its consultants.
2. I/We certify that the total amount of financing for this project was not available through normal lending channels and TCCWMD's participation in this project was necessary.
3. I/We realize that if I/we do not comply with the Agreements and Certifications, my/our loan can be called, terminated or repayments accelerated.

By signing this authorization, I represent and warrant to Lender that the information provided is true and correct and that there has been no material adverse change in my financial condition as disclosed in my most recent financial statement to Lender. The undersigned further authorizes TCCWMD to obtain credit information and make inquiries as necessary to verify the accuracy of the statements made and to determine creditworthiness. The undersigned further gives TCCWMD the right to contact the other lenders identified in this loan for purposes of checking the current status of that loan.

By signing this authorization, I represent and warrant to Lender that the information provided is true and correct and that there has been no material adverse change in my financial condition as disclosed in my most recent financial statement to Lender.

If Applicant is a proprietor or general partner, sign below:

By: _____

Date: _____

If Applicant is a Corporation, sign below:

By: _____

Signature of President

Date: _____

Attested By: _____

Signature of Corporate Secretary

Date: _____